



Parent Handbook

Montessori Eco Schools

'Where Life is Beautiful'

www.montessoriecoschools.co.za



Welcome to Montessori Eco Schools

Welcome to our school where life is beautiful! We are thrilled to have you and your child join our loving community. This parent handbook has been thoughtfully prepared to provide you with all the essential information you need to familiarise yourself with our policies, procedures, and philosophy.

At **Chartwell House and Singing Forest, Montessori Eco Schools**, our primary goal is to provide a safe, nurturing, and stimulating environment where your child can learn, grow, and flourish. We believe that early childhood is a precious time for exploration and discovery, and we are committed to creating an enriching experience that promotes holistic development.

Within these pages, you will find detailed information about our: daily schedules, curriculum, parent responsibilities, and more.

This resource is designed to support you throughout your child's experience with us, aiding you in navigating and understanding the various elements of our program.

We prioritise open and transparent communication and encourage you to reach out with any questions, concerns, or feedback you might have. We truly believe that a strong partnership between parents and caregivers is vital for your child's well-being and development.

Thank you for allowing us the privilege of caring for your child. We eagerly anticipate this wonderful journey together and look forward to creating lasting memories.

Warm regards,
Heather Kreusch
Director for Montessori Eco Schools

A close-up photograph of two young girls with light brown hair. The girl on the left is looking down and smiling, while the girl on the right is looking towards the camera and smiling. They are both wearing blue collared shirts. The background is a soft, out-of-focus outdoor setting.

The Normalised Child

Normalised children have a love for order, a love for work and a profound spontaneous concentration. They are attached to reality, they have a love for silence and working alone and together, are cheerful and obedient, and possess independence and initiative. They are cooperative and mutually helpful. They possess self-discipline and joy. How can you help to normalise your child?

Be aware of their sensitive periods and fundamental needs!

Children from ages 0-6 have various fundamental needs that when fulfilled, help to shape and mould them into normalized children.

Language

- The sensitive period for Language begins from birth and continues throughout their early years. Use this time to talk to them as much as possible, using adult language, complex terms and explain everything to them. Their minds are like a sponge and they are able to absorb large amounts of information. If you have a second language, introduce it from birth and always ensure that you speak your native tongue when talking to your child.
- Children need to hear precise language of every area of culture.
- Repeat words, sentences and songs.
- Name new things they see.
- Play games like Simon Says.
- Read what they did in the communication book to try and entice conversation around that.

Movement

- Children thrive on movement
- Their environment must allow free movement
- Each classroom activity engages a type of movement, this allows for huge learning as children just like adults learn through doing not being told.
- Movement to music helps children learn the words of new songs.
- They require lots of time outdoors to:
 - Swing
 - Climb
 - Jump
 - Use monkey bars
 - Run
- Use their outdoor time to also awaken their senses through messy and sensory play to ensure that their sensory integration is well developed. You only need to spend a rainy day inside to see how much children need the outdoors.
- Don't restrict your children to walking rings, chairs, cots, play pens, small confined spaces. They need to move and develop their core and gross motor muscles.

The Normalised Child

Independence

A parent who helps a child too much, creates a child who lacks vital energy and this child tends to deviate and stop trying.

➤ Do not do for a child what they can do for themselves.

Children should:

- Begin to choose their own clothes (within reason)
- Try to dress themselves
- Pack and carry their own bags (pack one or two items)
- Walk into school independently
- Open lunchboxes
- Feed themselves
- Ask for help

At school we encourage independence through:

- Packing their water bottle in the box once finished drinking
- Selecting and packing away activities.
- Saying goodbye to mom/dad in the morning
- Pulling their own bag
- Ensure that you do not rush your child when they are completing a task independently.
- Do not correct them if they do it wrong, but rather show them again at another time how to do it correctly.
- When teaching a new skill, isolate the difficulty and teach one step at a time.
- Let your children make decisions.
- Let a child feel that their actions hold value

Love and Security

Children require warmth, nourishment, love, shelter, protection and the freedom to develop without interference – the same as in the womb.

They perceive our love in the quality and quantity of time that we are willing to give them. They want not gifts, but ourselves.

Love is my first priority when a child starts school.

Children need to feel loved at school as well as at home in order to flourish.

If a child feels loved they will naturally feel secure and happy in their environment.

Children have different ways that make them feel loved. Some require affection while other just require attention.

➤ Use every opportunity to spend quality time with your child

- Read Stories together
- Bath together
- Cook or bake together
- Do household chores together
- Go to the park
- Play games

➤ Your children need your time in order to fulfil this need and feel loved and protected. We all have busy lives, but we need to set aside special one on one time each day to help fulfil this need.

Discipline and Freedom

- Children need to respect the rights of others
- They need to have their own rights respected
- If children are treated with consideration, they will do the same
- There should be few rules, but those few rules need to be firm, consistent and non-negotiable
- Don't coax or bribe your child. You are the adult and they need to follow the rules
- Teach them to think of the person that comes after them when working, playing etc.
- Teach them to have grace and courtesy and respect everything as if it were their own
- At school our environment lends itself to developing self-discipline. ie: children wait to take turns with activities.
- Instead of punishment children learn to understand the relationship between their actions and opportunity ie: if you repeatedly throw sand in someone's eyes in the sandpit you won't have the opportunity to play in the sandpit.
- Take into account if a child is hungry, tired or overwhelmed.
- Allow freedom within clear boundaries

Freedom in a Montessori environment includes:

- Freedom to move
- Freedom of choice
- Freedom of time
- Freedom to repeat
- Freedom to communicate
- Freedom to make mistakes

Order

Montessori believe that a child comes to internal order through external order and this internal order is a prerequisite to intellectual expansion.

How can we help create order?

- Make your home environment as simple and orderly as possible
- Free it from clutter and unnecessary items
- Don't give your children bunches of toys that overwhelm them. Give them a few simple options and rotate them every few weeks
- Keep their routines consistent. (bed time, bath, dinner time)
- Lower their shelves for them to reach things
- Create a work station for them to colour etc

If all of these needs are met internally, they will be ready for expanded development in the prepared environment.

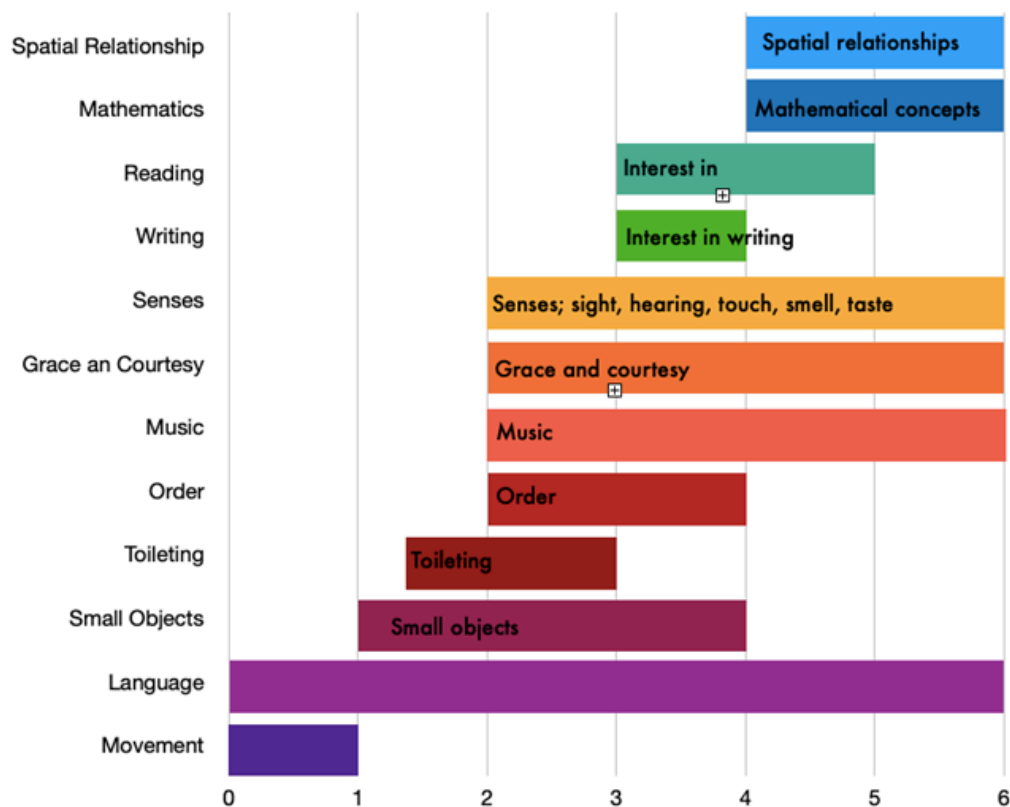
We as a Montessori school need your help at home, to ensure consistency and order and flow in what we are doing at home, and at school. Please keep yourself informed on the Montessori philosophy and ensure that these principles are being upheld at home as well.

Grace and Courtesy

Children will do what you do not what you say.

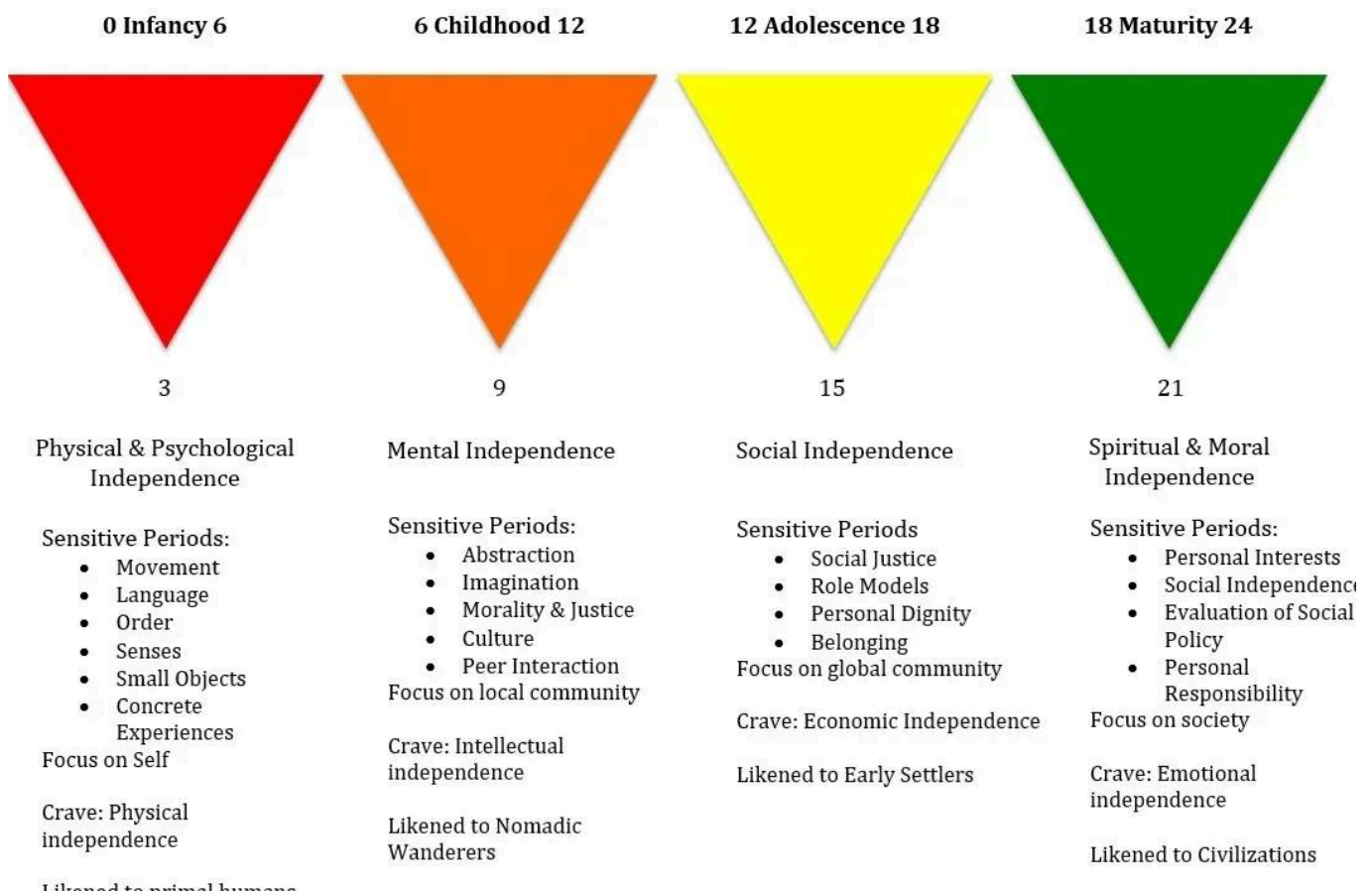
How can we help?

- Instead of telling a toddler to say thank you, say thank you after helping them, or giving them something, and more often than not they will copy you until they eventually do it on their own.
- Show them how to ask for help
- It is completely normal for toddlers to battle with sharing.
- Always give them a count down to when they will need to share.
- Get them involved in the countdown by saying let's count to ten and then its somebody else's turn. That way they feel empowered.



*E.M. Standing, Maria Montessori | her life and work. CH 7

Maria Montessori's Four Planes of Development





Philosophy

The philosophy of Montessori Eco Schools is deeply rooted in the Montessori belief that each child is a unique individual with their own talents, interests, and capabilities. We embrace the Montessori child-centered approach, placing the child at the heart of our educational practices. In line with Montessori principles, we strive to create a supportive and inclusive environment where children feel valued, respected, and empowered to explore, learn, and express themselves authentically.

Our philosophy emphasises the importance of play as a fundamental component of early childhood development, consistent with Montessori ideals. We believe that play is a child's natural way of learning, and we provide ample opportunities for children to engage in constructive play, problem-solving, and hands-on exploration. This aligns with the Montessori method, where play serves as a medium through which children develop social skills, creativity, critical thinking abilities, and a strong foundation for future learning.

At our schools, we also value meaningful partnerships between parents and caregivers, a key aspect of Montessori education. We believe that by working together, we can create an enriching and supportive environment that nurtures each child's growth, builds their self-esteem, and prepares them for future educational experiences.

Membership Information

Montessori Eco Schools are a registered entity with the Department of Education of Southern Africa, ensuring our commitment to high educational standards and regulatory compliance. We are also proud members of SAMA, the South African Montessori Association, which supports our dedication to the Montessori philosophy. Additionally, we are members with ISASA, the Independent Schools Association of Southern Africa, reflecting our adherence to quality education and operational excellence. Our school caters to a range of age groups with carefully maintained adult-to-child ratios, ensuring personalised attention and a nurturing environment for every child. Singing Forest is registered for students from 15 months to 6 years of age.

Chartwell House is registered to receive students from 15 months up to Matric.



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA





Operating Details

Hours of Operation at Chartwell House

School day - Pre and Primary School

MONDAY	7:15am - 15:00pm Primary 7:15am - 14:00pm Pre School
TUESDAY	7:15am - 14:00pm
WEDNESDAY	7:15am - 15:00pm Primary 7:15am - 14:00pm Pre School
THURSDAY	7:15am - 14:00pm
FRIDAY	7:15am - 14:00pm

School day with aftercare

MONDAY	7:15am - 17:00pm
TUESDAY	7:15am - 17:00pm
WEDNESDAY	7:15am - 17:00pm
THURSDAY	7:15am - 17:00pm
FRIDAY	7:15am - 17:00pm

We kindly inform you that late pickup and drop-off can be accommodated . Please note that a fee is applied to cover staff for the extra time.

Hours of Operation at Singing Forest

Earlier collection for toddlers

MONDAY	7:15am - 12:00 to 12h30 pm
TUESDAY	7:15am - 12:00 to 12h30 pm
WEDNESDAY	7:15am - 12:00 to 12h30 pm
THURSDAY	7:15am - 12:00 to 12h30 pm
FRIDAY	7:15am - 12:00 to 12h30 pm

Full day

MONDAY	7:15am - 14:00 to 14h30 pm
TUESDAY	7:15am - 14:00 to 14h30 pm
WEDNESDAY	7:15am - 14:00 to 14h30 pm
THURSDAY	7:15am - 14:00 to 14h30 pm
FRIDAY	7:15am - 14:00 to 14h30 pm

Full day with aftercare

MONDAY	7:15am - 16:30 to 17h00 pm
TUESDAY	7:15am - 16:30 to 17h00 pm
WEDNESDAY	7:15am - 16:30 to 17h00 pm
THURSDAY	7:15am - 16:30 to 17h00 pm
FRIDAY	7:15am - 16:30 to 17h00 pm

We kindly inform you that late pickup and drop-off can be accommodated . Please note that a fee is applied to cover staff for the extra time.

Holidays + Closures

Montessori Eco Schools will be closed for all major statutory holidays. Note that we follow the **3 Term** ISASA Term Calendar.

2026 Term Calendar for Chartwell House

2026 Term Calendar for Singing Forest

Term 1 (59 Days)

START	Wednesday 14 January
CLOSE	Friday 10 April
Mid Term	Thursday 19 February at 12h00 Return Tuesday 24 February at 7h15
PUBLIC HOLIDAYS	Saturday 21 March (Human Rights Day) Friday 3 April – Monday 6th April (Easter)

Term 2 (62 Days)

START	Wednesday 6 May
CLOSE	Friday 7 August
Mid Term	Friday 26 June closes at 12h00 Return Monday 6 July at 7h15
PUBLIC HOLIDAYS	Monday 15 June Tuesday 16 June (Youth Day)

Term 3 (59 Days)

START	Wednesday 9 September
Close	Friday 4 December at 12h00
Mid Term	Thursday 22 October close at 12h00 Return Monday 26 October
PUBLIC HOLIDAYS	Thursday 24 September (Heritage Day) Friday 25 September
	School reopens on 13 January 2027

Term 1 (63 Days)

START	Wednesday 14 January
CLOSE	Friday 10 April
PUBLIC HOLIDAYS	Saturday 21 March (Human Rights Day) Friday 3 April – Monday 6th April (Easter)

Term 2 (66 Days)

START	Wednesday 6 May
CLOSE	Friday 7 August
PUBLIC HOLIDAYS	Monday 15 June Tuesday 16 June (Youth Day)

Term 3 (63 Days)

START	Wednesday 9 Sept
CLOSE	Friday 4 December at 12h00
PUBLIC HOLIDAYS	Thursday 24 September (Heritage Day) Friday 25 September

Holiday Care Offer



We are pleased to inform you that Singing Forest offers holiday care for the first five days of each term's holiday. This service is available at an additional cost, which will be determined based on the interest expressed by parents. We warmly invite you to consider this option for your convenience.

Tuition and Fees for Singing Forest 2026

Please note that stationary, snacks and toiletries are **not** included in the school fees below. Parents will be supplied with a stationary, snack and toiletries list at the start of each term..

Class	Pick-up time Slots:	Application fee	Non-refundable registration	Annual	Annual -5% discount	Termly	Termly -3% discount	Monthly
Toddler and 3 - 6	12:00 - 12:30	535	2782	60165	57156	20055	19453	5013
	14:00 - 14:30	535	2782	65824	62532	21945	21286	5485
	16:30 - 17:00	535	2782	72618	68987	24207	23481	6053
Ad-hoc lunch:				Pre-School	R630 p/m	Primary	R808 p/m	

Sibling discount @ 4% on the younger sibling/s fees

Ad hoc Aftercare per day Kindergarten R150

Late collection All R100 per hour or part thereof after 5pm

Horse Riding Lessons may be booked at Chartwell House and parents should arrange own transport there and back after regular school hours:

Horse Riding Lessons

- Pre-Primary R290.00 per half hour lesson
- Primary R310.00 per half hour lesson

Kindergarten lessons may be shortened based on the attention span of the child.

Kindergarten lessons may be shortened based on the attention span of the child.

Banking Details:

Singing Forest Montessori Eco School

Standard Bank - Fourways Crossing

Acc No: 20-136-7505

Tuition and Fees for Chartwell House 2026

ELEMENTARY AND SECONDARY - (INCLUDES STATIONERY, ART SUPPLIES, EXPERIMENTS, PROJECTS)

KINDERGARTEN AND READINESS – (INCLUDES STATIONERY, ART SUPPLIES AND TOILETRIES)

Class	Application fee	Non-refundable registration	Annual	Annual - 5% discount	Termly	Termly - 3% discount	Monthly X12
Kindergarten	535	2 810	69 430	65 960	23 143	22 449	5 785
School Readiness (R)	535	3 210	73 140	69 480	24 380	23 648	6 095
Lower Elementary (1-3)	535	4 800	87980	83580	29 326	28 446	7 331
Upper Elementary (4-6)	535	5 350	94 520	89 795	31 506	30 560	7 876
Lower Secondary (7-9)	535	5 350	95 400	90 630	31 800	30 846	7 950
Elementary Aftercare	535		22 087	20 982	7 362	7 140	1 840
Kindergarten Aftercare	535		13 252	12 590	4 417	4 284	1 104

Sibling discount @ 4% on the younger sibling/s fees

Ad hoc lunch: Kindergarten R645 p/m Elementary R825 p/m

Interview & assessment 3-day trial: Kindergarten R825 Elementary R1412

Ad hoc Aftercare per day Kindergarten R150 Elementary R200

Late collection All R170 per hour or part thereof after 5pm

Horse Riding Lessons

- Pre-Primary R290.00 per half hour lesson
- Primary R310.00 per half hour lesson

Kindergarten lessons may be shortened based on the attention span of the child.

Banking Details:

Chartwell House Montessori Eco School

Standard Bank - Fourways Crossing

Acc No: 04-240-6633

Late Payment Fees

At Montessori Eco Schools, we understand the vital importance of timely and consistent fee payments in upholding the high-quality care and educational experiences we offer to all children. We encourage parents to prioritise punctual payments to avoid any inconveniences or additional fees. If a payment is received late, interest will be applied to the outstanding balance, and further measures may be taken to recover any overdue amounts.

Transitions from Singing Forest to Chartwell House

Should a child need to move between our schools, we are happy to accommodate the transition, provided there is space at the time of application. Children moving from Singing Forest to Chartwell House after completing pre-primary will automatically have a spot reserved for primary school at Chartwell House provided the environment is still deemed suitable for all parties and that all fees are settled. If you have any questions or need assistance with the transition, please feel free to contact our administrative team.

Termination + Withdrawal

To withdraw your child from our Chartwell House or Singing Forest Montessori Eco Schools, you must submit written notice via email or a physical letter to the relevant Head of Department as well as to admin@montessoriecoschools.co.za, clearly stating the child's name and last day of attendance. A minimum notice period of **one term** (4 months) is mandatory. Should parents fail to give appropriate notice, a whole term's fees will apply. Parents are also responsible for settling any outstanding payments or fees owed to the daycare center before the child's last day.



Program Overview

At our Montessori Eco Schools, our program is thoughtfully designed to provide a nurturing environment that aligns with pure Montessori principles, where children can learn, grow, and flourish at their own pace. We are committed to supporting the holistic development of each child, recognising them as unique individuals with distinct strengths and interests. Our Montessori curriculum emphasises self-directed, hands-on learning through exploration, empowering children to become confident and curious learners.

Our daily schedule allows for uninterrupted work periods which range from two hour work cycles in the toddler environment to 3 hour work cycles in the pre school environment, encouraging children to engage deeply with activities and develop concentration and independence. We offer a prepared environment with carefully selected Montessori materials that promote learning in language, math, science, and the arts, ensuring a well-rounded educational experience. Our dedicated Montessori guides foster an inclusive and respectful atmosphere, encouraging positive social interactions and the development of emotional intelligence.

At Montessori Eco Schools, we prioritise individualised attention and guidance for each child, understanding their unique needs and interests to support their growth. Our program is founded on the belief that early childhood is a critical time for self-discovery and exploration, and we are dedicated to providing a safe, caring, and inspiring space for each child to thrive.





Extra Murals and in House Riding School

We're excited to invite you to join the fun and enriching extracurricular activities at Montessori Eco Schools! Our Chartwell Campus offers in-house horse riding lessons that not only teach technique but also emphasise the care of our beloved equine friends.

Join us for ballet classes at Chartwell House, open to older siblings and parents, an opportunity to dance together and create lasting memories!

Explore your child's potential with Soccer Starz, make a splash with swimming at 'SPLASH', groove with Dance Mouse, and spark creativity with Buzz Kids. We can't wait to welcome you to our vibrant community!

For more information regarding cost and times offered, please contact our offices.

Pickup, Drop-off & Authorised Persons

At Montessori Eco Schools, the safety and security of the children in our care are our top priority. To facilitate a smooth and organised pickup and drop-off process, we have developed a comprehensive policy aimed at ensuring the well-being of our children while creating a positive experience for both parents and caregivers.

- All children must be signed out by the parent or guardian who is collecting them.
- No unauthorised individuals, including drivers or extended family members, will be permitted to collect children without prior consent from the parents.
- If alternative arrangements are necessary, parents must communicate this in writing via email, including a photo and ID of the authorised person collecting their child.

The lead Directress will also confirm this arrangement directly with the parents or guardians.

Nap/Quiet Time

We emphasise the importance of rest in a child's day, incorporating dedicated nap or quiet time for rejuvenation. Younger children can nap in a comfortable, supervised setting, while older children are encouraged to engage in relaxing activities like reading or drawing. We accommodate individual sleep needs and create a calming atmosphere to ensure children feel secure. This routine supports their overall well-being and promotes cognitive and emotional development.

Clothing

At Montessori Eco Schools, we encourage parents to dress children comfortably for active play and exploration. Recommended clothing should allow movement and withstand messiness. An extra change of clothes, including underwear and socks, should be provided in the child's cubby to handle spills or accidents. For toddlers in nappies, please provide 3 nappies per day. Labeling all items with the child's name helps prevent mix-ups. By collaborating on appropriate attire, we can ensure a positive experience for each child, free from discomfort or interruptions.

Toys

We request that parents refrain from allowing their child to bring personal toys or belongings from home. Our aim is to promote fair and equal play among the children, as well as to prevent potential disputes or loss of personal belongings. By adhering to this policy, we encourage social interaction and aim to foster a sense of belonging within our close-knit community. However, should a child need a comfort item for a time, we kindly allow this, understanding the importance of comfort during their adjustment period.

Media

At Montessori Eco Schools, we focus on encouraging active engagement, creativity, and hands-on learning experiences rather than relying on media. We provide a diverse array of age-appropriate activities and materials that stimulate curiosity, and critical thinking. Our program includes educational materials, books, arts and crafts, music, and outdoor play to support holistic development. We do not incorporate videos, recorded music, or other digital components **into our curriculum**, but we may from time to time for creative or relaxation purposes, use songs, music and other media.

Toilet Training in Toddler phase

Toilet training is an essential developmental milestone, and we are committed to supporting both children and parents throughout this journey. Our experienced staff collaborates closely with families to ensure a consistent and positive approach, paying attention to each child's readiness signals. Regular communication allows us to understand a child's progress and the techniques used at home. We provide a hygienic, child-friendly restroom environment equipped with step stools to promote independence and ensure safety during visits. We respect each child's individual pace, facilitating a pressure-free transition. Our goal is to make toilet training a rewarding experience for both children and their families. Once a child demonstrates readiness, often in small groups, parents and guides will work together to make this endeavor successful.

Birthdays

As your child's birthday nears, we aim to create a joyful and inclusive celebration that makes them feel treasured and appreciated. Parents are welcome to contribute a simple treat or healthy snack for the class to enjoy during the festivities.

Important Guidelines:

- Please consult us regarding any dietary restrictions or allergies.
- Kindly refrain from bringing party packs, sugary sweets, crisps or processed foods.
- Fruit Juices, Fizzy, sports, or caffeinated drinks are not permitted.

Feel free to reach out to your lead directress for fun, creative, and healthy suggestions!

Absence Due to Illness

To maintain a safe and healthy environment, we have a comprehensive policy regarding absences due to illness. If your child is feeling unwell or exhibiting any of the following symptoms, we kindly request that they stay home to rest and recover.

- **Fever:** 100.4°F (38°C) or higher; must be fever-free for 24 hours without medication.
- **Vomiting/Diarrhea:** Stay home if occurred in the last 24 hours to prevent spreading infections.
- **Contagious Illness:** Conditions like chickenpox or strep throat require staying home until no longer contagious.
- **Severe Cough/Difficulty Breathing:** Stay home until symptoms improve.
- **Rash/Skin Infections:** Unknown rash or suspected infection needs evaluation; stay home until treated.
- **Sore Throat:** Severe sore throat with fever requires staying home and medical evaluation.
- **Lethargy/Fatigue:** Unusual tiredness needs rest at home for recovery.
- **Runny Nose:** A runny nose that needs consistent attention is cause to keep a child at home.



Nutrition and Mealtimes

Our meal and snack policies focus on promoting healthy nutrition and fostering a positive mealtime experience for all children in our care. We follow a carefully planned schedule that offers balanced, nourishing lunches, specifically avoiding sugary foods. Our environment is **nut-free and allergy-aware** to ensure the safety and well-being of all children. We encourage parents to pack healthy snacks and lunches, providing guidelines to ensure that packed items meet our nutrition standards and avoid added sugars, colourants and preservatives. Our dedicated staff actively engages with children during mealtimes, modeling healthy eating habits and creating a positive atmosphere that encourages trying new foods. Our goal is to instill lifelong habits of healthy eating and a love for exploring new culinary experiences!

Snack and Meal Schedule

Children enjoy a healthy home packed snack at 11h00 am, and 14h30 - 15h00 pm. Lunch served at 12:00 pm in the toddler environment and at 13h00 in the 3 to 6 environment. Water is always available to children.





Behavior Management

In line with Montessori principles, we focus on respectful behavior guidance that nurtures children's social and emotional development. Our methods promote intrinsic motivation and self-discipline, fostering independent growth. We emphasise understanding behavior causes to encourage self-awareness and positive decision-making. Educators observe and engage with children using techniques that respect individuality and promote autonomy, including various Montessori-aligned guidance methods.

Clear and Consistent Expectations

Encouraging Kindness and Empathy

Respecting Boundaries and Personal Space

Teaching Conflict Resolution Skills

Our conflict resolution approach aligns with AMI principles, emphasising respect for children and guidance over control. Conflict is seen as a learning opportunity for communication, empathy, and problem-solving.

Children's Learning:

Through Grace and Courtesy lessons, consistent routines, mixed-age environments, and opportunities for independence, children learn to resolve conflicts by communicating and listening, fostering inner discipline and empathy rather than dependence on adult authority.

Discipline Policy

Our discipline policy is rooted in promoting a positive and respectful environment while guiding children towards making responsible choices. Our approach to discipline is developmentally appropriate, taking into consideration each child's age, individual needs, and understanding of consequences. The following are the key components of our discipline policy:

Involving Children in Problem Solving

Redirection and Alternatives

Conflict resolution is not taught as a lesson, but cultivated through freedom, respect, language, and trust in the child.

Challenging Behaviors

Understanding Underlying Causes of Challenging Behaviors

Our caregivers closely observe and assess children's behaviors to identify any underlying factors that may contribute to challenging behaviors. These factors may include frustration, emotional stress, communication difficulties, or changes in routine or environment. By understanding the root causes, we can develop targeted strategies to address these challenges effectively.

Biting

We recognise that biting is a common behaviour that may occur during a child's development. We understand the importance of addressing biting incidents with sensitivity and implementing strategies to prevent and manage this behavior effectively. Our biting policy aims to create a safe and supportive environment for all children, promoting their social and emotional growth. For more information on how we manage such incident, please see our detailed policy on our website.

Parent Responsibilities

At Montessori Eco Schools, we believe that a strong partnership between parents and our school is essential for the well-being and growth of each child. By adhering to the outlined parent responsibilities, we can work together to create a nurturing and enriching environment for all children in our care.

Attendance

Parents are responsible for ensuring their child's regular attendance at Montessori Eco Schools. If a child will be absent, parents should notify the school in advance to help with planning.

Be On Time

Parents are expected to drop off and pick up their child at the agreed-upon times. If unforeseen circumstances arise, parents should communicate with the school to make appropriate arrangements.

Communication

Parents are encouraged to maintain open communication with teachers and staff. Sharing important information about a child's well-being, changes in routine, or relevant events at home is crucial to provide comprehensive care.

Provide Supplies

Parents are responsible for keeping an adequate supply of their child's things at school. This includes diapers (3 per day), wipes, formula, snacks, extra clothing, and anything else the child may need while in our care.

Update Forms

Parents are expected to update their child's registration forms whenever necessary. Please make sure we have accurate contact numbers, pickup lists, allergies or health information, and other important information.

Tuition Payments

Parents are responsible for making timely payments for their child's tuition and any additional fees as outlined in the enrollment agreement. Late payments are subject to fees and additional charges.

Transparent Classroom, Teacher-Parent Conferences and Termly Reports

Transparent Classroom

Transparent Classroom: An Insightful Online Platform

Transparent Classroom serves as an online hub where lead guides share photos, updates, and essential information concerning each student. Parents who are part of Montessori Eco School will receive an email invitation along with a personal link to their child's profile.

Our lead directresses upload photos weekly to keep you informed about your child's development. Here, you can observe the sequence of presentations being introduced and track progress.

We encourage parents to check in weekly and collaborate with us on your child's Montessori journey.

Teacher-Parent Conferences

Teacher-Parent conferences are held each term on dates that are announced well in advance. Parents can reserve a 15-minute Zoom call through an online Google form. For those needing longer discussions, in-person meetings will be arranged.

Term Reports

Detailed term progress reports are issued at the end of each term and will be emailed to parents by the first week of each holiday.



Acknowledgement Form

Acknowledgement

We kindly remind all parents and families to be familiar with our policies and care guidelines. These serve as a helpful reference for everyday matters such as tuition fees, illness, meals, and other practical questions.

My/our signature(s) below verify that I/we have read the Montessori Eco Schools Parent Handbook and agree to follow the guidelines and policies within.

Parents/Guardian Names

Student Names

Signature

Date

Signature

Date

