



Family Handbook

Montessori International School Seychelles

2825424/2785805

kcmontessoripreschool@gmail.com



“Education is a natural process carried out by the child and is not acquired by listening to words but by experiences in the environment.” Maria Montessori

Introduction

Thank you for considering the Montessori International School for the care and education of your child. Our approach emphasizes establishing a caring, feature rich, individually tailored and happy environment as the basis for your child's early development.

Children are welcomed between the ages of 1 through to 6 years. Montessori International school students builds a strong foundation upon which they will build their futures. Children are encouraged to learn at their own pace and are surrounded and supported by experienced teachers in an exciting learning community. Through peer teaching, small group lessons, a nurturing faculty, and an extensive Montessori curriculum, the students gain a strong academic foundation, grow to be independent thinkers and become strong confident young people.

We are committed to working in close partnership with parents to ensure that your child settles in quickly and gains maximum enjoyment and benefit from their time with us.

Our Vision

Our vision at Montessori International is to support every child in their quest to become the best they can be, through engaging them in our rich learning environment and caring for them with genuine affection.

We hope to foster a passion for learning and exploration that will last your child a lifetime and instill in them moral values which respect the environment as well as people and their cultures.

Our students will leave us with excellent skills of independence, an ability to engage in meaningful play, and knowledge that they are capable, loveable and valuable members of the community.

General Information

Hours of School Operation

The school opens from 6:50am to 5pm from Monday to Friday.

Children should be in School before 8:00am.

Classes end at 2:00pm and all children must be collected before 3:00pm.

The Afterschool Club runs from 3:00pm-5:00pm, where the following fees are applicable:

- From 3pm to 4 pm Rs1000/monthly or 2000/termly
- From 4pm to 5 pm Rs1500/monthly or Rs3000/termly

Snacks

Healthy breakfast, lunch and afternoon snacks will be provided by the school inclusive under the lunch payment.

Parents must pack a fruit(s) to be shared with classmates.

Please ensure that your child places their fruit in the fruit basket by themselves every morning.

Children should bring a bottle of water to school each day.

Due to allergies, the school is a nut free environment. Parents must strictly notify the school of any food allergies, medical conditions or special meal plans.

No pork or pork products are used in the students' meals.

Students are strictly NOT allowed to bring any Junk food or fizzy drinks on the school premises.

Clothing

Full school uniform must be worn to school daily, unless otherwise stated, this can be purchased at the "uniform and more" shop located at Peoples super market, Mont Fleuri, Contact number:2723646 / 2601215.

There are a few personal items that your child needs to bring during his/her time at the school. Please see our school checklist.

Students are not allowed to wear jewelry to School with the exception of a small pair of screw back stud earrings. These items can cause a risk to children when participating in activities as well as can easily be lost or broken. The school will not be responsible for lost, stolen or broken properties. Students are not allowed to bring expensive or special items to school.

Registration

All parents must complete their child's Registration Form before their child's first day at the school.

Parents/guardians must accompany their child into the building at the drop-off/pickup area and must proceed to screening.

Afterschool staff members will note down the time in the log book if their child is picked up after 3:00 p.m. Children will only be released to their parents/guardians or to those who are specified on the pick-up authorization form. Parents/guardians must update the authorization form before a new person is allowed to pick up the child. We will NOT release students under any other circumstance.

Health and Safety

The health and safety of the children at the school is a priority.

Parents/guardians will be contacted if children exhibit a temperature of 37.5 degrees Celsius or higher, flu like symptoms, vomiting, excessive diarrhea, and any other communicable diseases such as chicken pox, lice, red eyes, common cold and rashes.

If your child is exhibiting any signs of a communicable disease, he/she must remain home until they are well.

In the event that a child is away on sick leave, a note must be given to the school office upon return to school.

Medication Administration:

(a) medication is administered only after doctor's consultation;

(b) medication bought from the counter without doctor's prescription will not be administered to a child;

(c) medication is administered only after completing a Medication Form which is a written agreement between parents and a school;

(d) medication must be labeled with the child's name, dosage specifications, administration time and frequency;

Equal Opportunities

We welcome all children regardless of ethnicity, culture, religion or gender.

Discipline

The staff at the school will adhere to a positive behaviour policy. We will focus on redirecting a child's behaviour as well as using verbal reminders, personal choices, classroom rules and expectations.

Birthdays

Children's birthdays are acknowledged and if you wish to celebrate the day at the school please discuss arrangements with your child's teacher.

No junk food and fizzy drinks are allowed on the school premises.

No sharp and dangerous objects or substances are allowed on the school premises.

Communication

Communication between parents, teachers and the administration play an important role in the smooth running of the school. The following is a list of ways we encourage communication:

- **Parent Meetings:** All parents are asked to attend meetings scheduled by the school. There will be meetings with the class teacher to discuss your child's performance and behaviour once or twice a year and upon appointment when necessary. If you have any questions or concerns, do not hesitate to approach the teacher or management to schedule a meeting.
- **Parents WhatsApp Group:** The school's news, events, menu and other relevant information are posted in Parents Groups in WhatsApp. Teachers usually post images of pupils doing classroom work, outdoor and other learning activities.
- **E-mail:** Parents will receive their tuition bills, letters and notices via e-mail. Your e-mail is also important for receiving any special announcements. Please provide your e-mail address on your child's registration forms. If you would like to receive e-mail at a second address, please note that on the form as well.

Our Montessori Classroom

The Montessori philosophy is a child-centered educational method, based on theories of child development originated by Italian educator Maria Montessori (1870-1952). Maria Montessori believed the early years of a child's life to be the most important for developing the child's intelligence.

Entering our classroom, you will immediately notice a calm but busy atmosphere, where the children are involved in small group or individual activities. The equipment they are using was designed by Maria Montessori to develop the child's concentration, co-ordination and independence. The children are given freedom within a structured environment to choose activities that interest them, and to work with the materials for as long as they need. We support the need for each child to develop their learning at their own individual pace

teachers closely observe each individual child, kindly and gently directing them in their learning rather than entertaining them or telling them what to do. When a teacher notices an interest awakening in the child, she introduces him to an activity that will satisfy his/her learning desire.

Nothing in our classroom is there by accident; every activity is there for a reason and has a specific purpose. Specially designed Montessori activities aid the child's development of their sensory, numeric, language, scientific and practical skills. Current research in pediatric neuropsychology concurs with Maria Montessori's observation that the child's brain is actually constructed by movement. In order for children to make sense of the world, they need to experience with their senses, need to touch, move, manipulate, smell, taste and construct. All Montessori activities require the child to be active, or 'hands-on'.

In our classroom, mistakes are a means of learning. 'How could I make this work?' is the question which keeps our children busy and motivated. "I did it all by myself" is a phrase we hear every day accompanied with the big smiles on our children's faces. Our children do not need rewards or stickers, but develop their self-esteem and self-respect naturally, and children who feel self-respect, naturally learn to respect others as well.



Your Child's Day

6:50 -8:00	Drop-off time
08:00-08:30	Breakfast
08:30-09:00	Circle Time
09:00-10:00	Classroom Session
10:00-10:30	Morning Snack Time
10:30-11:00	Classroom Session
11:00-11:30	Classroom Session
11:30-12:00	Lunch Time
12:00-13:00	Classroom Session/Afternoon nap (younger students)
13:00-14:00	School Club Session/ Lesson
14:00	School ends
14:30-15:00	Afternoon Snack
15:00-17:00	Afterschool Club

The extra- curricular club activities are:

Swimming

Ballet/

Kinder dance

Soccer

Speech & Drama

Kiddie yoga

Please see the office for fee guide and availability, should you wish to enroll your child in any of our club activities.

Curriculum

The well planned and resourced curriculum has been developed to take children's learning forward and to provide opportunities for all children.

The resources and equipment in the school are prepared and set out to reflect the Montessori philosophy of education and include a wide range of Montessori materials and activities.

Montessori Curriculum Areas

The five main areas in the preschool program are:

Practical Life

Sensorial

Language

Mathematics

Culture & science

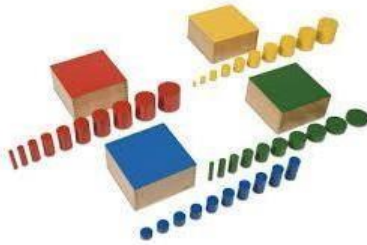
emphasis is also placed on:

Creative Arts

Music

Cooking &

Gardening



The teachers work closely with parents to enable each child to develop to their full potential, and to provide support through each child's transition to Early elementary.

We respect each parent/guardian's role as the child's first educator and endeavour to develop a strong and effective partnership with each parent/guardian.

School Fees Policy & Procedures:

A Registration Fee of Rs.1000 (one-off payment) non-refundable.

An Admission Fee of Rs. 7000, which is also non-refundable, to be paid once before starting school.

Seychellois Students aged between 1 to 3 years of age receive Rs.750 monthly benefit from the Government program IECD.

The Termly Tuition Fees (Non-refundable)

Tuition 0- 3 years old: Rs 12,200 termly.

Tuition 3-6 years old: Rs 12,900 termly.

In addition;

MEAL PACK:

- 0-3 years : Rs 2000 termly
- 3-4 years : Rs 2200 termly
- 4-6 years : Rs 2900 termly

Tuition and Fees Policy

- When a child is enrolled in the school, you are reserving and purchasing a tuition slot for the period of a term. There are no time substitutions or refunds for unused days, sick days, vacation days, or termination of enrollment.
- Parents are required to confirm their child's participation for the next term by the deadline given and pay all school fees to confirm. Once the payments have been made and the spot has been secured all fees are non-refundable.
- Deadline to reserve a tuition slot and pay all school fees is always set in advance on the 25th day of the last month before school holidays. However, a parent may apply for paying the Tuition Fee in installments.
(25th March , 25th July, 25th November)
- Students are not allowed to attend school until their school fees are settled, late payment of school fee may result in losing your child's tuition slot.
- Surcharge of Rs100/- per day for any late payments.
- There will be additional fees for field trips ,special school activities and other extra-curricular activities. Please see the Extra-curricular Activity Form for registration and price list.