



“Free the child’s potential, and you will transform him into the world.”

Baobab Montessori Admissions Pack

2024

Email: info@baobabmontessori.com
www.baobabmontessori.com

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LETTER FROM JESSICA AND CAREN:

When choosing a school, you want a place where your child will feel happy and secure, in an environment that stimulates learning. You look for a place where your child will be treated with respect as an individual, where children discover what is expected of them in a community that they help create. You want a place with a consistent, highly regarded approach to early childhood development. You look for a place with dedicated directresses. Baobab Montessori is such a place!

Baobab Montessori was founded in 2011 by two young passionate Montessori Directresses wanting to make their mark in the lives of children and their community. Baobab Montessori is a privately run Montessori school in the heart of Bryanston. Our school strictly follows the teaching philosophy of Maria Montessori. Classes are grouped into 2 age groups: 15 months to 3 years old and 3 years to 6 year olds. These two different environments cater for the child's individual needs and developmental stages they experience. We operate on a ratio of not more than 15 children to 1 qualified directress.

We are open from 7:30am to 17.30pm Monday to Friday, where our ring time signifies the start of our day at 8:30am, followed by the work cycle. Children then have their snack which is followed by supervised free play from 11:30am until 1pm. Between 12:30 and 1:00pm parents can collect their children if on a half day program, or until 17.30pm if doing full day. As we are a private school, we run on a three-term year.

Montessori Education is often described as an 'Education for Life'. It gives children a sense of belonging to a community and fosters an attitude of respect for self and others and develops trust in others. Young children will often say "Help me (to learn) to do it myself". In the child-centred environment with appropriate care and guidance of staff, the child's self-confidence, independence, and sense of joy of learning is fostered.

Baobab Montessori focuses on the child's overall growth and development. Our curriculum includes all areas of the Montessori environment as well as gross motor activities, storytelling, singing, music and movement and arts and crafts. The Montessori pre-school program encourages individual development at the child's own pace and according to their own needs and interests. Children are free to select their own activities and work until their interest is satisfied. There is only one of each piece of equipment, which helps to teach the child patience. Materials must then always be returned to its specific place once the activity is completed. Self-discipline, concentration, pride in one's own work, and respect for other children's activities and the environment are the underlying goals. All directresses are trained to 'follow the child' and plan and implement a syllabus which focuses on the 'whole child' and their needs. The typical Montessori environment is peaceful, with the children working passionately at their chosen activities while the directress, although an integral part of the environment, takes a passive roll, observing children and only giving help when necessary.

We look forward to welcoming you and your child into Baobab Montessori and trust you will be very happy whilst in our care.

Jessica and Caren

DIFFERENCES BETWEEN MONTESSORI AND TRADITIONAL TEACHING:

Montessori	Traditional
Emphasis on Cognitive and Social Development	Emphasis on Rote Learning and Social Behavior
Teacher has guiding role	Teacher controls classroom
Environment and method encourage self-discipline	Teacher acts as primary enforcer of discipline
Mainly individual instruction	Mainly group instruction
Mixed age groups	Same age groups
Grouping encourages children to teach and collaborate	Teaching is done by teacher; collaboration is discouraged
Child chooses own work	Curriculum structured for child
Child discovers own concepts from self-teaching materials	Child is guided to concepts by teacher
Child is allocated time to work on and complete lesson	Child generally allotted specific time for work
Child sets own learning pace	Instruction pace set by group
Child spots own errors from feedback of material	Errors in child's work highlighted by teacher
Child reinforces own learning by repetition of work and internal feelings of success	Learning is reinforced externally by repetition, rewards and punishment
Child can work where he chooses, move about and talk at will (yet not disturb work of others), group work voluntary	Child usually assigned seat; required to participate during group lessons
Multi-sensory materials for physical exploration organizes program for learning care of self and environment	No organized program for self-care instruction - left primarily up to parents



2024 FEE STRUCTURE:

Once off non-refundable registration fee: R5900.00

<u>Monthly (12 Months)</u> Jan-Dec	<u>Monthly (11 Months)</u> Jan-Nov	<u>Termly</u> Jan, May, Sep	<u>Semi-Annually</u> Jan & July	<u>Annually</u> Jan
R5,900.00	R6,420.00	R22,890.00	R33,630.00	R65,840.00
		3% discount	5% discount	7% discount

10% sibling school fee discount on second child.
50% sibling registration fee discount on second child.

Daily rate: R400

Optional Extra:

Aftercare until 17:30 is an additional R 1900 per month and includes lunch and a mid-afternoon snack.

Aftercare until 14.00 is an additional R1100 per month and just includes lunch. Children using this option must be collected by 2pm, or else they will be placed in full day aftercare and charged accordingly.

We also offer an adhoc ticket system for aftercare too, which is R1100 for 10 tickets. One ticket allows for one aftercare afternoon.

General Note on Fees:

- Monthly fees are to be paid in advance, on the first day of every month
- The 11-month fee option is only applicable if starting in January; if starting later in the year the 12 month fee option is to be used.
- Termly fees are to be paid in advance or before the first day of each term (3 payments)
- Semi-annual fees are to be paid on or before the first day of January and July (2 payments)
- Annual fees are to be paid by the first day of school commencement in January (1 payment)
- Daily rates are billed for the days chosen at the beginning of the month and must be paid in advance. If attending school on an adoc basis (4 days a week or less), payment will be due of those chosen adhoc days whether attending school or not.
- Extra mural activities will be paid directly to the outsourced persons.

BANKING DETAILS:

Account Name: Baobab Montessori (Pty) Ltd
Bank: FNB
Branch: Rivonia
Branch Code: 250 655
Account Number: 6230 434 5962
Type: Current



2024 CALENDAR:

TERM 1

Start:	Tuesday, 16 January
Close:	Thursday, 11 April (11h00, aftercare 15h00)
Half Term:	Thursday, 22 February (11h00, aftercare 15h00) Return to school on Tuesday, 27 February
Public Holiday:	Thursday, 21 March (Human Rights Day) Friday, 22 March (School Holiday) Easter Weekend (29 March – 1 April)

TERM 2

Start:	Tuesday, 7 May
Close:	Thursday, 8 August (11h00, aftercare 15h00)
Half Term:	Friday, 28 June (11h00, aftercare 15h00) Return to school on Tuesday, 9 July
Public Holiday:	Sunday, 16 June (Youth Day) Monday, 17 June (School Holiday)

TERM 3

Start:	Wednesday, 4 September
Close:	Thursday, 5 December (11h00, no aftercare)
Half Term:	Thursday, 24 October (11h00, aftercare 15h00) Return to school on Tuesday, 29 October
Public Holiday:	Monday, 23 September (School Holiday) Tuesday, 24 September (Heritage Day)



ENROLMENT FORM:

Date of Application: _____ Start Date: _____

CHILDS DETAILS:

Date of Birth: _____ Gender: _____
First Names: _____ Surname: _____
Name by which child is known: _____
Home Language: _____ Nationality: _____
Position in Family (Youngest, Middle, Oldest): _____
No of children in family: _____ Religion: _____
Is there a sibling currently in the school? _____ Name of Sibling: _____
Home Address: _____
_____ Post Code: _____

Special Needs/Dietary Requirements:

PARENTS DETAILS:

Mother:

First Names: _____ Surname: _____
ID No: _____ Nationality: _____
Home Address: _____
_____ Post Code: _____
Occupation: _____ Company: _____
Business Address: _____
Tel Home: _____ Mobile: _____
Tel Work: _____ Email: _____

Father:

First Names: _____ Surname: _____
ID No: _____ Nationality: _____
Home Address: _____
_____ Post Code: _____
Occupation: _____ Company: _____
Business Address: _____
Tel Home: _____ Mobile: _____
Tel Work: _____ Email: _____

Contact people in case of emergency **OTHER** than parents:

Name: _____ Relationship: _____ Tel: _____
Name: _____ Relationship: _____ Tel: _____
Name: _____ Relationship: _____ Tel: _____



Details of who will be collecting your child:

Mothers Car: _____ Car Reg: _____

Fathers Car: _____ Car Reg: _____

If there are other people who will be collecting your child with different car details, please list below:

Name: _____ Car: _____ Car Reg: _____

Name: _____ Car: _____ Car Reg: _____

- *If no one from this list is able to collect your child on a certain day please inform the school before school ends on that persons particulars; your child will not be allowed to leave the school premises without prior knowledge from the school.*

MEDICAL DETAILS:

Family Doctor: _____ Tel: _____

Doctors Address: _____

Medical Aid: _____ Medical Aid No: _____

Main Member: _____

The following ticked medication may be administered to my child without further consent. I will be notified should medication be administered.

<input type="checkbox"/>	Calpol
<input type="checkbox"/>	Nurofen
<input type="checkbox"/>	Allergex
<input type="checkbox"/>	Prospan Cough Mixture
<input type="checkbox"/>	Charcoal Tablets (natural)

I agree to indemnify and hold harmless Baobab Montessori (Pty) Ltd and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of administering medication.

OR

I agree as parent/parents/guardians that no medication is administered to our child.

Allergies: _____

Does your child require chronic medication e.g. asthma pump, EpiPen? _____

If yes to the above question, your child's medication MUST be in their bag at all times. The school is NOT in possession of an EpiPen and does not keep asthma medication.

Should my child need to be taken to a hospital to receive further medical treatment (please select below option):

I authorise that in an emergency and I am unreachable or cannot get to the school in time one of Baobab Montessori's employees may transport my child to the nearest hospital which is Sandton Medi Clinic. I agree to indemnify and hold harmless Baobab Montessori (Pty) Ltd and its employees against any claims, except based on willful and wanton conduct, arising while transporting them to the nearest hospital to receive medical treatment.

OR

I do not authorise for an employee of Baobab Montessori (Pty) Ltd to take my child to the hospital should I not be contactable. I understand the associated risk to this option and choose for my child to wait for me or an ambulance to receive care.



FINANCIAL AGREEMENT:

We _____ (Mother/ Guardian) and _____ (Father/Guardian) of the above mentioned pupil, being the people responsible for the payment of fees to Baobab Montessori (the "School"), agree as set out below.

REGISTRATION FEE:

In respect of South African citizens, a once off non-refundable registration fee of R5900.00 shall be payable on registration.

In respect of non-South African citizens, a once off non-refundable registration fee of R5900.00, as well as a retainer of R5900 shall be payable on registration. The retainer will be refunded at the end of the students enrolment should all fees be up to date at the time of departure.

- Proof of payment must be submitted together with this agreement.

SCHOOL FEES:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Monthly (12 Months)</u> Jan-Dec	<u>Monthly (11 Months)</u> Jan-Nov	<u>Termly</u>	<u>Semi-Annually</u>	<u>Annually (Early Bird Special)</u> If paid before 16 January 2024
R5,900.00	R6,420.00	R22,890.00	R33,630.00	R65,840.00
		3% discount	5% discount	7% discount

Total fees for the **2024** school year are: **R70,800. Please indicate which payment option you would like above.**

Fees are strictly payable in advance, prior to the period to which they relate, and proof of payment will be provided to the School by the 3rd day of each year/ term/ month, as applicable. Fees are due and payable irrespective of public and/or term holidays, absence due to illness and/or any other ad hoc reasons.

- The 11-month fee option is only applicable if starting in January; if starting later in the year the 12 month fee option is to be used.
- If fees are not paid by the 7th of the month, a R450 administration and interest charge will be served on my account, which will reflect on the next month's statement.
- If fees are not paid by the 7th of the month, my child will not be allowed to attend school and will remain at home until all outstanding fees have been paid, and the School may, in its discretion, cancel this Admission Agreement.
- If fees are not paid by the 7th of the month, the parents/guardians will be blacklisted and all legal costs incurred to recover arrears shall be paid for by the parents/guardians.
- Fees are payable only in cash or by EFT.
- The parent/ guardian shall not be entitled to any rebate of fees if the pupil is absent for any portion of any term for any reason, health or otherwise.
- If my child is attending school on an adoc basis (4 days a week or less), I/we will be liable for payment of those chosen adhoc days whether my child attends school or not.
- See the 2024 Fee Structure for other adhoc charges.

ADMISSION TERMS:

Admission will be for a period of one calendar year. A new Agreement Form shall be signed by both parties at the beginning of each calendar year that the child is in attendance at the School.

Ad hoc attendance shall not be permitted unless otherwise agreed to in writing by both parties. In such event, the school may in its discretion cancel this Admission Agreement and the parent/guardian will be liable for all fees for the period of ad hoc attendance. This will not affect the school's right to cancel this Admission Agreement.



NOTICE:

The parent/legal guardian is required to give **one full calendar term's notice** in writing before withdrawing the pupil from the School. School fees during this notice period are to be paid timeously, regardless whether the pupil attends school or not. Failure to give a full calendar term's notice of withdrawal will result in the Parents/Guardians being liable **for payment equivalent to two calendar terms' fees**, without exception.

CREDIT CHECK:

The parents/guardians hereby consents and authorises the School to contact, request and obtain information from any registered credit bureau in order to seek relevant references and payment history as well as to assist in conducting a payment assessment.

- Please attach copies of ID and proof of address of the parents/guardians responsible for payment, for FICA and credit check purposes.

COLLECTION:

My child will be collected by no later than 1pm if not attending aftercare, and should I not advise the School and/or its representatives that my child will be collected late, I will be liable for a late penalty fee of R200, per incident.

INDEMNITY:

I/We, _____ (Full name of parent/s / legal guardian/s) of

_____ (Full name of child)

Hereby;

Indemnify and hold harmless Baobab Montessori preschool and/or their staff, owners, principals, the Company, teachers, assistants against and from any claims whatsoever that may arise in connection with any loss and/or damage to the property, possessions, injury, illness or death which may be sustained by the pupil stipulated above, whilst on school property.

Agree that I as stipulated above shall be responsible for the payment of all medical/and or hospital accounts, where applicable, should any injury, loss or damage be sustained to the pupil stipulated above whilst on the school property.

Delegate to the principals of Baobab Montessori and/or her representatives, the power to authorize whatever treatment he/she in their sole discretion (and to the best of their ability) deems necessary for the pupil and in doing so agree that the principal and/or her representatives shall act *in loco parentis*.

Give consent for the pupil stipulated above to take part in any extra mural activities on the school premises or any such place where such activities are engaged in.

Agree that this indemnity shall commence on date of signature hereof and shall remain in force and be of effect for the duration of the pupil's enrolment at Baobab Montessori.



PROTECTION OF PERSONAL INFORMATION:

I hereby give consent for my personal details to be added to the Baobab Montessori database, where such details will only be used, and retained, for contact between the principals and respective parents in matters of relation to their children.

I understand that my personal details will not be used by Baobab Montessori and given to any third party unless I have given prior written consent to do so.

I hereby also give consent for any photos and/or video's to be taken of my child/children where such photos and/ or videos are to be used on:

- School reports;
- The Baobab Montessori closed Facebook page where parents of Baobab Montessori are the only members;
- The Baobab Montessori website gallery;
- The Baobab Montessori Instagram account page;
- Sending the respective child/children's parents updates via cellphone; and
- The Baobab Montessori class environment.

Caren Price

Jessica Ashby

Name (Mother/Guardian): _____ Name (Father/Guardian): _____

ID No: _____ ID No: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name and Signature of Witness: _____

Date: _____

Place: _____

Documents to be attached:

	Copy of ID and proof of address of the person responsible for payment
	Copy of vaccination certificate
	Copy of important medical records or health issues from a doctor
	Copy of pupils birth certificate
	2 ID sized photographs of the pupil
	Proof of payment for non-refundable registration fee