



Parent Policy Guideline

We have compiled a summarised guideline of our policies and procedures for the convenience of our parents. For more in depth information please refer to the individual policies referenced in this guide, at www.sutherland-academy.com. Please read the school regulations carefully so that the general running of the school is understood by all. Please initial each page on the lines provided, sign in full and return to the principle.

Our Vision.

To create prosperity through education.

Our Mission.

To offer affordable, holistic education that prepares learners to work and thrive in a future that we do not yet understand, to do jobs that do not yet exist; by teaching them critical skills, such as collaboration, communication, critical thinking, and creativity, that are adaptable no matter where or what they do in the future.

We undertake to provide a safe and loving environment for your child and cherish him/her as an individual. To create individualised education that builds the foundation for a lifetime of success and a love of learning, through specialised teachers, lessons, and materials in accordance with the principles and philosophy of Dr Maria Montessori.

Maria Montessori Concept

- The child is always considered.
- The physical, emotional, social, moral, and cognitive needs of the child are inseparable and equally important.
- Learning takes place through the senses.
- Children learn by manipulating the Montessori materials and interacting with others.
- Learning occurs in a loving, co-operative, and nurturing atmosphere.
- To foster competent, confident, independent, and responsible children who are life-long learners.
- Each child learns at his/her own pace
- Through observations we direct the child's daily activities based on their needs, strengths and developmental stages.
- The Montessori program develops a positive attitude towards school and gives the child a sense of security, sense of order, curiosity, concentration, persistence, ability to make decisions, a sense of independence and self-confidence.
- There are five distinct areas that make up the Prepared Environment: Practical life, Sensorial, Mathematics, Language, and Culture.



School Fees

Package	Hours	Monthly	Termly	Annually (5% discount)
Half Day	07:00-13:30	R3 500	R14 000	R39 900
Full Day	07:00-15:30	R3 700	R14 800	R42 180
Full Day Including Aftercare	07:00-17:00	R3 900	R15 600	R44 460
Additional Fees				
Holiday Program (optional)	Additional to school fee	R150	R600	R1 800 (discount does not apply)
Annual Admin Fee				R350 (discount does not apply)

Please refer to the Debt Collection Policy

School fees are paid for 12 months of the year and are to be paid by the first day of each month. In the case of continuous failure to pay fees by the due date the process outlined in the Debt Collection Policy will be followed. We reserve the right to deny admittance to any child whose tuition is not paid by the due date. Interest will be charged on all overdue fees.

A refundable deposit, equal to one month's fees, is due to secure your child's position at Sutherland Academy. **The deposit is refunded if 3 months written notice** is given if you wish to withdraw your child from the school. Please refer to the Enrolment Contract and/or the Debt Management Policy regarding termination procedures.

Discount on school fees will be applied on a case by case basis, depending on siblings and your payment option of choice.

Extra-murals are charged separately and must be organised directly with the respective companies or through the school when offered. Any additional educational activities and class photos are optional and are charged separately.



School Hours and Program of The Day

Sutherland offer two programs and aftercare:

Half day:	07:00 - 13:30
Full day:	07:00 - 15:30
Aftercare:	15:30 - 17:00

<u>Program of the day: 3-6 and Toddlers</u>	
Time	Activity
07:00-08:00	School set up and prep for the day
08:00-08:30	Breakfast
08:30-9:00	Morning outside time
09:00-10:00	Ring time and work cycle.
10:00-10:30	Munch and crunch.
10:30-11:15	Outside free play/ Extra murals
11:15-11:45	Art and craft, movement or work cycle.
11:45-12:00	Quiet time, yoga or a lay down.
12:00-12:30	Lunch
12:30-13:00	Prep children to go home/ Prep sleepers for sleep time
13:00-13:30	Half Day children go home
13:00-15:00	Sleep time or constructive play
15:00-15:30	Snack
15:30	Full Day children go home
15:30-16:00	Planned activity
16:00-17:00	Free Play

* Infants follow a personalised schedule based on their needs.

If it is necessary for a child to be picked up after their usual collection time, children are more than welcome to use our full day or aftercare facilities. We will simply charge according to the Late Collection fees below. These fees will also be charged when a child is consistently picked up late.

	Full day/Aftercare/ Late Collection fees
Half Day learner staying until 15h30	R80
Half Day Learner staying until 17h00	R120
Full Day learner staying until 17h00	R40
Collection of any child after 17H00	R500 fine



Please notify your class teacher when your child is dropped off in the morning if they will be doing full day or aftercare. Please remember to then pack a **CLEARLY LABELLED** pillow and blanket for your child.

Breakfast is served between 8:00-8:30 if your child arrives after this time they will miss out on this meal. Children are to be dropped off by 8:00. A late arrival causes a child to miss part of the work cycle and is also extremely disruptive for the class. If your child is late, please do not speak with the teacher or assistants as they will be busy with the children.

Children collected by unknown individuals:

The safety of our students is our first priority.

If somebody unknown to the school is collecting your child, please notify the school in writing (via WhatsApp, email, SMS) in advance, as we will not release your child until we have contacted a parent.

Kindly provide us with the name and surname of the individual, and if possible a photo or picture of their drivers licence/ID.

We will not release children to Ubers or similar services without being accompanied by an adult known to the family.

School Calendar

Our school runs on the three-term Independent School Association of South Africa (ISASA) calendar. The calendar with all relevant school and public holidays, events and special days is communicated at the beginning of each year.

Our holiday program operates during each major school holiday. Holiday programs are available to all children at an additional cost of R1800 per year/or R150 per month. During Holiday Program we do loads of fun activities, and no structured Montessori learning takes place.

The school is closed during midterm breaks, public holidays and the December holiday (except for December holiday program days).

*Fees for holiday care may be subject to change at the discretion of the Director.



Meals

At Sutherland we believe that a well fed child is a happy child who will love to learn. We also believe in providing a healthy well-balanced diet.

Important to note:

- Both Half and Full day programs include breakfast and lunch.
- For munch and crunch we ask for healthy snack to be packed by parents for their little ones.
- An afternoon snack is included for Full day children.
- Breakfast is served between **08:00-8:30** if your child arrives after this time they will miss out on this meal.

Below is an **example** of our menu. The menu changes continuously so that children are exposed to a variety of foods.

Week 1			
Day	Breakfast	Lunch	Snack
Monday	Eggs, toast, and beans	Hidden veg pasta	Crackers, cheese, and fruit
Tuesday	Egg muffins	Spaghetti Bolognese	Frozen yoghurt barks
Wednesday	Oats	Special veggie rice, baked potato, pumpkin & chicken	Popcorn and fruit
Thursday	Healthy cereal	Pizza & salad	Oatmeal cookies with milk
Friday	Porridge	Vetkoek with jam & cheese/mince/chicken mayo	Toasted Cheese with fruit

Week 2			
Day	Breakfast	Lunch	Snack
Monday	Oat and banana flapjacks with fruit	Napolitana pasta	Frozen yoghurt Bark
Tuesday	Cereal	Cous-cous with meatballs & pumpkin mash	Muffins & Fruit
Wednesday	Egg frittata with veggies	Chicken or veggie pie	Popcorn and fruit
Thursday	Oats	Mac and cheese	Sandwiches & Fruit
Friday	Porridge	Stir fry chicken or beef	Banana and ice cream



Munch and Crunch

Munch and crunch is where children will be eating their prepared snacks from home, while engaging in discussions relating to their theme, recent studies show that children learn a little better while eating. Please provide your child with a healthy snack and **label** his/her lunch box and water bottle.

Ideas for your child's lunchbox:

- Sticks of carrot, celery or cucumber.
- Fresh fruit (chopped).
- Dried fruit (raisins, peaches, mango).
- Little sausages, slices of biltong, sticks of cheese.
- Muesli/seed bars.
- Sandwiches.
- Popcorn.
- Bread sticks.
- Pita Bread.
- Pretzels.
- Yoghurt.

The school takes no responsibility for lost juice/water bottles or lunchboxes and the children are encouraged to look after their belongings.

Stationery and Toiletry List

On the day your child begins school with us, as well as the first day of each school year, we request that they bring the following:

- 4 Packs of wet wipes
- 1 Bottle of sunscreen
- 2 Glue sticks
- 1 Pack of crayons
- 1 Pack of coloured pencils
- 1 Pair of scissors
- 1 Pack of A4 Coloured paper
- 1 Ream of A4 white paper
- 2 Boxes of Tissues

Their stationery should be **clearly labelled** and will be kept in class for their use only. The list will be updated from time to time and communicated to parents.



Birthday Rings

Birthdays are celebration days, and we would like to make it extra special for your child. On the day of your child's birthday, we have a special birthday ring for your child that we would love for you to attend. If you wish to do so, you may bring a cake, some cupcakes or other treats for the class to share. Please liaise with your teacher to book a suitable date and time for your child's birthday ring.

Your Big Day

We have **Your Big Day** every Friday. Each child has a turn to be the star of the day and provide his/her peers with some sort of treat or entertainment. This is a wonderful time for a parent and child to work together in the kitchen or plan something special for the class. You will be notified when your child is the star of the week. **Your Big Day** is a chance for children to build their confidence within their environment. On the day the child is required to come in and talk about their Big Day i.e. tell us how it was prepared, or what the object is they have brought along, or what they will do as entertainment.

Every child is required to bring a R5 along to take part in the activity or to receive the treat. This will be an entrepreneurial experience for the children, the child whose Big Day it is, will get R2 from the R5 and pay the school "rent" of R3. This gives our learners an important life introduction to the concept of money. No extravagant activities or treats needed, the day is about bonding with their parent, building their confidence and entrepreneurship, so here are a few ideas:

- Marie Biscuits and marshmallows
- Cupcakes
- Show and tell (bring your favourite item and come tell us about it)
- Jumping castle
- Reptile show
- Magic show
- Story telling or Show and Tell (tell us about your favourite memory, pet, event)
- Lucky packets



Administration and communication

Classter System:

Sutherland Academy uses **Classter** as our comprehensive Learner Management System.

Upon registration you will receive your Sutherland Academy user email address and password, which will give you access to the parent portal.

On the parent portal you will be able to view:

- Your child's profile with all necessary information
- Communications from the school, principle or teachers
- Timetables
- Financial and accounting information: the schedule of fees agreement, a live balance sheet to keep up to date on fee payments, make online payments directly in to the system, etc.
- Extra-curricular activities
- Enrolment and admission information
- Their progress throughout the term
- Etc.

Communication:

We believe that communication is essential and encourage every family to speak with their child's teacher whenever a problem arises, or something occurs in the child's life that may be significant. At Sutherland we have a strong focus on maintaining regular communication with our parents:

- What's App: We make use of one way communication groups on What's App to ensure parents are updated in a timely fashion.
- Monthly newsletters with important information will be emailed to parents.
- Direct Communication: There is a designated school phone which will be in the possession of the Principle, for phone calls and messages. Communication times are strictly between 07:00-17:00, Monday-Friday.
- Updates will also be posted on the Sutherland Academy social media pages.



Reports

- Teachers will update Classter with information regarding your child's progress on a regular basis.
- Every term you will receive updates regarding your child's unique progress throughout the previous months, either in the form of a parent meeting and/or a report card.
 - Detailed Termly feedback is as follows:
 - End of First term – Written report.
 - End of Second term – Parent meeting and written report.
 - End of Third term - Detailed written report on your child's progress.

We keep detailed records of each child's classroom and additional activities. If you would like to discuss your child's progress or any concerns you may have, please talk to us in person during 7:30-8:00 am or speak to your teacher about setting up an appointment at another time.

Vital Information

Please keep us informed of any change of address, telephone numbers and change of legal guardianship. Please also let us know when there is a "big" change in your little one's life i.e., a divorce, moving, a new addition to the family or a loss. These events have huge impacts on your little one's emotional state and by having open communication we can assist them to navigate their emotions better.

Medical information

Please notify the school before 08:00 if your child is unable to attend school. A sick child or a child showing signs of illness may not be brought to school until he/she has fully recovered.

Should your child be on any medication such as antibiotics, please keep him/ her at home. **We are not allowed to administer any kind of medicine at school.** Should your child be absent due to a contagious or infectious illness, please notify the school immediately.

The children are taught to wash their hands after using the bathroom, wiping their nose, before eating and whenever they are coughed or sneezed upon.

If your child becomes sick at school your teacher or principle will contact you, and should your child have any of the following symptoms he/she should be collected:

Symptoms requiring removal of a child from school:

- Fever: Fever is defined as having a temperature of 37,8 degrees Celsius or higher taken under the arm (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of fever reducing substance-e.g., Panado.)
- Fever AND sore throat, rash, vomiting, diarrhoea, earache, irritability, or confusion.
- Diarrhoea: runny, watery, bloody stools, or 2 or more loose stools within 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.



- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm, chickenpox.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety, or well-being of the other children in our care.

Note: If you are not sure whether it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether the child is contagious.

If a child receives a sick note from a doctor that results in continued absence, please send the sick note to the principle or class teacher for our records.

Healthy is Happy so let us try our best to keep our school that way! 😊

Clothing

Children should be dressed in clothing that they can put on and remove easily. This encourages independence and minimizes toilet accidents. The school will not be held responsible for clothes that become torn, misplaced, or soiled, and encourage parents to dress their child in clothes that allow for them to paint, play and take full advantage of their school environment.

Please mark all clothing items and shoes clearly.

Please supply a sun hat for your child daily.

A spare set of clothing for emergencies must be kept in your child's school bag. During Potty training please provide 5 underpants and 5 pants, to be kept at school and sent home when needed.

If your child is not toilet trained, you will need to provide a pack of nappies on their first day, your teacher will let you know when your child has 5 nappies left and that it is time to replenish. If your child requires a specific type of wet wipes please do let us know, as with the stationary collection we use different types of wet wipes.

Toys

No toys from home are allowed at school, this is a distraction to the children and causes strife amongst them.



School Equipment

If bits of our school materials come home in suitcases or pockets, please return them. The Montessori materials are very costly, and it is important that the materials are complete.

The children's classroom rules

Refer to Disciplinary Policy and Code of Conduct for further details of our school rules.

- Respect for others – you may not hurt (this includes hitting/ kicking/ biting/ pinching/ bullying) another child or disturbing another child's work.
- Respect for self – you may not do things that may endanger your safety.
- Respect for equipment – you must use the equipment with care and return it to its place ready for someone else to use.
- You must be shown how to work with the equipment before it becomes available for choice.
- We have daily "grace and courtesy" groups. These groups demonstrate positive social behaviour which help the children adapt to life in a group and learn socially acceptable behaviour. (For example: how to say please and thank you.)

We welcome you to Sutherland Academy, where we care deeply about the well-being of your child and take great care to provide them with a fantastic learning environment. 😊