



Enrollment Form 2024

General Information

Rules and Regulations

Physical Address: 90 Halepensis Street
Lynnwood Ridge
Pretoria

Postal Address: P. O. Box 72034
Lynnwood Ridge
0040

Web page: www.montessori-zonkie.co.za

Tel: 012 361 6751

Cell Phone: Hettie 062 388 5410

E-mail: info@montessori-zonkie.co.za
Finance: finance@montessori-zonkie.co.za
Principal: principal@montessori-zonkie.co.za

Both parents/guardians must please initial every page, sign where indicated, and return it to school.

Please initial (both parents)

ZONKIE MONTESSORI: GENERAL INFORMATION.

1. PHILOSOPHY AND METHOD.

- The Montessori method was developed in the early 1900s by Dr Maria Montessori, an Italian physician. Her pioneering work led her to realise the importance of stimulating children from birth to six years, the years when a child's mind is most receptive to learning.
- Dr. Montessori developed the idea of the 'prepared environment', a classroom where small children can be taught to function independently by a teacher who shows them how to work with a range of specially prepared developmental activities.
- Having been shown the appropriate way of using the equipment, the children are free to choose the activity that interests them most at the time and so develop self-discipline, concentration, and the ability to make constructive choices.
- Montessori facilitators recognise that each child is unique and needs a certain amount of freedom, which is guided by ground rules such as talking softly, walking carefully, being kind to others and respecting the equipment. These rules provide the children with a framework for behaviour and foster independence, self-discipline and maturity.
- Should you wish to know more about Montessori, please go to www.montessori-zonkie.co.za.

CAPS AND ELDAS.

- Our curriculum is fully integrated with the curriculum and standards set by the Department of Education.
- KINDERKINETICS- Our staff has been trained to provide Kinderkinetics classes.

2. AGES AND GROUP SIZES.

- Groups will be approximately 12 learners per teacher (facilitator).
- Mixed ages in each group according to Montessori philosophy and method.

3. ADMISSION POLICY.

Children between the ages of 2½ and 6 years are admitted.

4. RELIGION AND LANGUAGE

- We have a dual medium school. The medium of instruction is Afrikaans and English.
- Christian principles will be applied in the education of your child.

5. GRADE RR AND R (4, 5 and 6-year-olds)

- We cover the aims set out for the Foundation Phase in the Curriculum and Assessment Policy Statement (CAPS) and our reports are set accordingly. We guarantee lots of individual attention to help your child reach his/her full potential and to obtain school readiness - emotionally, socially, physically and academically.
- We are registered with the South African Council of Educators (SACE).
- We have close ties with the South African Montessori Association (SAMA), with the Association for the Education and Care of Young Children (AECYC) and with Tools for School which keep us up to date with the latest developments in education. Your child is being prepared for school, not only in the final preschool year, but from the moment he/she enters the 3 to 6 years class.

6. SCHOOL HOURS.

Drop off time:	06:45 – 08:00
Half day:	06:45 – 13:00
Full day: Monday to Thursday	06:45 - 17:15
Full day: Friday	06:45 – 17:00

- **School hours during holiday care:**

Half day	07:30 – 13:00
Full day	07:30 – 17:00

Please initial (both parents)

- No children will be received before 06:45 in the mornings.
- The collection period for half day children is from 12:00 to 13:00.
- The collection period for full day children, Monday to Thursday, is from **14:00 to 17:15**.
- The collection period for full day children on Fridays is from **14:00 to 17:00**.
- Should half day hours be exceeded, a fine of R50 per 15 minutes will be charged after 13:00 for the first 15 minutes or part thereof; thereafter the fee for after care (R100) will be charged when school hours are exceeded.
- Should full day hours be exceeded, a fine of R50 per 15 minutes/part thereof will be charged after 17:15 on Monday to Thursday and after 17:15 on Friday. If a child is collected after 17:30 on Monday to Thursday and after 17:15 on Friday, an additional R100 will be charged for every 10 minutes.
All fines must be paid in cash within 24 hours.
- The school must be informed before 11:00 on the day, should your child need care for a single afternoon. A single afternoon of part there-of will be R100.

7. NATIONAL SCHOOL TERMS/HOLIDAYS 2024.

	Schools open	Schools close
1	17 January	20 March
2	3 April	14 June
3	9 July	20 September
4	1 October	11 December

- There will be holiday care during the April, July and September holidays except for a few days which will be indicated to you for 2024: **28 March to 2 April, 1 to 8 July, 27 and 30 September**.
- The school will **close at 12:00** on Wednesday 27 March, for the Easter weekend.
- The school will **close at 10:00** on Wednesday 11 December for the start of the December holiday.
- Fines will be doubled if a child is fetched late during the school holidays.
- Your child may only attend holiday care if your account is up to date.

HOLIDAY CARE

We offer holiday care during the parts of the March/April, June/July, and September/October holidays. Our holiday care provides a fun and engaging environment for children to enjoy their school breaks. They will have the opportunity to participate in various activities, including arts and crafts, sports, music and sensory activities. Our experienced and friendly staff will ensure that your child has an enjoyable time during their holiday.

- Participation in the holiday care programme requires an additional fee of R20 per day.
- Please note: should there at any time during holiday care be less than 5 children enrolled for a particular day, parents will be notified in time that the school will close at 15:00 on that day.

8. SAFETY AND SECURITY.

- Entrance to the school is obtained through a gate with an electromagnetic lock which is under camera surveillance and monitored and controlled by the staff from inside the school.
- Only staff members and persons authorized by them can open the gate.
- **DO NOT PICK UP YOUR CHILD TO PRESS THE BUZZER/BELL INSIDE OR OUTSIDE THE GATE.**
- Children must be brought into the school and be left in the care of a staff member on arrival in the mornings. Please never leave your child at the gate.
- Please don't ask your child to wait for you at the gate; we must know when and with whom each child leaves.
- **PLEASE ENSURE THAT THE GATE IS PROPERLY CLOSED BEHIND YOU.**

Please initial (both parents)

- Our staff has Pediatric First Aid, and Basic Fire Fighting and SAP Clearance certificates to ensure your child's safety to the best of our ability.
- We shall not let a child go home with any person other than those appointed by you on the Registration form. If this must be, then you are personally responsible to let us know ahead of time. Any telephone costs or fines due to exceeding the school hours because of your negligence in informing us in time will be for your account.
- Please ensure that any person fetching your child is well informed about the about these rules.
- The main entrance, used by our neighbours too, must not be blocked by parking in front of the gate when you fetch or drop children off.
- Please do not put valuables in your boot or leave them visible in your car when you enter the school premises. Please be very vigilant because theft happens everywhere.
- We are members of the Ridgefield Security Estate neighborhood watch. The staff has panic buttons which activates a response from them within seconds.

9. SCHOOL FEES 2024. School fees per month x12 months, 1 January to 31 December.

Time slot	Fee
Half day excluding lunch	R3270
Half day including lunch	R3755
Full day excluding lunch	R3650
Full day including lunch	R4135

Full day school fees include the following:

Afternoon refreshments for full day children. (biscuits, fruit, rooibos tea and juice.)

A mattress, 2 mattress covers and a fleece blanket will be provided for aftercare children.

Payments:

Deposit: equal to one month's school fee, is payable on submission of the enrollment form. The said deposit will not be paid back to you, should you cancel the reserved place for your child. No interest is payable on the deposit amount. Refundable at the end of contract, should all fees be up to date and the applicable notice supplied in writing.	Equal to one month's fee as applicable to your child.
Annual Payments. Non-refundable.	
General purpose levy/Administration fee:	R470 per child; R620 per family.
Compulsory extras: (Events and excursions.)	R670 per child
Stationary fee	R160
Only as required:	
Stationery and requirements for 4-5 year (grade RR)	R190
Stationery and requirements for 5-6 year (grade R)	R 440
Mattress and blanket provision/care – only for full day.	R130
Parents provide per child on admittance: None of these will be returned should the child withdraws from the school during the year.	8 toilet rolls 4 boxes of tissues 1 packet wet wipes 1 liquid handwash soap (300ml)

Please initial (both parents)

10. PAYMENTS.

Proof of payment for EFT payments must be provided per e-mail:

Payments are payable to: Die Zonkie Kleuterskool in advance, i.e., on the 1st of each month starting.

- Late payments are subjected to a fine of R20 per day.
- If school fees are not paid, a child may be refused entry to the school.
- The school fee must be paid in full, irrespective of whether the child attends school or not.
- **The deposit does not serve as a payment for the first month**, but as provision for the last month when you give notice that your child will be leaving the school.
- Please note that December will be a full month and the full monthly fee will be charged.
- The school is a member of TPN Credit Bureau.

11. CANCELLATION.

- Notice giving for the period 1 January to 30 September: one (1) calendar month written notice before the intended date of cancellation is required.
- **Notice giving for any time after 1 October: three (3) calendar months written notice on the 1st of October is required. (October, November, December)**
- For notice given any time after October, parents will be liable for school fees until the end of the school year regardless of whether the child attends school and regardless of whether notice was given before 1 October.
- Should notice be given during the period 1 October and 31 December, January will automatically be the notice month and fees will therefore be payable until the end of January.
- In the event of written notice, the following is required:
 - Intended termination date.
 - Whether the child will attend Zonkie Montessori during notice period.

Example of cancellation:

2023			2024												2025	
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
School registration for next year. If your child will not attend Zonkie Montessori in 2024, please give written notice on or before 01 October 2023.	Written notice will not be accepted if submitted during November.	Written notice will not be accepted if submitted during December.				Written notice on 01 April 2024: April is the notice month. Termination date: 30 April 2024.							If your child will not attend Zonkie Montessori in 2025, please give three (3) months written notice on or before 01 October 2024.	Written notice will not be accepted if submitted during November.	Written notice will not be accepted if submitted during December.	

- Failure to provide Zonkie Montessori with the necessary notice before removing your child from our school is a gross breach of this agreement and the necessary steps will be taken to recover 2 months school fees on behalf of Zonkie Montessori.

Please initial (both parents)

12. SPECIAL CIRCUMSTANCES.

- The school must be notified before 08:00 if a child will be absent for a day/few days.
- The school must be notified of any unusual circumstances, at the school or at home, that may affect the child's behaviour.
- If your child is seen by a behavioural-, physio-, occupational therapist, etc., copies of such reports must be made available to the school for our information.
- The school must be notified if there is any change of address, telephone numbers, doctors or responsible persons.

13. MEDICAL CARE

- **You are requested not to send a sick child or a child with a contagious disease to the school. Please consider your own child, the other children and staff and make alternative arrangements.**
 - **No medicine or antibiotics will be administered at school.**
 - Children with head lice, pink eyes, fever, diarrhea, or any other contagious illness will not be admitted to the school. Parents will be contacted at any time during the day to collect the child from school should we notice any condition that could be contagious to other children or staff or if found that a child has a fever from 37.5°.
- It is a high priority for Zonkies to provide a clean and safe environment for all the learners and staff.

Please initial (both parents)

14. GENERAL.

- No sweets may be put in the lunchboxes unless requested by the staff.
- No toys may be brought to the school, unless requested by the staff.
- **Please return to the school any apparatus belonging to the school, or shoes, clothing, etc. that do not belong to you or your child.**
- All your child's belongings, clothes, and shoes too, must be clearly marked.
- Only one child at a time can visit the bathroom. (toilet)
- Bad language will not be tolerated.
- **No 'superhero' clothes (e.g., spiderman, batman, Pokémon, etc.) as well as clothes with dragons and other scary creatures will be allowed. It often evokes aggressive behaviour and unrealistic expectations and anxieties in young children, who cannot yet distinguish between reality and fantasy.**
- High heel shoes and boots are cute but very dangerous on jungle gyms.
- Children are not allowed on the jungle gym wearing gloves.
- Children are not allowed to eat/drink while walking or leaving the school.
- Please do not litter the school premises.
- Please speak to the principal if you want to share a thought or complaint.
- Please make an appointment if you want to discuss something with us. Be assured of our best attention and that we shall always do our utmost to assist you.

15. THEME LETTERS.

- We like to keep you informed about the themes and activities that take place within the school.
- We realize that children often only remember bits and pieces of the information that is presented to them and that this may cause a certain amount of frustration. Therefore, if you are equipped with the correct information, you can, through leading questions and a relaxed, friendly atmosphere try to reinforce what they have learnt at school.
- Please don't apply any pressure on the child to remember facts. Rather talk to us if you are worried about them remembering certain things.
- Our purpose is to impose a positive attitude that inspires a love for learning.

Please initial (both parents)

16. BIRTHDAYS.

- Birthdays are very special, and we have a birthday ring for every child.
- We request of you a short biography of your child (not more than two lines per year) and if possible, a baby photo.
- Please provide a small treat for each child. Keep it small and simple.
- Please come and make the necessary arrangements with the staff.

17. REFRESHMENTS AND LUNCH TIMES.

Refreshments **10:00** Own snack box with 2 or 3 kinds of snacks.

- Gas cool drinks, fruit juices, chips, sweets and yoghurt are not allowed.
- Fruit must be washed, peeled and ready to eat. A whole orange simply does not work!
 - Sandwiches (Low GI, brown or seeded), fresh/dried fruit, pizza slices, nuts, biltong, cheese and raw vegetables are excellent snack foods.
 - Snack boxes and all other containers/lids must be clearly marked with your child's name.
 - We encourage the children to drink more water. Each child must bring his/her own water bottle daily, clearly marked.

18. WHAT YOUR CHILD MUST BRING TO SCHOOL

- A rucksack/bag that will fit into the lockers, (28cm x 28cm x 28cm) clearly marked.

- **One set of clean clothing, clearly marked.**
 - **A top/jacket in case of a sudden change of weather.**

- A plastic bag for dirty clothing.
- Snack box clearly marked.
- Sunscreen, hat clearly marked.
- Water bottle clearly marked.

19. EXTRA-MURAL ACTIVITIES.

Extra-mural activities are optional and charged separately should there be sufficient interest.

Junior Builders

Kindermuzik

YSports

On Pointe Ballet Studio

Little Lab Coats

Lisa's Swim school

Titans Cricket

Please initial (both parents)

20. DAILY ROUTINE.

06:45 – 08:00 GRADE R	Arrival and Free Play under supervision of a teacher/assistant.
06:45 – 07:30	Arrival and free play.
07:30 – 08:00	SCHOOL STARTS AT 07:30 FOR GRADE R LEARNERS. During this time attention is given to life skills, listening and language skills and mathematics.
08:00 - 08:30	Good morning! Prayer and Scripture, Register, Weather, Birthdays and News.
08:30 – 10:15	Class activities. Calls and WhatsApp's cannot be answered during this time. A lot of thought, planning and time goes into making these theme presentations educational and fun. Singing, rhymes, movement and science experiments often form part of it. Class activities are a choice of Montessori and other educational activities from the different areas namely practical life, sensorial, language, math and cultural.
10:30 - 11:00	Snack Time.
Throughout the day:	Children are shown how to use the toilet properly and are free to go when they have a need to go.
11:00 - 12:00	Free play / outside activities and theme discussions.
10:30 – 12:00	Extra murals use this time for their classes.
12:00 – 12:30	Story and rhymes time.
12:30 – 13:00	Lunch.
12:00 - 13:00	Home time for half day children. Children wait in a waiting area with a teacher/assistant for the person who will come and fetch them.
13:00 - 14:00	Sleep time for full day children.
14:00 – 14:15	Wake up, pack away mattresses/ blankets, put on shoes, use bathroom, etc.
14:00 - 17:00	Free play / outside activities.
15:00	Afternoon refreshments.
17:00 - 17:15 Monday - Thursday Friday: 17:00	Remaining children wait in the waiting area with a teacher/assistant for the person who will come and fetch them.

Please initial (both parents)

21. PROTECTION OF PERSONAL INFORMATION.

This serves to inform you of your rights and responsibilities as a Data Subject under:

- The Protection of Personal Information,
- The General Data Protection Regulations, and
- The Promotion of Access to Information Act

The Parent agrees to his/her personal contact details such as cellular phone numbers and email addresses be entered into the Zonkie Montessori's registry for the purpose of the direct marketing of Zonkie Montessori functions, fund raising events and donations and that such details be used by Zonkie Montessori for that purpose at a time that is convenient to the Zonkie Montessori. It is further agreed that Zonkie Montessori shall NOT be entitled to make these details available to third parties without the Parent's express permission.

Zonkie Montessori may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to Zonkie Montessori that it may do so. Should this be the case, Zonkie Montessori may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

You have:

- The right to be notified that Personal Information ("PI") and/or Special Personal Information ("SPI") is being collected about yourself, as the Competent Person, and your child/children.
- The right to be notified when your Personal Information has been accessed or acquired by an unauthorised person or lost.
- The right to establish the identity of the Information Officer is and what controls are implemented to safeguard your PI.
- The right to request access to your PI and/or SPI.
- The right to request the correction, destruction or deletion of your PI.
- The right to object on reasonable grounds to the processing and retention of your PI.
- The right to not have your PI processed for the purpose of direct marketing.
- The right to submit a complaint to the Information Regulator regarding the interference with or loss of your personal data.
- The right to institute civil proceedings regarding interference or loss of your PI.

Your responsibility as a Data Subject is to keep the Information Officer updated with any changes to your information. In addition, we will send out annual update forms for you to complete and return.

Social media

Zonkie Montessori Preschool uses social media websites and applications as a means of communicating and sharing information about the facility and educational programs with families and the community. Specifically, we use Facebook, Email, WhatsApp, Website and Instagram. We use photos and videos for promotional purposes. Please indicate whether you give permission for your child to be photographed or not.

<input type="checkbox"/>	I give our permission for my child to be photographed.
<input type="checkbox"/>	I do not give permission for my child to be photographed.

Information Officer

Name of IO: Hettie van Blommestein

Email Address: principal@montessori-zonkie.co.za

Telephone number: 062 388 5410

Please initial (both parents)



Admission Form (Please complete in print)

Date of Admission:		
Child's Details and information		
Surname:		
Forenames:		
Name preferred at school:		
Date of Birth:		
ID/Passport Number:		
Age at Entry:		
Child's Gender:	Male / Female	
Home Language:		Please circle school language: Eng/Afr
Time slot: Circle please.	Half day: Excluding lunch	Yes / No
	Half day: Including lunch	Yes / No
	Full day: Excluding lunch	Yes / No
	Full day: Including lunch	Yes / No
Parent's Details		
	Mother/Guardian	Father/Guardian
Surname and initials:		
Forenames:		
ID Number:		
Occupation:		
Employers Name:		
Home Address:		
Postal Address:		
Email address:		
Telephone Home:		
Telephone Work:		
Cellphone Number:		
Emergency Contact – NB! Must be different to Mother and Father		
Name:	1	2
Relationship to the child:		
Telephone numbers:		

Please initial (both parents)

Medical and Health		
In the event your child is very ill, and we cannot get hold of you, may we take your child to the local doctor? You will be liable for all the associated charges		Yes /No
Doctor's Name:		
Telephone number/s:		
Does your child have any other medical conditions that we need to know off?		
Does your child have any allergies or food intolerances?		
Any surgery you child has had:	Type of surgery:	At what age:
Medical Aid Details		
Scheme Name:		
Plan:		
Membership No.:		
Principal Member:		
Dependent number:		

Herewith, I / we parents/guardians:

1..... (name, surname, ID)

2..... (name, surname, ID)

give consent that our child:

..... (name, surname, ID)

should it not be possible to reach one or both parents, that Zonkie Montessori Preschool/ Baby Zonkies Preschool, or the person with power of attorney, may make the following medical decision/s, even if it has financial implications for the parents, regarding:

1. Obtaining medical assistance or services
2. Transporting a child to a place where medical assistance and/or services are available.
3. Giving consent for any medication as prescribed by a physician.

Signed at _____ (Place) on _____ (Date)

Signature of Father/Guardian

Signature of Mother/Guardian

Signature of Principal/Owner

Please initial (both parents)

General Information			
Security at School			
Who will bring the child to school?		1	
		2	
Who will collect the child from school?		1	
		2	
		3	
Does your child have siblings?		If so, how many?	
Child's place in the family?	Youngest	Middle	Oldest
Parents marital status	Married	Divorced/Separated	Parents deceased
If divorced/separated, who does the child live with?			
What are the visiting arrangements with the other parent?			
Briefly describe how you discipline your child at home:			
Please state your policy regarding screen time for your child: (e.g., how much, and which games and programs are allowed?)			
Please state how many stories you read or tell your child per week?			
In whose care is your child in the afternoons if not at school for full day?			
Please describe your child's afternoon activities if not in at school for full day.			
Has your child been to a school/play group before?		Yes	No
What time does your child go to bed at night?			
Does your child sleep through the night?		Yes	No
Have you read about the Montessori method?			
Why do you want your child to come to our school?			
Where did you learn/hear about Zonkie Montessori Preschool?			

Please initial (both parents)

Billing Information		
Person responsible for payment of school fees (NB: The parents are ultimately responsible for payment of the school fees, even if somebody else has undertaken to pay them and defaults.)	Name:	
	Postal Address:	
	Residential Address:	
	Id Number:	
	Office Landline:	
	Home Landline:	
	Cellphone Number:	
Next of kin not living with you	Name	
	Residential Address	
	Telephone Numbers:	Home: Office: Cellphone:
Bank: Name: Account number: Code:	FNB. Lynnwood Die Zonkie Kleuterskool 6277 916 8692 252 045	
Proof of Payment to:	finance@montessori-zonkie.co.za	

IMPORTANT DOCUMENTS:

Please attach:	<ol style="list-style-type: none"> 1. A recent water and electricity account as confirmation of your address. 2. A copy of your child's birth certificate / passport. 3. A copy of your child's immunization certification. 4. Copies of ID's / Passports of both parents.
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Please initial (both parents)

AGREEMENT/INDEMNITY

I /we the undersigned, parents/guardians:

_____ (name/surname/ID)

_____ (name/surname/ID)

of _____ (name/surname of child)

1. Declare herewith that the content of the enrollment form is true and correct and undertake to inform Mrs. C.P. Viljoen immediately in writing, should any changes occur. I/we take full responsibility for any loss for whom it may occur as a result of the incorrectness of the said information.
2. I/we herewith acknowledge that I/we read the information form and are aware of the rules and regulations of Zonkie Montessori and that I/we understand and accept it.
3. I/we hereby give our permission that my/our above-mentioned child may attend the Zonkie Montessori Preschool and may participate in all the regular activities and games of the school.
4. I/we accept that the staff in charge will do everything reasonable to their knowledge to safeguard the safety of my/our child.
5. I/we herewith abandon and indemnify Mrs. C.P. Viljoen and her preschool staff of all and any claims of a kind whatsoever that may be instituted by myself/ourselves or any other person that may arise from teaching, safekeeping and caring of my/our child or any actions in connection hereto.
6. I agree to give Zonkie Montessori one (1) calendar month's written notice between January and September, and three (3) calendar month's written notice if notice is tendered on 1 October. I understand that the last notice date for the year is 1 October, and if notice is given after such date, I will be held liable for the full school fees for October, November and December of that year.

Signed at _____ on this _____ day of _____ 20_____.

Signature of Father/Legal guardian

Signature of Mother/Legal guardian

Owner of Zonkie Montessori Preschool

Witnesses:

1 _____

2 _____

Names:

Signatures:

1 _____

2 _____

Please initial (both parents)