



LILI'S MONTESSORI

NURSERY SCHOOL & DAYCARE

AREA 10/93

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PARENT'S HANDBOOK 2016/17

MISSION STATEMENT

LILI'S MONTESSORI NURSERY SCHOOL – LMNS, is a non sectarian school and welcomes all children regardless of color, race or religious beliefs.

LMNS endeavors to maintain the highest possible standards of academic excellence and we are dedicated to the individual needs of your child.

The principles of Dr Maria Montessori provide the framework for all areas of our schools programs and teaching methods

The development of your child is our priority.

Since you shall be referring to this Handbook during the course of the year please keep it handy.

SCHOOL HOURS

Normal Hour: 08:00 – 12:00 Monday to Friday

Daycare Hours: 12:00 – 17:00 Monday – Friday

School Gate shall be opened at 07:00 and no sooner.

ARRIVAL RULES

1. You may arrive at the school from 07:00.
2. Your child should be let out of your vehicle only when the vehicle has reached the front of the building and not in the driveway leading to or away from the building. The School Assistants will help your child out of the vehicle and guide him/her into the school building.
3. All children arriving by foot should be escorted by the responsible adult to the front of the building mindful of the comings and goings of incoming and outgoing vehicles.
4. **N.B Please enter the street our school is located on (it has no name!) from Blantyre Street and exit through Zomba street if there is a lot of traffic! If you do park outside the school premises please keep to the left hand side as far as possible to allow our neighbors to pass freely on your right hand side.**
5. **This means during drop off and pick up you have to make a left hand turn into the School premises.**

CARPARK INSTRUCTIONS.

1. Only the authorized and nominated person or driver may pick up your child/children from school.
2. The Montessori morning classroom preparation time is essential for the Teacher and this time must not be infringed upon by parents “popping” in or disrupting them.

3. Please pick up your child/children promptly after 12:00 or 17:00 whichever is applicable. A penalty fee of MK 2,000.00 shall apply for every half hour you do not pick up your child beyond 12:30 or 17:30. This must be paid immediately to the School Administrator on your arrival as the child will be taken care of by her till you arrive.
4. All vehicles engines must be switched off as soon as they stop inside the school premises. This is to minimize distraction to the children in their classrooms or on the playground.
5. All dismissals shall begin only when all parents are in their cars (unless there is no other traffic). We would want to keep vehicles moving so as not to cause too much disruption to our neighbors.
6. **Please do not block entrances to the neighbors' houses and refrain from using their driveways either to reverse or to park.**

PICKING UP OF CHILD/CHILDREN OUTSIDE REGULAR DISMISSAL TIME

The 3 hour cycle is very important in the Montessori classroom and thus we urge you not to disrupt the class by having your child leaving early unnecessarily.

If for any reason you require that your child leaves the school (e.g. for doctors' appointments, family emergencies etc), please inform the teacher in a note or the school administrator who shall fetch your child for you from the class.

Under no circumstances must a parent or his/her appointee enter the classroom.

All requests shall be made through the School Office. This is for your child's safety and is less disruptive for the children who are familiar with the Administrative staff ensuring quiet exit of your child.

ILLNESS

Please do not bring your child to school if they are coughing, sneezing or presenting any illness is contagious to others. Children often have close contact with one another and the nature of our learning materials means they may spread an illness very quickly. So for peace of mind please keep your child at home until they are completely recovered. In the case where your child might suffer a communicable illness please inform the school so that we may warn other parents as well as try to contain the threat.

EMERGENCY SITUATIONS

In case of any kind of turmoil e.g. riot, natural disaster, fire or storm etc. We shall inform you immediately we know there may be danger.

All children shall be dismissed and taken a location we may deem fit to be safe. A Release Form shall be filled and signed if a parent manages to extract their child. No child shall be released to anyone other than the parent(s) or their nominated individuals as designated in the Enrollment Form.

Please do not call us. All lines of communication must be kept clear so that we may facilitate safe return of your child /children.

This instruction also applies to the School route and driveway leading into the School in case emergency personnel have to access the School premises.

If there is need for immediate medical attention for your child you (and in the case that you can't be reached) your nominated person(s) shall be informed enroute to the nearest medical facility which is the All medical expenses thereof shall be the responsibility of the Parent of the child.

We also advise you listen to the radio for information. (ZODIAK Radio Station, MBC, etc)

PROBATIONARY PERIOD.

The first few weeks of school are usually a huge adjustment for any child. A child who will experience some difficulty his/her Teacher shall work closely with the parent concerned in this period. If, in our view, the first 4 weeks the child is not able to cope, we shall ask them to be withdrawn until such a time the Parent and school feel they are ready. Separation anxiety usually lasts for no more than two weeks.

CLOTHING

Children should wear comfortable clothes to school so that they may fully participate in all activities. They should not inhibit movement.

1. All pieces of clothing should be labeled with the child's name.
2. The style of clothing should be simple enough for the child to remove and dress by him/herself.
3. Because much of the "work" is done on the floor we recommend shorts or loose pants.
4. Do not dress you child in "good clothes" as they will get messy!
5. Please supply child with a pair of indoor shoes or socks with soles that grip (some rubber)
6. Dress your child appropriately for the weather. A hat for sunny days and a sweater for cooler days. Do not dress them in bulky clothing. Layering the clothes is better as they will be able to remove a layer if they feel warm!

TOYS AND EXPENSIVE GADGETS

1. Toys, cellular phones, are not allowed to be brought to school. We encourage children to bring objects for nature study, books (labeled with child's name), educational items, pictures and objects of cultural importance are welcome (e.g. a traditional doll)
2. Pets may be brought to school but only by permission of the Teacher involved.
3. Flowers are enjoyed by all and may be brought to school as often as possible.
4. Books may be borrowed from the school on the understanding that they be returned in good condition after 3 days.
5. Young children often pocket small objects such as figurines and cubes etc. Please do not make an issue of it if they are found in their possession. Simply return the item to the School.

EXTENDED SESSIONS & DAYCARE

We offer extended hours and Daycare sessions in the afternoons from 12:00 to 17:00
All children attending these sessions must bring be supplied with a packed Lunch or the lunch may be brought to them at 12:00 if the parent can manage it.

WHAT TO PACK FOR YOUR CHILD

- A Healthy Snack.
- A bottle of water
- A Hat for when it is sunny.
- Juice or whatever they take in a plastic bottle (No fizzy drinks)
- A change or two of clothing in case of spillages or accidents
- Lunch (for extended hour sessions & Daycare)
- A hand Towel.
- Hand Sanitizer
- Shoes to wear indo

ors (to be kept at school or packed everyday for the child)

- No handkerchiefs. We prefer to dispose the tissue after wiping the child!

TUITION FEE SCHEDULE 2016/17 SCHOOL YEAR

Registration Fee of MK 50,000.00 (Non-refundable) is due with application of student to be considered for admission Tuition – The Annual Tuition covers 1 Academic School Year.

The Fees for the 2016/17 school year have been adjusted in consideration of the current economic climate

1. **Registration Fee** is MK 50,000.00 for new applicants and is non-refundable.
2. **Tuition Fee** for 2016/17 School Year is MK 1,350,000.00 per annum.
3. Tuition Fee payments may be made in 3 instalments of MK 460,000.00 as follows:
 - 1st Tuition Fee instalment & Registration Fee by - 15 August 2016.
 - 2nd Tuition payment by - 6 December 2015.
 - 3rd Tuition payment by - 20 March 2016.
4. **ChildCare Fee** is MK 180,000.00 per Term.

Due to some challenges we have experienced with cheque payments and money transfers in the past we would like that all payments be made in cash to the Director.

Alternatively you may make cash deposit with our bank and the banking slip be submitted to the Director's office in a sealed envelope.

Our Bank details are available from the School Director upon request.

Please do not leave your payments with anyone at school other than the Director in person.

If you opt for to make payments by instalments please note that Tuition Fee payments will be deemed late 5 days after the due date and shall attract 5% late charge without exception.

Past due accounts of 10 school days shall result in immediate withdrawal from the school of your child.

We implore you to respect the deadlines outlined above to ensure the smooth operation of the school.

FINANCIAL COMMITMENT

1. Your account must be current for your child to attend school.
2. Tuition and other fees should be deposited with the School Administrator and an official Receipt will be issued.
3. The penalty fee for “returned to drawer” cheques is 5% of the due amount.
4. Lili’s Montessori Nursery School reserves the right to change any fees without any notice.

SECURITY & SAFETY

As a school safety and security of your child is our priority. We endeavor to make sure your child/children are in a safe, clean and organized environment. This is to ensure that he/she maximize his/her potential and capabilities.

Our environment is designed to provide freedom and boundaries your child to develop to become a fully whole and morally sound individual.

The information that you provide us with in regard to authorized persons allowed to fetch your charge from school shall be strictly adhered to with no exceptions unless the school is notified in writing by the Parent(s) or Legal Guardian.

EMERGENCIES AND FIRST AID

Our staff will make sure at all times to provide support and care for your child, but we know as children learn and play emergencies happen sometimes.

As a school we will provide basic first aid, but in cases of major injury and need for urgent medical attention we shall proceed to take your child to the nearest medical facility which is **MASM Medical Centre in Area 43** during which we shall establish immediate contact with the Parent(s)/Guardian or if you cannot be reached any of the persons sanctioned by you on the Enrollment Form.

HEALTH POLICY

Good health leads to a happy child who in turn demonstrates love of learning. We will require you as parents to make sure your child stays healthy at all times, by giving him or her healthy food and have him checked for any possible illnesses by medical personnel. We will also need you to fill in the immunization chart provided to you on the ENROLLMENT FORM, **we will seek your consent and presence** when there is need for your child to be immunized.

Your child will be immunized when we receive your consent in writing.
In case of illness we advise your child stay at home till he/she gets better to avoid further transmission of any such illness (for example flu).

Children will not be allowed to take medication at school.

Handkerchiefs are not allowed at LILI'S Montessori Nursery School because their use encourages the further spread of germs. As a precaution, we encourage children to wash hands all the times to stay healthy.

Parents are required to provide their child with a small bottle of Hand Sanitizer (100ml) and a box of facial tissues (180's) for use at school each new Term.

BEHAVIOUR MANAGEMENT

It is our desire that each child develops with independence, order and inner discipline. We model different ways on being graceful to each other, and several problems solving skills. In Montessori Education we do not believe in REWARDS AND PUNISHMENT as a motivation in learning. For this reasons we make sure each child develops a respect on self, others and their environment.

If any efforts of getting your child to be graceful fails, we will invite you to help us get more insights on how to go about handling any misbehavior, but if this fails (for example a child is beating his friends) we will have no choice but stop your child from coming to school.

CONFLICT RESOLUTION

You are advised to go through the Administrator or Director whenever there is a problem or any misunderstanding. We believe in peaceful resolution, contact and dialogue.
Please feel free to call and make an appointment with the Administrator or Director if you have any concerns, comments or observations.

OUR COMMITMENT

At LILI's Montessori Nursery School, we are very committed to provide an exceptional learning environment for your child to thrive and develop in all areas of his or her life, meet his needs to develop to his or her full potential.

We believe that **“A CHILD IS BOTH A HOPE AND A PROMISE FOR MANKIND”**.
Our Montessori trained staff, the safe, loving and motivating environment and the purpose filled hands on manipulatives will provide a great opportunity for your child to develop with the following characteristics:

- Focus
- Independence
- Order
- Happiness
- Contentment
- Concern for others
- Respect
- Love of learning (without external rewards or punishments)
- Concentration
- The ability to test his capabilities and potential by making self-discoveries**