



CONSTITUTION

PLEASE READ AND KEEP THIS DOCUMENT HANDY, AS IT CONTAINS IMPORTANT INFORMATION YOU WILL NEED FOR THE YEAR REGARDING DATES AND FEES.

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[FOR ANY ENQUIRIES](#)

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1. Introduction

Hilton Gardens Childrens Academy is a proudly registered Montessori school operating since April 2015. We stimulate and care for children from 4 months through to Grade R, as well as Aftercare. Hilton Gardens Childrens Academy is a small family owned and operated business run by trained staff with the support of our parents. This includes being involved in parent programs, attendance of meetings, outings and events. We do encourage parents to be actively involved in the school. Having strong and healthy communication between both teacher and parent offers the most favourable situation for the holistic development of your child. Using the Montessori philosophy and method we find children who graduate from our school, leave us well adjusted, well educated, happy and ready to embrace the challenges ahead! Not only to succeed in Grade 1 but beyond that too.

2. Values and Goals

The goals of Hilton Gardens Childrens Academy is to provide an environment for each child to grow socially, intellectually, and emotionally, while meeting the needs and interest of the individual child. We strive to further each learner's individual skills at an appropriate pace for that child, allowing him or her to move forward towards personal growth. Maria Montessori described following the child as guiding them to teach themselves. At our school our teachers always:

- embrace each child's uniqueness;
- foster a positive self-image while respecting diversity in students, their families and staff;
- build relationships based on trust and respect;
- help the children learn self-control and how to express their needs in a positive and socially acceptable way;
- help the children grow in all areas of development;
- support each child in the context of their family, their family's culture, the community and society;
- develop a curriculum that will meet these goals and developmental needs.



3. School Mission

To provide a home away from home for children, offering quality care in a loving environment. Our emphasis is on teaching our children to be well mannered, confident children who have received a good foundational education and are ready to face the challenges of primary school and life. We focus on developing each child holistically by giving them the tools they will carry with them through life. We encourage a love and thirst for learning!

4. About Montessori

4.1 What Is Montessori?

For more than a century now, the child-focused approach that Dr Maria Montessori, an Italian physician, developed for educating children has been transforming schools around the globe.

As soon as you enter a classroom, you know that something different is afoot. Montessori classrooms are immediately recognizable. You will see children working independently and in groups, often with specially designed learning materials; deeply engaged in their work; and respectful of themselves and their surroundings.

The Montessori Method fosters rigorous, self-motivated growth for children and adolescents in all areas of their development—cognitive, emotional, social, and physical.

Montessori education is student-led and self-paced but guided, assessed, and enriched by knowledgeable and caring teachers, the leadership of their peers, and a nurturing environment.

Within the community of a multi-age classroom—designed to create natural opportunities for independence, citizenship, and accountability—children embrace multi-sensory learning and passionate inquiry. Individual students follow their own curiosity at their own pace, taking the time they need to fully understand each concept and meet individualized learning goals.

Given the freedom and support to question, probe deeply, and make connections, Montessori students grow up to be confident, enthusiastic, and self-directed learners and citizens, accountable to both themselves and their community. They think

critically, work collaboratively, and act boldly and with integrity. What better outcome could you wish for your children?

4.2 Benefits of the Montessori Method

Choosing a Montessori environment for your child has many benefits. Known for individually paced learning and fostering independence, the Montessori Method also encourages empathy, a passion for social justice, and a joy in lifelong learning.

Given the freedom and support to question, to probe deeply, and to make connections, Montessori students become confident, enthusiastic, self-directed learners. They are able to think critically, work collaboratively, and act boldly—a skill set for the 21st century.

How Does This Happen?

- **Each child is valued as a unique individual.** Montessori education recognizes that children learn in different ways, and accommodates all learning styles. Students are free to learn at their own pace, each advancing as he is ready, guided by the teacher and an individualized learning plan.
- **Beginning at an early age, Montessori nurtures order, concentration, and independence.** Intentional classroom design, materials, and daily routines support the child's emerging "self-regulation" (the ability to educate one's self, and to think about what one is learning), in toddlers through adolescents.
- **Students are part of a close, caring community.** The multi-age classroom—typically spanning 3 years—re-creates a family structure. Older students enjoy stature as mentors and role models; younger children feel supported and gain confidence about the challenges ahead. Teachers model respect, loving kindness, and a peaceful conflict resolution. Dr Maria Montessori referred to this as 'vertical grouping'.
- **Montessori students enjoy freedom within limits.** Working within parameters set by their teachers and the classroom community, children are active participants in deciding what their focus of learning will be within their prepared environment.
- **Students are supported in becoming active seekers of knowledge.** Teachers provide environments where our children have the freedom and the tools to pursue answers to their own questions. Internal satisfaction drives the child's curiosity and interest and results in joyous learning that is sustainable over a lifetime.
- **Self-correction and self-assessment are an integral part of the Montessori classroom approach.** As children develop and grow older, they learn to look

critically at their work, and become adept at recognizing, correcting, and learning from their own errors.

“What all the elements have in common is that they are providing the building blocks of future learning, hardwiring a child’s capacity to engage with new material and information and providing the tools in which to manipulate it. Montessori is, literally, learning for life.”

(Montessori, St. Nicholas, 2014)

4.3 The Montessori Philosophy

More than Childcare.... Early Childhood Education at Its Finest

The primary goal of a Montessori program is to help each child reach its full potential in all areas of life. The method of Montessori is based on three key factors; the specialized training of the teacher, a specially prepared environment complete with Montessori apparatus and a multi age grouping of children. When these elements are in place, young children are able to discover their own talents, gain self-confidence, make friendships, experience the joys of learning, and grow in a holistic manner. Hilton Gardens Childrens Academy provides passionate, experienced teachers and exceptional classroom environments. Mixed age groups are found in our Infant, Toddler, Early Childhood classes. Creativity flourishes in an atmosphere of acceptance and trust. Our teachers establish such an atmosphere in their classrooms. Treating each child with love and respect enables the child to trust their teachers. This relationship is the foundation of the learning process.

For any great accomplishment, the foundation has to be strong, solid and long lasting. That is the opportunity a Montessori education provides. Birth to age six is the most important time of education. It is here that the foundation is firmly established. We build good people!

4.4 Vertical Grouping Age Groups

Hilton Gardens Childrens Academy has classrooms of multi-age children. They are “Vertical Grouping Learning Communities.” Montessori practice has shown that children in multi-year age groupings progress academically while building important social, learning, and character skills.

The multi-age grouping accommodates the child's individualized "biological clock", rather than relying on age as the primary indicator for readiness with lessons. Peer cooperation and peer tutoring increases achievement and self-esteem in both the older and younger child.

The multi-age classroom is a ground-breaking concept for developing community and supporting students of varying levels of academic and social development. By creating a bond between parents, teachers, and children, Dr Montessori sought to create a closely-knit community where individuals could learn to be empowered; where children could learn to become contributing, sharing members of their school-family; where students could learn to care for younger children, learn from older people, and trust one another; and where children could find ways to be acceptably assertive rather than being aggressive.

4.5 The Prepared Environment

Maria Montessori's idea of the prepared environment was that everything the child came in contact with would facilitate and maximize independent learning and exploration. This calm, well-ordered environment has a lot of movement and activity. Children are free to choose and work on activities at their own pace. Here, they experience a combination of freedom and self-discipline, as guided by the environment and the teacher.

There are generally seven aspects, or principles, to the Prepared Environment: Freedom; Structure and Order; Beauty; Nature and Reality; Social Environment; Intellectual Environment; Montessori materials.

FREEDOM: A child must be free to explore and follow his own natural impulses, thus developing his potential and increasing his knowledge of the world around him. Within the prepared environment, the child must experience freedom of movement, freedom of exploration, freedom to interact socially, and freedom from interference from others. This freedom ultimately leads to a greater freedom: freedom of choice.

STRUCTURE AND ORDER: While Structure and Order seem counter-intuitive to the aforementioned freedom, nothing could be further from the truth. Structure and Order in the Montessori classroom accurately reflect the sense of structure and order in the

universe. By using the Montessori classroom environment as a microcosm of the universe, the child begins to internalize the order surrounding him, thus making sense of the world in which he/she lives.

BEAUTY: Montessori environments should be beautiful. The environment should suggest a simple harmony. Uncluttered and well maintained, the environment should reflect peace and tranquillity. The environment should invite the learner to come in and work. This atmosphere is easily seen through the attitude of those working there, both child and adult.

NATURE AND REALITY: Maria Montessori had a deep respect and reverence for nature. She believed that we should use nature to inspire children. She continually suggested that Montessori teachers take the children out into nature, rather than keeping them confined in the classroom. This is why natural materials are preferred in the prepared environment. Real wood, reeds, bamboo, metal, cotton, and glass are preferred to synthetics or plastics.

SOCIAL ENVIRONMENT: Where there is freedom to interact, children learn to encourage and develop a sense of compassion and empathy for others. As children develop, they become more socially aware, preparing to work and play in groups. This social interaction is supported throughout the environment and is encouraged by the multi-age classroom settings.

INTELLECTUAL ENVIRONMENT: If the above aspects are not recognized, the intellectual environment will not reach its purpose. The purpose of the Montessori environment is to develop the whole personality of the child, not merely his intellect. By guiding the child through the five areas of the Montessori curriculum (Practical Life, Sensorial, Language, Mathematics, and Cultural subjects), the child has the structure, which is at the forefront of the creative work in a Montessori classroom.

MONTESORI MATERIALS: Each classroom at Hilton Gardens Childrens Academy has been equipped with a range of Montessori materials however is still in the process in adding some of the more intricate materials.

4.6 Teachers' Role

In Montessori education we believe in the importance of three things, that all work together: the child, teacher, and materials, where each part is important. We believe that each child has many gifts and talents to be discovered, and not that a child is an empty container waiting to be filled up by the teacher. The teacher is an observer, follower, and guide bringing wisdom, thoughtfulness, and experience to the child's academic, social, and intellectual exploration. The Montessori approach demands special professionals who are confident and skilled enough to allow children to be active participants in their learning. It also means that all school decisions are driven by what is best for the child. The authentic and beautiful Montessori materials provide activities that are cherished by the children and that help them learn with joy and understanding.

The teacher establishes guidelines for work and behaviour, showing children how to be successful within the structure of the curriculum and the community. As a result, a pattern of good work habits and a sense of responsibility and cooperation are established in the classroom.

Our teachers at Hilton Gardens Childrens Academy adhere to the South African Montessori Association (SAMA) Code of Ethics.

4.7 Sensitive Periods of Learning

Maria Montessori believed in children having "sensitive periods" for learning. From birth to 6, the child shows a strong interest on particular things he wants to master. This leads to the child doing a task repeatedly, with great interest, until the child has reached his goal of mastery.

The purpose of each sensitive period, which is actually an inner sensibility possessed by children, is to help them acquire a certain skill or characteristic necessary for their growth. As they acquire the skill or characteristic, their sensitivity for it decreases and another sensitivity increases

4.8 The Absorbent Mind

Dr. Maria Montessori observed that the first six years of children's lives are directed by their absorbent minds. She divided this six-year time span into two three-year periods. The first three years she calls "unconscious learning" and the second three years, "conscious learning".

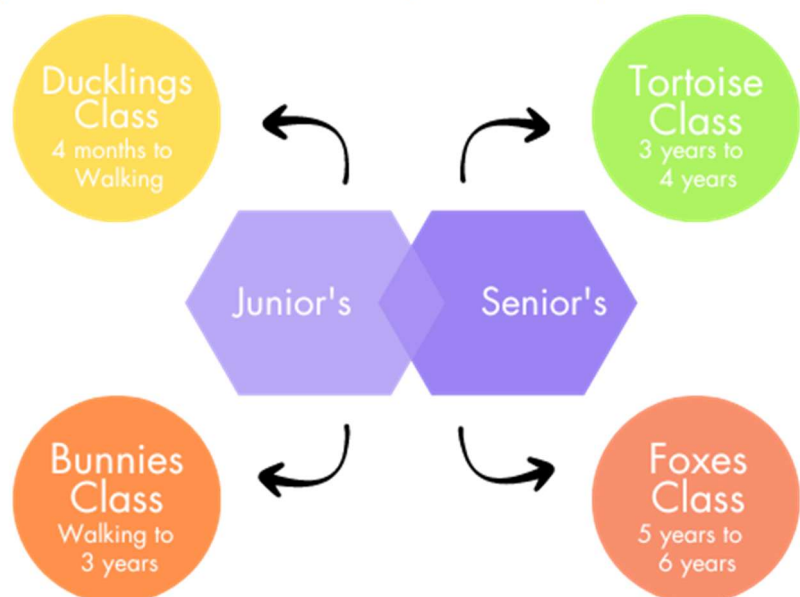
During the first three years of life children absorb and take in all that is around them in their environment. They absorb impressions from the environment, "creating themselves". Dr. Montessori said, "The child takes in his whole environment, not with his mind but with his life". The task of adults around the child in this stage of development is not to intervene but to provide a safe, rich environment for the child



5. School Structure

As mentioned above, Hilton Gardens Childrens Academy is a 'mixed-aged classroom structure" with children ranging from 4 months to 6 years of age. To ensure that we meet each child's needs by creating a holistic environment with small classes and child to teacher ratios we have split the school into two major sections, please see diagram below:

Hilton Gardens Childrens Academy School Structure



Ducklings Class

4 months to Walking

PHILOSOPHY

Within this nurturing and secure environment, our infants are free to develop their independence and sense of self. The teacher child ratio in this environment is 1:4, providing a safe bonded relationship between child and carer.

This age group accommodates infants from the age of 4 months until they are able to walk. At this stage they are advanced to the toddler group above (The Duckling Class).

The environment is designed to meet the needs of each child with many opportunities for them to explore. There are many sensorial teachings in this age group as they use their senses to make sense of the world around them. Through observation we monitor your child's sensory requirement to enable us to provide soothing methods appropriate to your child. The environment is open, safe and free of items which may hinder their natural development.

Developmental skills such as tummy time, tracking objects, exploring object permeance together with a bit of baby gym creates a fun, exciting day for our infants to experience. Our babies are loved, cuddled and given the freedom to explore their world.

The teachers in this age group attend to the children when they are needing any sort of care, regardless the time. We encourage 'following the child' in terms of routine as they, themselves are establishing their own self internal clocks.



What to Bring to School?

PLEASE MAKE SURE EVERYTHING THAT BELONGS TO YOUR CHILD HAS HIS/HER NAME CLEARLY MARKED ON IT

PACKED IN THEIR SCHOOL BAG

- As many nappies as your child needs, bum cream and wet wipes for the day;
- Half Day Children: Snack and a juice bottle with water/ juice;
- Full Day Children: Snack, lunch for the afternoon and a juice bottle with water/juice;
- If your child is still on formula and you need us to make up bottles for him/her during the day, please arrange the appropriate schedule and quantities with your teacher;
- We also encourage moms who are breastfeeding to please pack breastmilk. If it is fresh the milk can go without fridge storage for up to 4 hours, a fridge is available if need be;
- If you suspect that your child is teething, please provide the correct teething gel/powder/teething soother that you would like the teacher to administer.

STATIONARY REQUIREMENTS

Please enquires with the Principal. The stationary list will be available upon registration completion.

Bunnies Class

Walking to 3 years

PHILOSOPHY

The toddlers are afforded much opportunity to engage with the prepared environment around them. The Prepared Environment contains specialized equipment and materials to aid the development of essential skills for daily living. They are logically sequenced and kept in meticulous order. Our toddlers are given one-on-one presentations to introduce new concepts. They are encouraged to work with inviting materials that help to develop their senses and foster independence.

Language enrichment and vocabulary building are holistically incorporated into the environment. The children are given opportunities to explore concepts in a concrete manner.

Our toddlers have a nap time and are actively potty trained when they are ready. However, we always try our best to follow each child and adjust to their natural rhythms. Our low teacher child ratio of 1:7 ensures that this is possible.

A toddler questionnaire completed by parents and guardians provide us with an idea of your child's current routine, likes and dislikes.

CURRICULUM

Our toddler environment is divided into the following learning areas.



Practical Life

Activities in Practical Life give the toddler opportunities to:

- Develop fine motor skills
- Contribute to the order of the toddler environment
- Develop concentration
- Sort and match utensils
- Develop a routing for self-care skills
- Get food or drink independently



Social Activities

Social activities give the toddler opportunities to:

- Explore in a social situation
- Develop concentration
- Expand sensory experiences
- Recognise and imitate facial expressions
- Imitate body movements
- Understand and follow instructions
- Make music in a group
- Recognise and identify others
- Share materials
- Recognise and name feelings in self and others.





Language

Language activities in the toddler environment provide opportunities to:

- Develop and expand vocabulary
- Name basic parts of the body
- Develop visual acuity
- Recognise and name colours
- Name objects and pictures



What to Bring to School?

PLEASE MAKE SURE THAT EVERYTHING THAT BELONGS TO YOUR CHILD HAS HIS/HER NAME ON IT CLEARLY

PACKED IN YOUR CHILD'S BAG

- As many nappies as your child needs, bum cream, wet wipes;
- *Half* day children: Snack and a juice bottle with water/juice;
- *Full* Day children: Snack, lunch for the afternoon and a juice bottle with water/juice;
- If your child is still on formula and you need us to make up bottles for him/her during the day, please arrange the appropriate schedule with the principal/teacher so that she can put up a time table for persons on duty;
- We also encourage moms that are breastfeeding to please pack breastmilk. If it is fresh the milk can go without fridge storage for us to 4 hours but we do have a fridge if you would prefer to use it;
- If you suspect that your child is teething, please provide the correct teething gel/powder that you prefer. We do have some on hand for emergencies.

STATIONARY REQUIRMENTS

Pease enquire with the Principal. The stationary list will be available upon registration completion.

Tortoise Class

3 years to 4 years

PHILOSOPHY

Much like the toddler environment our junior pre-schoolers have a prepared environment, allowing opportunities to develop skills according to their natural sensitivities. These sensitivities are called 'sensitive periods. Montessori noticed that there were certain periods of particular sensitivity that kept occurring in the children. During these periods the child could learn the activity that she was focused on at a particularly intense rate and that such learning appeared to come very easily. The Montessori Directress observes these sensitive periods and adapts the prepared environment to capitalize them.

CURRICULUM

Our toddler environment is divided into the following learning areas.



Practical Life

Activities in Practical Life give the toddler opportunities to:

- Locate and manipulate a work mat
- Develop fine motor skills
- Contribute to the order of the toddler environment
- Develop concentration
- Sort and match utensils
- Cut food into shapes
- Develop a routing for self-care skills
- Pour from one container to another
- Get food or drink independently
- Set places for meals



Social Activities

Social activities give the toddler opportunities to:

- Explore in a social situation
- Develop concentration



- Expand sensory experiences
- Recognise and imitate facial expressions
- Imitate body movements
- Understand and follow instructions
- Make music in a group
- Recognise and identify others
- Share materials
- Recognise and name feelings in self and others.



Language

Language activities in the toddler environment provide opportunities to:

- Develop and expand vocabulary
- Name ten basic parts of the body
- Develop visual acuity
- Recognise and name colours
- Name objects and pictures
- Practice basic counting
- Become aware of phonetic sounds
- Begin to understand the concept of adding and subtracting

What to Bring to School?

PLEASE MAKE SURE THAT EVERYTHING THAT BELONGS TO YOUR CHILD HAS HIS/HER NAME ON IT CLEARLY

PACKED IN YOUR CHILD'S BAG

- As many nappies as your child needs, bum cream, wet wipes;
- *Half day children:* Snack and a juice bottle with water/juice;
- *Full Day children:* Snack, lunch for the afternoon and a juice bottle with water/juice;
- If your child is still on formula and you need us to make up bottles for him/her during the day, please arrange the appropriate schedule with the principal/teacher so that she can put up a time table for persons on duty;
- We also encourage moms that are breastfeeding to please pack breastmilk. If it is fresh the milk can go without fridge storage for us to 4 hours but we do have a fridge if you would prefer to use it;
- If you suspect that your child is teething, please provide the correct teething gel/powder that you prefer. We do have some on hand for emergencies.

STATIONARY REQUIRMENTS

Please enquire with the Principal. The stationary list will be available upon registration

Foxes Class

4 years to 6 years

PHILOSOPHY

Our senior preschool environment caters for children four years, turning five to six years of age. Children are given freedom within a controlled indoor and outdoor environment and are guided through the structured Montessori curriculum. Montessori equipment is autodidactic, meaning it has a built-in control of error, allowing children to discover their own errors and correct them. This preserves their self-esteem and helps them to develop problem solving skills.

CURRICULUM

Our preschool environment is divided into the following learning areas.



Practical Life

These materials provide the link between home and school. They develop co-ordination, concentration and independence. These materials provide activities such as polishing, washing, pouring, food preparation, sewing, dressing and social skills.



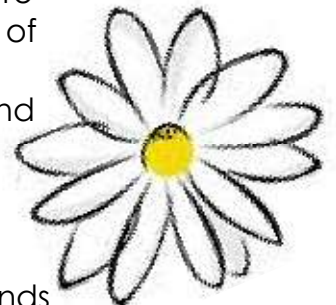
Sensorial

Sensorial materials are designed to help children become more perceptive, to understand concepts and focus on the details of the world around them. Sensorial activities involve grading, pairing, sequencing, matching shapes, touch, taste, colour and sound.



Language

The language materials increase vocabulary, explore the sounds and syntax of the English language and help the children to read and write. The teaching of English begins with stories, speaking and drama games, through to working with the sandpaper



letters, writing with the movable alphabet and then on to reading.



Mathematics

All mathematics concepts are taught first in the concrete. Hands-on materials create an enjoyable introduction to the basic concepts, four rules of number, algebra and geometry. Pre-primary children learn to count and are then introduced to the decimal system and fractions. From this firm base children have no difficulty moving into abstraction.



Culture

This area of the environment provides children with an introduction to History, Geography, Natural Sciences, Art, Music and Drama. The concrete materials include globes, puzzle maps for geography, musical instruments and simple science experiments.

What to Bring to School?

PLEASE MAKE SURE THAT EVERYTHING THAT BELONGS TO YOUR CHILD HAS HIS/HER NAME ON IT CLEARLY

PACKED IN YOUR CHILD'S BAG

- *Half day children:* Snack and a juice bottle with water/juice;
- *Full Day children:* Snack, lunch for the afternoon and a juice bottle with water/juice;

STATIONARY REQUIRMENTS

Please enquire with the Principal. The stationary list will be available upon registration completion.

If your child is in Grade R, a R350-00 book levy for the CAPS books that are required.

6. Enrolment Policies and Procedures

6.1 Admission Policy

To enrol your child at Hilton Gardens Childrens Academy please fill out an **Enrolment Form** and settle your ADMIN FEE (R150-00). On admission, parents or guardians are required to fill in a Enrolment form. This asks for details regarding any special health

needs, doctor's details, and medical history of the learner and learning barriers. The Registration Form together with the additional documents described below must be delivered to Hilton Gardens Childrens Academy on or before the day your child is to start.

- Copy of child's birth certificate
- Copy of each parent's ID document
- Copy of child's clinic card
- Copy of medical aid card showing child's name
- Proof of Address

Upon acceptance a refundable entrance deposit of R2000-00 must be paid before your child starts with us, this is to secure his/her position at our school.

The deposit is required as we have a high demand for placements and need commitment from enrolled parents in order to guarantee children are not pulled out at the last minute when we have turned others away.

A payment plan to pay the deposit in monthly instalments can be arranged for your convenience at a minimum of R500-00 per instalment.

For families that are wanting to enrol siblings *full time* (full-day, 5 day week), we offer a 10% discount on the second siblings fees. Fees are subject to change without warning.

6.2 Accounts Policy

Outstanding Accounts:

Accounts that are in arrears will be handed over. Parents will unfortunately not receive their 2nd (second) and 4th (fourth) term reports until accounts are settled.

6.3 Refund Policy

In the event that your child must withdraw from Hilton Gardens Childrens Academy, we require one (1) terms written notice in order for your deposit to be refunded against final terms fees.

If you do not wish to return to the school in the following New Year please be sure that you will need to give notice at the beginning of the fourth (4th) term to qualify for your refund of your deposit

6.4 School hours

Monday – Friday: 07h00 to 17h00

Saturday, Sundays and Public holidays: Closed

6.5 Collection of Children Policy

If someone other than yourself is to collect your child, please notify the school. The teacher will provide the parent with a password of the day to give the person picking up their child. This person will need to give the password to the ladies through the

intercom to gain access and then to the aftercare teacher before the child is allowed to leave with that person.

Children to be accompanied by their parents or transport to their classrooms and to be handed to their teachers/assistant teachers. No child to be dropped in the parking area or in the road. Children are to arrive at school no later than 08h30. Late arrivals disrupt lessons and class activities. If your child is in aftercare, please ensure that your child is picked up by 5pm sharp, anyone that stays longer will be billed R50 per extra 30min (this will reflect on your statement at the end of each month).

6.6. School Closures Policy

The school has the right to close for any length of time (e.g. covid compliance, political riots etc.). The school will be closed on all public holidays and for approximately 3 ½ weeks during December/January school holidays. We may incorporate 4-5 weekdays during the year, along with the public holidays to make an extra-long weekend or two. You will be advised in the school Prospectus of such possible closures.

Hilton Gardens Childrens Academy reserves the right to close for any number of days should there be a reported communicable disease.

7. Health and Welfare Policies

7.1 Accidents and Incidents Policy

All accidents and incidents no matter how minor will be recorded in the incident/accident book in the correct manner by all staff concerned. The teacher that witnessed the incident/accident will contact the parents involved. If it is a serious issue she will contact Principal Adhi and she will take the matter further. In the case of a serious incident/accident the parents involved will be called in for a facilitated meeting addressing the concerned. The use of our surveillance cameras will aid us in solving any queries.

7.2 Cleanliness of Equipment and Toys

Tables and chairs are wiped down before and after meal times with an appropriate disinfectant. Suitable cleaning equipment is made available to staff for such purpose. Toys are washed and cleaned every day but are sterilized completely every Friday. The Montessori equipment is all wiped and cleaned every day as shelves are reset for the following day.

Bigger gross motor indoor equipment is wiped and cleaned everyday with appropriate child-safe cleaning solutions. Outdoor equipment is maintained every term and the

end of the school term. If there is anything needing repairs immediately, it will be taken away out of the children's reach until it is fixed.

7.3 Disability Policy

Hilton Gardens Childrens Academy are currently not equipped to admit children with disabilities but we are open to admissions.

7.4 Emergency Situations

An emergency action plan is in place and is practiced regularly with all children. This plan includes threats of fire, bomb and other safety related aspects. Nothing is to be placed under any fire safety equipment such as fire extinguisher (this includes but is not limited to children). Children will be evacuated from the building with the supervision of staff and meet at the assembly point (the furthest corner of the playground where all children will be accounted for. In the case of a hold up of any sort or suspicious people hanging around, we are in possession of an emergency button. This is linked up with a reputable security company with armed response.

7.5 Health, Medication and Illnesses Policy

Please call if your child will not be attending school that day. If a child has contracted a contagious illness please keep him/her at home and let the school know so that we may aware other parents.

7.6 Medicine Policy

Medicine can be administered at our school if the medicine register has been filled in by a parent. All medicines are kept in the medicine box in the kitchen, or if required in the fridge. All medicine is to be handed to the member of staff on gate duty and details to be signed into the Medicine Register by the parent. On departure it is the parent's responsibility to request the medicine. Prescribed medicine must be in the child's name, not be expired and have the original pharmacy label.

7.7 Illness Policy

Our little school adheres strictly to South African guidelines when it comes to dealing with illness in the school. This is to ensure the protection of each and every child at our school as well as our staff.

If a child is in anyway sick or showing symptoms of a sickness the child will need to stay at home. He/she will recover much quicker as well as not infecting anyone at school, children or staff.

As the school is not licensed to care for ill children, parents will be called if their child becomes ill during school times. As we are in association with Dr Lee's offices (Hilton

Innate), she will take a look first and together, we will come to a conclusion as to the way forward (depending on severity) on consent of the parent.

If the illness that your child has contracted is accompanied by a fever, your child may not return to school until that temperature has been normal for 24 hours (without medication) - this is of course if the fever is related to an illness. If your child is experiencing a developmental growth (i.e. teething) that will bring upon a fever, the teacher on duty will need to be notified by the parent before the day has begun. A signed doctor's note is also required on return for record use if your child has been off for more than two (2) days.

We reserve the right to refuse entry to a child who is displaying signs of illness as stated in *National Health Act, 2003 (Act No. 61 of 2003)*. Permission may be requested to give the child a single dose of Panado Syrup. This information will be recorded in the Medicine Register and Parent Call Book and parents will be required to sign this when collecting their child. Parents are also requested to send an email to the school email address giving permission in writing. If a child has any form of injury or isn't well, it will be reported to the office immediately and recorded in the incident file. No sleeping children will be accepted and staff will need to do the "Signs of Life" test. In the event of an allergic reaction, parents will be contacted and if necessary an ambulance will be called, which parents will be liable for.

Any special dietary requirements such as allergies or medical history will be identified at Registration and recorded. The Health Department and parents will be informed of any outbreaks of notifiable or communicable diseases. Hilton Gardens Childrens Academy reserve the right to close for any number of days should there be a reported communicable disease.

7.8 First Aiders

Hilton Gardens Childrens Academy have a minimum of four employees trained in Level One First Aid (every teacher has a first aid certificate).

First Aid equipment is kept on an easily accessible area by the teacher's kitchen. Parents will be informed immediately of any head injury to a child.

In the event of a serious injury, parents will be contacted and the child will be taken for medical treatment. If the school is unable to reach the parent, the school has the right to make a decision. Parents will be liable for all medical and ambulance costs. An incident/accident report will be filled in.

All staff are aware of the normal precautions for avoiding infection and follow basic hygiene procedures. Any spilt blood or other body fluids will be cleaned up promptly using disposable gloves and the area will be cleansed with a suitable antiseptic solution.

First Aiders are trained in the correct first aid procedures for a choking child or infant. The principal is the first aid officer on duty. In the event that something happens and she is unavailable, the teacher of the Foxes class will step in as the first aid officer.

7.9 HIV/AIDS Policy

No one with HIV infection should be denied the opportunity to receive education or to work as an educator as long as they are able to do so. HIV infection does not pose a significant risk to others in school so long as the necessary precautions are followed, so there is no reason to deny infected educators and learners the same rights as others. The law does not allow learners or educators (or any employee) to be forced to have HIV tests –Hilton Gardens Childrens Academy will abide by this ruling. Genuine voluntary disclosure of a learner's or educator's HIV status will be welcomed. Educators who are given such information treat it as confidential and ensure that no unfair discrimination follows from it.

7.10 Environmental Hazards Policy

The property of Hilton Gardens Childrens Academy is inspected at least once every three months for signs of bee hives, hornet nests and/or rodents. These are removed immediately.

7.11 Nappy Changing Policy

Parents of children still in nappies need to supply 5 nappies daily (not all will be used every day), wet wipes and bum cream as asked by his/her teacher. Nappies may only be changed on the nappy changing station and not on any other surfaces (including tables and mattresses for our babies). Children's wet wipes and bum cream are kept close to the nappy changing station in their own individual labelled baskets so teachers never leave children unattended on the raised surface.

7.12 General Hygiene Policy

Cleaning staff have been appointed for the management of hygiene. A cleaning schedule has been created for the facility and bathrooms. There are sufficient toilets and wash hand basins for the number of children as per by-law requirements. All bathroom and toilet equipment are inspected on a monthly basis and repairs are made as required. Management conducts regular spot checks to confirm conformance. Toilet paper, hand soap and hand drying facilities are available at all times. Individual hand towels are provided for children which are washed once a day by our cleaning staff.

8. General Classroom and Staff Requirements

8.1 CAPS Policy

Hilton Gardens Childrens Academy are committed to the CAPS policy for Grade R but predominantly runs off the Montessori philosophy and method. Together they have helped many of our children be accepted into many leading schools in the area such as Cowan House, Laddsworth, Howick Prep and Athlone.

8.2 Children's Birthdays

Birthdays can be celebrated with cupcakes/cake and a birthday ring. Parents are encouraged to come and participate in the birthday ring. They are also asked to bring a picture of their child for each year they have been alive as we travel and celebrate their lives through each year. Party packs to go home are optional. Photographing and taking a video is encouraged. Any of these options are to be supplied by the child's parents.

8.3 Show And Tell

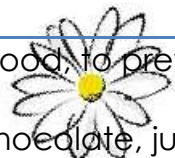
On a Friday we do ask that you encourage your child to bring something of their choosing from home to show us. This toy will be put into a 'Share Basket' upon arrival and then come circle time they will have an opportunity to tell us about it. If your child does not yet speak, please do not feel any obligation in packing a special toy. As children do not have any concept of time as yet we do not feel a point of putting any pressure on them. That being said, if your child does not want to bring anything that is absolutely fine too.

We do not encourage your child bringing toys to school - but if your child is battling with separation; this will be an exception from time to time.

8.4 Lunches

Nutrition is important to establish good eating habits from early childhood to prevent illness as well as improving concentration throughout the school day.

Children **must not** bring sweets, fizzy drinks; biscuits coated in sugar, chocolate, juice in bottles, energy drinks, biscuits with icing/jam filling, cake, or anything else which contains refined sugars. Any unhealthy foods as suggested as above will be removed from your child's bag and sent home with them, this procedure is non-negotiable and parents must please be considerate and respect the guidelines above. Each child will need to bring a sandwich, a fruit and yoghurt at minimum.



There is a 'Baker-Baker' time every Friday at school where every child will get the opportunity to be the 'Baker-Baker' for the day. Essentially this means that your child will need to bake something for the class on a designated Friday and we would encourage you (the parent/guardian) to motivate a healthy form of cooking. For example, your child could feed grapes on a snipped (both sides snipped as they are sharp) skewer and with baking pens draw eyes and a mouth and call them worms. This will show children that eating healthy can be fun and tasty.



8.5 Vegetation Policy

There are no poisonous or dangerous plants on Hilton Gardens Childrens Academy property. Children at our school are educated on the risk of consuming plants, berries, roots etc. If you or your child has a preferable choice of food, please could you make it very clear in their registration forms.

8.6 Progress reports

Progress reports for your child are sent out in June (term2) and December (term 4); there will be parent meetings at the end of March (term1) and September (term 3).

8.7 Discipline Policy

STAR RULES:

Safety first;

Toys belong to everyone;

All play together;

Respect & kindness for all people & things.

These simple, logical and positively stated rules are learned by all children. Having a clear understanding of the school rules helps children understand acceptable social behaviour. Providing engaging and developmentally appropriate choices for children also minimizes discipline issues.

Our goal is to help children learn to be caring, sharing, safe and respectful of others and their environment. If a situation arises when we feel that a child is not behaving in that manner, rather than 'punish' a child, we use the situation to teach them important life skills. Our first response is to stop the undesirable behaviour. We then talk individually with the children involved and why the interaction was not appropriate. It is important for children to learn to work things out and communicate with each other. Our role as teachers is to guide them and keep them safe. Learning to work out a disagreement with another person is a skill for life.

8.8 Language Policy

Hilton Gardens Childrens Academy is an English medium school but we do expose the children to various different languages as we learn about different cultures within our curriculum.

8.9 Gate Password Policy

Upon acceptance you will receive our gate key pad password. It is very important that we do not share this password with anyone other than a member of Hilton Gardens Childrens Academy family. Please consider the safety of not only your child but all of our other children when sharing such information.

8.10 Playground and Supervision Policy

Each staff member will be required to sign a document acknowledging that they themselves take full responsibilities of their assigned duty areas. In the case of an incident or accident of any nature the staff member will be dealt with accordingly as specified in their contract.

Due to the different routines for each age group the teachers are expected to section their children (keep them in one allocated section) if they find that their class is the only class outside. However, there are pockets during the day that all the children are joined (i.e., from 10:30am – 11:30am and during aftercare). If a teacher is to go on a tea break, she will need to make sure that her assistant is guarding their section and vice versa. This will ensure that there will always be someone on duty.

8.11 School Bags and Clothing Policy

A school bag must be brought to school daily with a clean set of clothing. Please mark all clothing. We are not responsible for any loss or damage. Please dress your child in suitable old clothes. New and expensive clothes only get damaged. Learning through play is our aim and play is dirty. Parents to ensure that no child has any strings on clothing that can be caught on slides, trees or fences causing strangulation. Children are prohibited from bringing toys, sweets, cell phones, weapons and chewing gum to school. If a cell phone or similar electronic device is brought on to the property of Hilton Gardens Childrens Academy by children, no employee will be held responsible for any loss or damage.

8.12 Sleep time Policy

Children are provided with a raised bed to be used during sleep time. The mattresses are inspected daily by the teacher and monthly by the Health and Safety Officer for

damages. Children younger than 2 years are able to use the cots provided. Each cot bedding is washed daily and maintained when needed

8.13 School toys

All play toys and tools are suitable for the intended age group. A register of all toys and educational equipment has been created for each class. All equipment is visually inspected on a daily basis by the teacher and a formal inspection is done quarterly. Broken or dangerous toys are taken out of the classroom immediately and are either discarded or repaired as soon as possible. Any toys that increase the risk of strangulation are prohibited. Classroom facility is inspected on a daily basis by the teacher and a monthly basis by the Health and Safety Officer. Damages are to be reported immediately to management so repairs can be arranged. All defective equipment to be removed from the classroom immediately.

8.14 Toilet Training Policy

Potty time only happens in a designated area and not in a general area of Hilton Gardens Childrens Academy. Spills are cleaned up immediately.

8.15 Extra-mural Activities

We offer a variety of extra-murals are offered including Action Ball and Ballet. These extra-murals are optional and are not included in your monthly school fee. Please contact your teacher if you would like your child to participate in any of these extra-murals. All take from the age of 2 years old.

9. Security and On-Site Safety Policies

9.1 Cameras

In our various environments we have set up surveillance cameras to monitor our children and staff. We have put this measure in place to ensure that if there were an incident or accident to occur, we could trace back on the footage.

Please note that this will only be accessed at the discretion of the Principal, Adhi This information will only be used if there is no other factual evidence to prove a case requested by the parties involved.

9.2 Contractors Policy

Where possible, no construction and maintenance will be conducted during school hours. If work is conducted during school hours, the children will be segregated from construction. A school appointed person or management will continually inspect the progress of the work in alignment with agreed safety standards. Equipment is removed from the work area as soon as the work is completed. Where repairs are conducted on

the playground, the area is thoroughly inspected after the work has been completed to look for dangerous items (Nails, tools, sharp objects etc.).

9.3 Smoking Policy

Hilton Gardens Childrens Academy, in recognition of Health, Safety and Environment concerns, is committed to providing and maintaining a safe and healthy working and teaching environment for all its employees, children, parents and visitors. *Act 23 of 2007 Section 2: No person may smoke any tobacco product in a private dwelling if that private dwelling is used for any commercial childcare activity, or for schooling or tutoring.* Hilton Gardens Childrens Academy premises are designated SMOKE-FREE. All employees, parents, contractors and visitors are requested to abide with this Policy when performing activities at our school. The smoking Policy is made clear to every visitor and employee by way of signage. All employees are required to report any non-compliance of the Smoking Policy immediately to management. Any breach of this policy will lead to a fine of R200 as imposed by law.

9.4 Electrical Policy

Hilton Gardens Childrens Academy holds a valid Electrical Compliance Certificate. All unused electrical plug points have safety protectors at all times. All of our staff are to inspect all electrical outlets on a daily basis. All radios are put out of reach of the children with their plug points covered whilst in use.

9.5 Drain Policy

All drains to have protective covers on to prevent access to children. Covers are inspected on a monthly basis by the Health and Safety Officer.

9.6 Kitchen Policy

Access to the kitchen is restricted to staff only. All kitchen equipment is placed onto a register and is inspected on a regular basis (visually inspected on a daily basis by a formal inspection at least once every 6 months by management). Damaged equipment is taken out of service and is replaced immediately. Equipment shall be stored in closed cupboards or drawers within the access-controlled kitchen.

9.7 Breakages and Damages

As a small school we pride ourselves in our equipment and facilities. The management of those facilities are sole at the responsibility of the school to repair and maintain. This however would not be the case if a child is to incur any damages or break anything belonging to Hilton Gardens Childrens Academy. The parents of said child will be responsible for replacing anything that is damaged

10. General Parents Information

10.1 Parent Information Policy

It is the parent's responsibility to see that updates are given of change of address and telephone numbers to Hilton Gardens Childrens Academy. – POPI act changes this statement

10.2 Parents' Right to Custody

Should the Parents' right to custody of the child become limited in any manner whatsoever, whether by way of divorce or otherwise, the onus rests on the parent who retains legal custody of the child to supply Hilton Gardens Childrens Academy with a court order to such effect. Hilton Gardens Childrens Academy will not be held liable for rendering possession of the child to a parent who may longer be entitled thereto if we did not receive proper notification.

10.3 Parents Visitation Policy

As per *Section 61 of the South African School Act 84 of 1996*, Parents have the right to visit the school where their children have been admitted but such visits may not disrupt any of the school activities therefore Hilton Gardens Childrens Academy do not permit visitation at any time of the school day.

10.4 Paths of Communication Policy

Hilton Gardens Childrens Academy have an open-door policy. However, for speedy resolution it is recommended that if a parent needs to discuss anything to do with a child's progress or a concern, they should make an appointment to address the teacher concerned first. If there is a need for further intervention, they may then make an appointment with Principal Adhi. Please approach her with any confidential matters directly.

10.5 Religion Policy

The South African Schools Act (Act 94 of 1996) *upholds the constitutional rights of all citizens to freedom of conscience, religion, thought, belief and opinion, and freedom from unfair discrimination on any grounds whatsoever, including religion, in public education institutions.* Within this constitutional framework, we, Hilton Gardens Childrens Academy have a responsibility to promote the core values of a democratic society,

Through the curriculum, through extracurricular activities, and in our approach in general. These core values include equity, tolerance, multilingualism, openness, accountability, and social honour.

10.6 School Fees Policy

Please refer to our school Prospectus for Dates and Fees.

10.7 Staff Cell phone Policy

To ensure the effectiveness of teaching, care and supervision of the children, Hilton Gardens Childrens Academy has asked that employees leave cell phones on their shelves and not be taken into the playground as children need to be watched without staff being distracted. If cell phones are taken into the playground a verbal warning will be issued. Hilton Gardens Childrens Academy number will be given to family for emergencies. Calls on cell phones at other times may be quickly answered and messages may be checked.

10.8 Training of Staff Policy

Only competent persons are permitted to conduct work on Hilton Gardens Childrens Academy premises. Any unskilled staff members are supervised by a competent person at all times as required by the Occupational Health and Safety Act. Hilton Gardens Childrens Academy staff are regularly sent on necessary training to constantly improve their knowledge and skills. We are a UNISA acknowledged school encouraging interns to come through and do their teaching practical's. These interns will be mentored by a senior teacher.

10.9 Weather Policy

Should the weather not be appropriate for outside play, the children will be brought inside to play with blocks, dress-up or any inside activities. Fresh water is available to all children and staff at all times. Staff and children are encouraged to drink regularly during very hot conditions.

10.10 Environmental Policy

All chemicals are stored in the storeroom outside as well as a cupboard inside which is kept locked at all times. Access is restricted to staff only. A suitable fire extinguisher is placed within 10 meters of this area.

11. SAMA Registration

Many of our parents may remember we moved to our new premises in the year of 2019, June and as a result we have needed to do a new registration with the Department of Social Development. It is important that parents are aware that it is a legal requirement to be registered with the DSD and not the Department of Education (DBE) as we are a stand-alone private Early Childhood Development Centre (ECD). The DSD is governed by the Children's Act and so are we.

This is a very lengthy process and unfortunately processes and procedures have proven very difficult in this regard. We were in the process of getting our Zoning done when the COVID-19 pandemic hit. This has definitely slowed the process down but we are on our way.

We are very happy about our South African Montessori Association (SAMA) registration. Being part of the SAMA family do NOT deem us a Montessori school however it does ensure our parents that, with the guidance of SAMA, we uphold the values and practices in which embodies the Montessori pedagogy.

12. POPIA

All organisations are faced with the challenge of achieving and maintaining compliance with the Protection of Personal Information Act No. 4 of 2013 (POPI Act). The act sets some conditions for responsible parties (business owners and Information officers) to lawfully process the personal information of data subjects (both natural and juristic persons). The POPI Act does not stop us from processing data, but it does require us to get consent from data subjects to process their personal information.

The POPI Act is important because it protects the personal information of data subjects like your-selves (i.e. parents, children) from abuse. Our School is committed to process your personal information in a responsible manner in compliance with the POPI act requirements. Our School also commits to using your personal information only for the purposes for which it was collected in providing a service to you and your child.

For any further questions please don't be shy to ask, we have an open-door policy at our school and would love to hear from you!

Kind Regards,

Hilton Gardens Childrens Academy Management Team

Adhiksha Amrethlal (Principal), Samantha and Jarryd Kirsten (Owners/Accounts)

