



Prospectus 2025

Exploring Minds Montessori is a small non-inclusive independent school based in Lansdowne. We accommodate all children regardless of religion aged between 2-6 years old and do not take more than 10 students. We at Exploring Minds Montessori offer many services such as extra murals and much more!

Our school follows the Montessori approach where the children are taught how to be independent, respectful, and given the freedom of choice within limits. We aim to meet the needs of the whole child by nurturing their emotional, social, spiritual, and cognitive development. We strive to create life-long learners, enabling the explorers to develop good self-esteem and self-confidence.

We ensure that we have created a safe and child-friendly environment to make sure that all children are well looked after in our care.

Our vision:

Our vision at Exploring Minds Montessori is to provide learners with a safe and secure environment in which they can develop and prosper within. We aim to create a passion for learning and motivation to keep exploring through different learning materials. At Exploring Minds, we aim to create a love for learning for our little life-long learners.

Our mission:

Our mission is to meet the whole child physically, cognitively, emotionally, socially, and spiritually in a manner that would satisfy the child. Our mission is to provide and follow the Montessori philosophy within a safe and secure environment by trained educators.

With regards to the above information provided, we appeal to all parents to contact the principal with any enquiries regarding our prospectus. We are more than happy to assist, making sure that both parents and the teacher has a full understanding of what is expected, only leading to the success of our future explorers!

General Information and Staff:

Address: 73 Devon Road, Lansdowne.

Contact nr: 076 772 0990

Email address: exploringmindsmontessori@gmail.com

Principal/owner and directress: Ameera Parker

Banking details: Given at the beginning of the year

2025 School terms (subject to change as we are a private school):

We are following the Government school terms and holidays.

Term 1: 15th January – 28th March

Term 2: 8th April – 27th June

Term 3: 22nd July – 3rd October

Term 4: 1st October – 10th December

Rules and Regulations:

School hours

Monday – Friday: 07:30 – 12:30

Aftercare until 14:00 (Monday – Thursday) 12:30 (Friday's)

Our school day starts at **08:00** daily. It is vital that all children are to be at school just before **08:30** every day. It is important to be on time as latecomers interfere with the work cycle and those who have settled. It also creates an unsettling feeling for the children who come late and it may take them longer to settle down in the environment.

We urge parents to please respect the school's dismissal time at **12:30/14:00** as the teachers prepare for the next day as well as have meetings after dismissal time. Children will only be dismissed to the assigned adult upon collection, if someone new will be collecting the children please inform teacher Ameera before the time.

There is a grace period of 15 minutes after dismissal time, 12:45/14:15. If a child is collected after the grace period a fine of **R100** late fee will be charged on your school fee statement without prior notice.

Due to the majority of the parents wanting to fetch their Explorer early on a Friday as it is mosque/short day for most people. Explorers can be fetched from 12:00 on Fridays.

The days we are closed

Our school will be closed on all public holidays, school holidays, Ascension Day, and religious holidays. We will also be closed on both Eid's as well as the day before and after Eid.

School fees

- **R500 none refundable** registration fee (siblings count as double registration)
- **R2100 per month half day, R2250 for aftercare until 12:30/14:00 (Monday-Friday).**
This excludes the compulsory extra mural fee.

- There is a 5% discount on fees for siblings enrollments
- All fees are to be paid **no later than the 1st of every month. Late payments will result in an R100 late fee on your next statement**
- Full fees are to be paid monthly in advance over a **12-month period** regardless of the number of days your child attends school and the number of days in the month
- School fees are non-refundable
- Proof of payment has to be sent to the school's email address every month
- There will be an increase in school fees at the beginning of each year.

Cancellation period

If you want to take your child out of school during the course of the year, a **ONE-month** paid notice period will have to be given via email. A short exit questionnaire will be sent to the parents to fill out upon cancellation. Children may not be taken out of school during the last 3 months of the end of the year.

Communication and Parent-teacher meetings

Our preferred way and main way of communication are via WhatsApp, In-person, and email. All communication must be with the **principal** only unless stated otherwise. All communication will be responded to during working hours (07:30 -15:00). No communication will be responded to after working hours, via the principal's number or on weekends, it will be seen to on the next working day or the Monday after the weekend.

Parent-teacher meetings will take place in the 1st and 3rd term during the afternoon. This is where we will discuss your child's progress and any other concerns that you/the teacher have. If any concerns need to be discussed, a meeting will be held at any time during the term.

Each term there will be a checklist report handed out on the last day of the term. Please make sure your explorer attends.

Extra murals

Exploring Minds Montessori has implemented Catrobat kidz as a **COMPULSORY** extra mural for **ALL** explorers to do. This fee will be added to your school fee statement over 10 months (February – November). A once-off registration fee of R100 will be charged in February. Please note that this is compulsory for all students. Catrobat kidz has shown to be good with children's gross, locomotor, and fine motor skills. It is also fun and engaging for the students.

All other extramural payments and concerns concerning the extramural will have to be done via the extramural company. The school will not be responsible for any payments unless the extramural is given by the school.

We offer a variety of extra murals which are done by external companies. We will only be able to have the extra murals if we have 4/5 children or more signed up per extramural.

We tend to have demo lessons of soccerstarz, monkeynastix, tumbling tigerz, ruggaroots, madrassah etc.

Fundraisers

Our school has implemented fundraisers twice every term. These fundraisers are merely to help the school grow by purchasing educational equipment, stationery, etc. Our fundraisers are often lists sent home, market days, cake sales, or food sales. We often ask parents for donations when it comes to our market days, cake sales, and food sales. We appreciate the support and eagerness of all our parents.

Baker's day

Every second Friday we will have baker's day at Exploring Minds Montessori. This is where a different explorer will get a turn to be a baker and sell cake/savoury/sweets, etc to their peers at R5 each. Items on sale are provided by the student. This will be part of the school fundraising initiative.

Tuckshop Friday

At Exploring Minds Montessori we have started tuckshop Friday. This is where the school sells juice, and side plate size pizza. This takes place every Friday and has been very successful. Orders are placed every Thursday by 14:00 for us to calculate the number of food items that will need to be made and the purchase of fresh food items. These are served fresh for our little explorers to enjoy as their snack at school, orders can be placed to take home as well. Monthly orders can be placed.

Giving back to the less fortunate

Our school is big on giving back to the less fortunate people. As a school, we collect bread in the **first and third** term which we go out and distribute to the less fortunate people. We have also implemented donation drives and the making of sandwiches which takes place during Ramadaan/Easter time. All of our donation dates and days are communicated with the parents via our Whatsapp group and set out on our yearly calendar that gets sent to parents.

Parent involvement

Parent involvement is vital, especially during this crucial age of 3-6. We would like to request that all parents become familiar with and follow the Montessori philosophy at home as it may become confusing to the child if they are practicing Montessori at school and none Montessori way at home.

As our slogan "Creating life-long learners" says, our main aim is to stay true to our slogan and we ask that parents keep this in mind too as children between the ages 3-6 are in a very crucial stage where they absorb information easily. We ask parents to be mindful of the language used when speaking to or around the child, in Montessori we use the correct language and pronunciation of words. It is encouraged not to use profanity in front of the child as they absorb everything that they hear and see and often repeat what they have heard at home when they come to school. This can cause a ripple effect where other students pick up those words and it becomes hard for the teacher to curb everyone at once.

Independence and respect are very important, **it starts at home**, this is what we practice in class 'Help me to help myself' and we always say 'please' and 'Thank you'. We ask that parents practice independence and respect at home as it will not only boost their self-confidence but their self-esteem as well. This entails getting dressed themselves with guidance if they are struggling, cleansing themselves in the bathroom, putting on shoes, etc.

According to the department, Grade R has become compulsory for all students. If you have a child turning 6, they would need to do Grade R.

Nutrition and Birthday's

No meals are provided by the school therefore it is the responsibility of the parents to pack in a healthy snack for your child and an extra snack for the aftercare children.

No sweets, chips, or chocolates are allowed at school.

It is encouraged for children to bring at least one fruit to school for the fruit basket which will be used for a practical life cutting activity daily.

The only time cake and sweets will be allowed is when we have birthdays, baker's days, cake sales, and class parties.

Cake and cupcakes are also allowed to be sent to school on a child's birthday which they can eat at school. If party packets are sent to school, they will be given to children at dismissal time.

On birthdays we will have a birthday circle for the child; the method includes walking around the sun which resembles each year that the child has been in existence. This introduces our explorers to the timeline of life. We will discuss each milestone for each year. E.g. at one-year-old, they were able to walk, point, etc.

Aftercare

Aftercare runs strictly until 14:00 on Monday-Thursdays. Friday's dismissal will be at 12:30.

Aftercare students may bring a blanket to school for nap time. Blankets will be kept at school and be sent home termly to be washed.

During aftercare, students have their aftercare snack from 12:30 – 13:00. Thereafter everyone has a nap from 13:00 – 13:45.

Potty training

All students must be 80% potty trained as we do not offer potty training services at the school. All explorers are to wear underwear and have an extra set or two of clothing and underwear in their bags in case of accidents.

Hair Policy

All hair should be kept tidy out of your explorer's eyes. All girl's hair should be tied neatly unless it is too short to tie. Boy's hair will need to be cut in a way that their hair does not cover their eyes at all. This policy is due to explorers finding it hard to see when their hair is in their faces. It may also cause damage to their eyes.

Accidents, liabilities, medicine, and illness

- We ensure that all measures are in place to ensure the safety of your child
- The school is not financially responsible for any damages caused by injuries or loss or damages to any personal belongings
- **NO toys** are allowed at school as it becomes a distraction to the children. Toys should be removed before entering the school. If toys are brought to school, it will be removed and returned at the end of the day
- **All your child's items including clothing must be labeled, especially uniforms as it is compulsory to wear**
- In the event of your child being ill with a contagious or infectious ailment, they are to be kept home until they have recovered. A doctor's note will be required to show that the child is fit to return to school
- No staff is allowed to administer any medication to any child regardless of permission as it goes against all health and safety regulations
- If your child has lice or nits they will have to be kept home until it is cleared as it is contagious
- It is vitally important for parents to let the teacher know if your child will not be attending school as there are daily lessons planned for every child

Uniform

Our school uniform is **compulsory** for all students to wear throughout the week (Monday – Thursday. On Friday they may wear casual clothes) therefore it is advised to order more than one set. School uniform orders are placed at the beginning of each year and take about 4 weeks to receive. We do not keep extra on hand and order according to the sizes chosen. We offer the following items (Prices subject to change):

T-shirt and shorts	R350
Tracksuit	R450

During **summer** they should wear their school black shorts, black ankle socks, black takkies, and their school T-shirt. During **winter** they should wear their school tracksuit, black socks, black takkies, and their school T-shirt.

Requirements

- Snack and juice/water for your child to have at school
- 2 extra sets of clothing in case of accidents

Stationary list (the beginning of the year)

As a school, we order all of our school stationery from a small business (statco) that does school stationery at a very affordable price. Exploring Minds Montessori has made it **compulsory** for all stationery to be ordered from statco via the school. An order form will be sent out to all parents and the stationary levy will have to be paid at the beginning of the year, please note all stationary prices are subject to change. This makes it less stressful and so much easier for our parents to go out and purchase stationery at the busy shops. The following stationery items will be on the order form.

- 4 boxes of tissues
- 2 Pritt
- 2 packs of Koki's
- 1 pack of retractable wax crayons
- 1 pack of triangular pencil crayons
- 2 packs of whiteboard markers
- A5 hardcover book (this will be their message book)

Grade R requirements (compulsory)

- Pencil bag/box
- Tripod pencil
- Sharpener
- Scissor
- Pritt
- Pencil crayon's
- Koki's
- Retractable wax crayons
- Book bag
- 4 boxes of tissues

- A5 hardcover book (this will be their message book)

All grade R books will be ordered by the school however the parents will be liable to pay the once-off book levy to the school's banking account at the beginning of the year. This is to ensure that all our grade R students have their books and will be able to start together. They must have their books for grade R for them to learn the necessary concepts needed in grade 1. We ask that all parents play their part in going the extra mile to help the grade R students with their work. We will be sending homework home with the grade R learners to do at home 3 days a week and return the next day for their teacher to check. A grade R checklist will be sent to all grade R parents; this is to be practiced with the students at home. Independence is vital for Grade R students, this means they will need to practice getting dressed, etc at home.

No applications will be accepted without all the documents, registration fee and completed all sections of the application.

APPLICATION FORM

Date:

Requirements: • Copy of both parents ID • X2 ID photo of the child • Copy of the child's birth certificate • Copy of clinic book • Emergency person's ID	• Please use Black ink only • Print clearly • Incomplete applications will not be considered • Initial each page in the right-hand bottom corner
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Child's Information	
Surname	
First name(s)	
Gender	
Age	
Date of Birth	
Religion	
Number of siblings	
Position in the family	
Allergies	
Likes and dislikes	
Languages	
Previous schooling? If yes, where?	
Mother's Information	
Surname	
First name(s)	
Title	
Marital status	
ID number	
Email address	
Occupation (If self-employed, please specify what you do)	
Employer	
Telephone number	

Work address			
Home address			
Home number			
Cellphone number			
Father's Information			
Surname			
First name(s)			
Title			
Marital status			
ID number			
Email address			
Occupation (If self-employed, please specify)			
Employer			
Telephone number			
Work address			
Home address			
Home number			
Cellphone number			
X2 Contactable relatives			
Surname			
First name(s)			
Relationship			
Telephone number			
Home number			
Cellphone number			
Siblings in the family			
Surname			
First name(s)			
Age			
Gender			
Position in the family			
Name of school attending			
How did you hear about Exploring Minds Montessori preschool? (Please specify by who)			

Medical Aid	
Child's pediatrician	
Pediatrician's contact number	
Family doctor	
Doctor's number	
Vaccinations	
Allergies	
Prior Illnesses	
Chronic medication	
Medical Aid Scheme	
Membership number	
Emergency contact	
Surname	
Name	
Contact number	
Alternative number	
X2 Emergency contacts other than the above mentioned (please provide a copy of their ID)	
Surname	
Name	
Relationship to the child	
Contact number	
Surname	
Name	
Relationship to the child	
Contact number	
X2 People Authorized to collect the child other than yourself	
Surname	
Name	
Relationship to the child	
Contact number	
Surname	
Name	
Relationship to the child	
Contact number	

FEE STRUCTURE 2025: NB – School fees are calculated on an annual basis and are charged monthly over 12 months (January to December). A once-off non-refundable registration fee R500 per child.

Please tick the appropriate option:

OPTION 1	HALF-DAY (08:00-12:30)	ONCE OFF: R25 200 MONTHLY OVER 12 MONTHS : R2100	Once off ☐ Monthly ☐
OPTION 2	Aftercare (08:00-14:00)	ONCE OFF: R27 000 MONTHLY OVER 12 MONTHS : R2250	Once off ☐ Monthly ☐

- *Monthly fees are paid in advance over 12 months, January to December, and are due on the 1st day of each month. If your child attends for only part of the month, you are still liable for the full month's fee.*
- *Annual fees are due by 1 February 2025.*
- *One term's paid notice is required if you wish to withdraw your child from the Preschool, irrespective of the length of attendance.*

PLEASE NOTE THE ABOVE FEES EXCLUDE THE COMPULSORY EXTRA MURAL FEE OF R195 PER MONTH. FEES INCLUDING THE COMPULSORY EXTRA MURAL FEE WOULD BE AS FOLLOWS, HALF-DAY R2295 AND AFTERCARE R2445. THE COMPULSORY EXTRA MURAL FEE WILL ONLY BE ADDED FROM FEBRUARY – NOVEMBER.

School uniform (compulsory)

Please tick next to the required size and fill in the quantity you would like to order. (Subject to change). Please note that the school t-shirt, shorts and tracksuit are compulsory for our explorers to have as they should be worn daily.

Item	Size	QTY	Price
T-shirt and shorts	2-3		R350
	4-5		
	5-6		
	7-8		
Tracksuit (jacket and track pants)	2-3		R450
	4-5		
	5-6		
	7-8		
T-shirt	2-3		R200
	4-5		
	5-6		
	7-8		

Parent responsible for School fees payment

Surname	
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Name	
Email address	
Number	
Signature	

Disclaimer

- 1. We, the undersigned, have read and agree to the conditions above and prospectus.**
- 2. We, the undersigned, fully understand and accept that whilst every precaution will be taken to prevent accidents, Exploring Minds Montessori will not be held responsible for any injury or illness to our child while at school.**
- 4. We, the undersigned, fully understand and accept that we are liable for all fees due on the 1st of each month, payable in advance and that all extra mural activities are optional and are not included in the tuition fees.**
- 5. Right of admission is reserved – the Owner of Exploring Minds Montessori reserves the right to dismiss any parent or cancel any child's enrolment for the following reasons: * for not disclosing problems such as physical, mental or psychological behaviour the child may have that the parent(s) were aware of * Parents who spread rumors to bring the name of the teachers and/or the School into disrepute.**

Photo consent

Please indicate if you are comfortable with pictures of your child/children being posted on our WhatsApp group or social media.

YES ☐

NO ☐

Grade R Indemnity:

We at Exploring Minds Montessori will do our utmost best to ensure that your child is thoroughly prepared for Grade 1. We have a grade R checklist that we would like the children to learn and complete throughout the year. The books that will be used will be CAPS aligned.

We urge Grade R parents to do their best in assisting to help their child go the extra mile by doing work with your child when they are at home.

We understand and agree to the above mentioned. We agree to help our children by assisting them on their path to meet the Grade R requirements.

Parent/Guardian signature: _____

Parent(s) signature(s):

Mother: _____

Witness 1:

Name and Surname: _____

Signature: _____

Father: _____

Witness 2:

Name and Surname: _____

Signature: _____