

245 Glover Ave  
Lyttelton AH,  
Centurion  
Pretoria  
0157

Tel: 012 664 2944

Email:  
info@villagemontessorischool.co.za



www.villagemontessorischool.co.za  
School Reg. 211888 & 400148

# APPLICATION PACK

## Introduction

Before you decide to apply for a place for your child, we strongly recommend that you read the brochure and make an appointment for a guided school tour during school hours. School tours can be arranged with the enrolment officer.

In all cases, admission decisions are made at the discretion of the Principal.

## Selection Criteria

Pre-school children must be aged three or older and fully toilet trained. Preference is given to younger children because they must complete the three-year work cycle to adequately prepare them for Primary school.

When selecting children for places in Village Montessori School, we intend to enrol those children whose families we consider will be the best fit for our Montessori School.

For Primary school enrolment preference will be given to children who have completed a **minimum** of two years at a Montessori Pre-School. In isolated instances, we will accept a child who has little or no Montessori experience but this will always be after careful consideration by the Enrolment Committee and after assessment by a directress. The intention is to keep the number of non-Montessori children to no more than 10-15% of the class numbers. Montessori Pre-School prepares the children for Primary in many ways. For example, children learn to respect the equipment and become used to working alone constructively. Montessori Pre-School also helps children learn to handle themselves and their environment. Primary builds on these skills but it does not teach them. This is why it is hard to accept a Montessori novice into a Primary class.

Older children transferring in from Montessori primaries and secondary schools located elsewhere including overseas are welcome. Places will also be provided for siblings of students currently enrolled at VMS. The sibling should nevertheless have the required **two year minimum** Montessori Pre-School experience.

Children with Montessori backgrounds who have attended mainstream schools since leaving Montessori Pre-School **may apply if they attended their Montessori Pre-School until they were six**. An enrolment decision will depend on the eligibility and suitability of the child. In this case, the school requires the child to visit for two days to a week to give the

directress a chance to assess how well the child appears to cope with self-directed learning and the multi-age grouping.

High School students are assessed on their academic ability, independence, and their ability to work in a self-directed manner. All prospective High School students are assessed on their social skills and their ability to work in a close community.

## **Family Commitment**

All primary caregivers should attend a parent interview as Montessori education is most effective when a child's caregivers understand and cooperate with the long-term programme.

Parents and caregivers need to show an understanding of the Montessori philosophy of teaching and fully support its methods. They need to agree to support the VMS staff. Parents and caregivers need to be willing participants and fully support all initiatives of the school in fundraising ventures, working days, parent education evenings, equipment making and social events. We are very happy for parents to indicate their particular skills and preferences for areas they would like to assist with.

Parents and caregivers are expected to communicate with the school and the teachers openly and reasonably.

Parents and caregivers need to acknowledge that every place in the school can be reviewed at the beginning of each year. Compliance with the Terms of Enrolment is also reviewed.

## **Special Needs**

The Enrolment Committee reserves the right to limit the number of children with special needs to ensure we can meet the needs of that child as well as the needs of all other children in the class.

If there are any circumstances (including medical conditions or disability) that require special consideration by VMS, please inform us by separate letter attached to this application.

## **The Application Process**

For any potential pupil to be considered we must receive a completed application form accompanied by a copy of the most recent academic report as well as any therapy or relevant medical or professional reports and recommendations. We cannot proceed with the application until we receive your forms. Parents are strongly advised to submit the application form as early as possible because the enrolment date is a factor in establishing priority in the event of a shortage of places. Young children may be placed on the waiting list. Younger siblings must be also enrolled as soon as possible.

Parents will be notified by written invitation of the dates and times that the child is required to attend an assessment. Before the assessment date, the non-refundable application fee of R1500 must be made. Students are assessed for two consecutive mornings, giving sufficient time to ascertain whether the prospective student will thrive in a Montessori setting. Assessments take place in the Montessori environments.

Preschool children need to be fully toilet trained, three years of age and emotionally ready to follow basic verbal instructions and have a basic understanding of English. They

will be required to demonstrate and display the potential to cope and adapt into the Montessori Pre-School environment.

Parents will be notified in writing of the results of their child's application in the week following the assessment and are asked to notify the school either verbally or in writing of their intention to accept the place within the week. If your child is accepted, the Good Faith Deposit is payable within the time stipulated to secure their place in the school. Should the child be accepted, parents will also be invited for a parent interview. The interview is held with both parents/caregivers, the Village Montessori Enrolment Committee and the Principal. This is a platform for both sides to explore expectations and suitability. The Enrolment Committee considers several factors but the key considerations are the suitability of the child to the Montessori environment, the level of family commitment to the Montessori Method, the welfare of the school and the smooth transition for the child.

### **Allocation of Places**

Selection will be based on a variety of factors. These include the application date, the child's history of learning in the Montessori environment, the child's overall suitability, the willingness of the family to participate in activities to support the school and the ability of the Enrolment Committee to make places available for siblings. The Enrolment Committee retains the right to make all enquiries necessary to obtain information which may assist it in deciding any particular case. All enquiries will remain confidential. Confirmation or denial of placement into the school remains ultimately at the discretion of the principal.

Where the number of applications exceeds the number of places available, Village Montessori School (VMS) may, at the discretion of the principal, give special preference to siblings of a pupil already at VMS.

### **Waiting List**

A child's name may be placed on the waiting list at any time. From time to time, we will contact families to request re-confirmation of their intention to remain on our waiting list. Please inform the school in writing if you should decide to remove your child's name from the waiting list.

### **Miscellaneous Matters**

If the Enrolment Committee discovers that an application contains a false statement, the Enrolment Committee may ask the principal to reverse the enrolment decision to accept a child. In this circumstance the application fee and deposit, if already paid, would be forfeited.

Examples of situations that would be considered false statements (this is not intended to be an exhaustive list) are:

- If a child did not attend a Montessori school as is stated on the application form.
- Failure to disclose all information regarding a child's behaviour and educational needs at the time of application and interview or failure to disclose a change in circumstances following application and assessment.

The onus is on the applicant to notify the school of any changes to any information relied on by the Enrolment Committee during the assessment/enrolment process.

## **Important application information when applying for the Pre-School, Junior Primary and Senior Primary**

Depending on availability an assessment may be arranged only once the following has been received:

- Completed application form.
- Copy of latest student academic results as well as therapy reports where applicable.
- The Student Confidential Report has been sent by the parents to the current school for completion by the principal, and a completed copy has been sent and received by the Enrolment Officer, where applicable.
- Once the assessment has been confirmed by a written invitation and confirmation of attendance has been accepted, the R1500-00 non-refundable application fee is to be paid by EFT or card (card facility available in the VMS Office). Payment is required before an assessment can take place.
- When making an EFT payment, use the child's name as a reference, and a copy of the proof of payment is to be mailed to the school.

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## CONFIDENTIAL REPORT

This report is to be returned directly to Village Montessori School by e-mail to [info@villagemontessorischool.co.za](mailto:info@villagemontessorischool.co.za) after completion by the most relevant person at the current school for Grades 0 to 12.

STUDENT'S DETAILS	
Name of student:	
Current school:	
Current grade:	
Number of years at current school	
RSA Citizen?	YES NO
If not, nationality?	
Date of entry into South Africa?	

DETAILS OF PERSON COMPLETING THIS FORM	
Name and Surname:	
Position at school and relationship to student:	
Contact information:	

ACADEMIC	Very Good 80% +	Good 60% -70%	Average 50% - 60%	Below Average Less than 50%
English First Language:				
Afrikaans Second Language:				
French Third Language [if applicable]:				
Mathematics:				
Sciences:				
Overall Academic Ability:				
Application to work:				
Ability to work independently:				
Completion of homework:				
Class engagement:				
Special Education Needs:	YES NO			
General comment:				

GENERAL BEHAVIOUR	EXCELLENT	GOOD	AVERAGE	POOR
Response to discipline				
Interaction with staff				
Interaction with peers				
Adherence to school rules and ethos				
Has the student ever presented as a disciplinary problem at school?	<div>YES</div> <div>NO</div>			

PARENTAL SUPPORT	EXCELLENT	GOOD	AVERAGE	POOR
Involvement in the student's schooling				
Interaction with staff				
Involvement in the broader school life				
Support for the school's ethos and code:				
School fee payment:				
Are school fees paid in full?				
General Comment:				

Relevant information you would like to draw our attention to, should we consider accepting this child:

.....

.....

.....

<b>SIGNATURE:</b>	
<b>NAME:</b>	
<b>POSITION:</b>	
<b>DATE:</b>	
<b>SCHOOL STAMP:</b>	

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## Village Montessori School - Toddler Phase Milestone Development Questionnaire (16 months to 3 years)

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Milestones	Achieved	Not Yet Achieved
<b>6 Months;</b>		
recognised familiar faces		
Enjoyed to look at themselves in the mirror		
took turns making sounds with you		
Put objects in their mouths		
Reached to grab toys		
Rolled from tummy to back		
<b>9 Months;</b>		
Became shy or fearful around strangers		
Showed facial expressions - happy, sad		
Looked at you when you called their name		
Made sounds like; mama, dada		
Lifted arms to be picked up		
looked for objects after dropping them		
Moved objects from one hand to another		
<b>1 Year;</b>		
Played games with you, such as 'pat a cake'		
waved bye-bye		
Called parents' names; mama, dada		
Understood the word 'no'		
Looked for objects that you hid		
Drank from a cup without a lid		
<b>15 Months;</b>		
Copied children while they were playing		
Showed you the objects they liked		
Clapped hands		
Looked for familiar objects after you named them		
Showed affection		
Fed themselves		
Followed gestures such as 'please give me the toy'		
<b>18 Months;</b>		
Pointed to show you something interesting		
Put out hands for you to wash		
Tried to say 3 or more words other than mama, dada		


Copies you doing chores ie - sweeping		
Played with toys ie -pushing cars around		
Scribbled on paper		
used a spoon to feed themselves		
<b>2 Years;</b>		
Noticed when someone was hurt		
Could point to and name body parts		
Used gestures like blowing a kiss, pointing or nodding		
Gross motor - kicked a ball, ran, hopped		
<b>30 Months;</b>		
Played with another child		
Helped to pack away toys		
Recognises colours		
Recognises shapes		
Could dress themselves		

<b>Please answer the following:</b>	<b>Yes</b>	<b>No</b>
At what age was solid food introduced?		
Can your child feed themselves?		
Does your child still have a pacifier?		
Does your child still drink from a teat bottle?		
Can your child say Mama, Dada meaningfully		
Does your child make eye contact with you?		
Can your child hear their name being called?		
Can your child follow basic instructions?		
Is your child potty-trained?		
How independent is your child rated, from 1 being not to 10 being very independent?		
Does your child engage in imaginary play?		
Does your child eat in a highchair?		
Do you eat together as a family at home around a table?		
Does your child smile back at you when you're smiling?		
Does your child have sleeping difficulties?		
Does your child have inappropriate laughing or crying fits?		
Has your child had a loss of skill at any time ie- speech?		
Does your child reject hugs or cuddles?		
Does your child have repetitive behaviours such as flapping their arms?		
Is your child difficult to soothe or seems overly fussy?		
Does your child have unusual fixations on objects or toys?		

Parents' name: .....

Signature: .....

Date: .....

	<b>FOR OFFICE USE ONLY</b>	
	Date received:	
	Application fee paid:	
	Cash _____ Cheque _____ EFT _____	
	Assessment date:	
	Family interview:	
	Confirmed:	
Credit approved:		

## Application for admission

**PLEASE PRINT CLEARLY**

<b>Year applying for:</b>	<b>Toddlers</b>	<b>Pre-School</b>	<b>Primary School</b>	<b>High School</b>		
<b>Grade applying for:</b>						
<b>Child's Details:</b>						
Child's surname						
Child's full names						
Child's preferred name						
Date of birth (year/month/day)				Gender		
Current age		ID number				
<b>For foreign learners only:</b>						
<b>Passport No</b>		Date of entry into SA				
<b>Home Language:</b>		Study Permit Number:				
<b>We require copies of both parents' passports, a copy of the Study Permit and a work permit.</b>						
If not English, rank English language ability from 1 to 5 (1 being poor and 5 being excellent)		1	2	3	4	5
Religion		Dexterity of Learner	Right-handed	Left-handed		
Siblings	Full name	Year of entry into VMS	Current school (if applicable)			
<b>Previous School:</b>						
Up until now where has your child been (mark one): Home    Creché    Day-mother    Pre-School    School						
Current school						
Contact number		Email				
Current grade		Years attended				
Grades repeated						
Reason for leaving						
Name of any Montessori School your child has attended and period of attendance:						
Has admission to any other school been refused (including VMS)				Yes	No	
If yes, when, and why?						
Has your child ever received learning support, e.g. Occupational Therapy? (Yes/No)						
If yes, please give more details:						

Has your child ever received any professional support, e.g. Play Therapy (Yes/No)

If applicable, please attach reports by professionals

**Medical/Special Needs** (includes behavioural needs, for example, ADHD, Autism, Cerebral Palsy etc)  
Your child needs to be able to work independently and without major disruption to the class. If your child has any medical/special/behavioural needs, which would mean this is not possible, please include them below. Please include the names of any specialists or special education groups your child has been to or is in contact with at present. Failure to disclose this information or a false declaration will rule the child ineligible for admission. If you are unsure what to include, please ask the Enrolment Officer.

Any further information you would like to supply about your child?

Allergies, food or other. Dietary requirements. Other vital information staff should be aware of during the assessment and for future enrolment.

### General:

Where did you come to know about our school?

Where will your child go to for primary/high school?

Reason for applying to Village Montessori School?

### Family history:

Parents: Married Divorced Single Widowed Other

Number of children in the family:

Normal Pregnancy/ Birth: Yes No

If no, can you give details:

Normal Milestones: Yes No

If no, can you give details:

Any special health considerations? (e.g. lengthy illness, allergies, ear infections)

Emotional or social needs? (e.g. divorce, move, difficulty forming friendships)

What form of discipline do you use at home?

How independent is your child?

Does your child do any activities out of school? (Specify)

How many hours a day does your child spend watching television?

Mark which of the following shows your child watches on television:

National Geographic

WWE

Animal Planet

Discovery Channel

Soap Operas

Disney Channel

Cartoon Network

CBeebies

Nickelodeon

Boomerang

Other (specify):

**General Information:**

Why are you considering a Montessori Education for your child? (Please give a detailed answer)

Our primary goal in the recruitment and admissions process is to help each family find the perfect match between its values and goals and those of the school. To this end it is important for you to have a good understanding of Montessori principles and philosophy. What is your understanding of Montessori principles and philosophy?

Parents play a vital role in the development of "community" in Montessori schools and also work closely with the school towards making this an environment where children can explore, understand, and grow into full and active members in our community.  
How will your family contribute towards this goal?

The school is always grateful for parents' assistance. Please indicate below whether you have skills you could offer, for example legal, marketing, art, drama, music, needlework, fund-raising, DIY, gardening, career days etc

What are your expectations of the school?

Three references for your family			
Name:		Relationship:	
Name:		Relationship:	
Name:		Relationship:	
<b>Parent/Guardian Details (Please complete in full)</b> <b>Please note that all major correspondence is done by email. Please ensure that we always have your updated email address.</b>			
<b>FATHER/STEPFATHER/GUARDIAN</b>			
Title		Marital Status	
Surname			
Full Names			
Preferred Name			
Home Address			
			Code
Postal Address			
			Code
ID Number			
Occupation			
Company Name			
Position in Company			
Email			
Telephone Home		Work	
Cellular			
Does the child live with you? Yes/No		Are you the legal guardian of the child? Yes/No	
<b>MOTHER/STEPMOTHER/GUARDIAN</b>			
Title		Marital Status	
Surname			
Full Names			
Preferred Name			
Home Address			
			Code
Postal Address			
			Code
ID Number			
Occupation			
Company Name			
Position in Company			

Email			
Telephone    Home		Work	
Cellular			
Does the child live with you?    Yes/No		Are you the legal guardian of the child?    Yes/No	
Any restrictions on contact between child and mother or father    Yes/No (Please provide school with copies of legal documents in this regard)			
<b>Financial Information:</b>			
Who will be responsible for school fees?		Father	Mother                      Other
If other, please complete the following:			
Title		Surname	
First Names			
Relationship to child			
Postal address			
Telephone    Home		Work	
Cellular			
Occupation		Employer	
Identity number			
<b>Consent Clause:</b>			
For the person responsible for school fees:			
I, _____ (full names and surname),			
ID number _____ hereby give Village Montessori School CC permission to			
check my credit status. I will make any necessary information available to Marist (Credit Bureau).			
For Official use only:			
Credit check done ..... Date .....			
<b>Indemnity</b>			
I, ..... (Full Name, Surname, and ID number), Parent/Guardian of			
..... (Full Name, Surname and ID Number), hereby give			
permission for him/her to participate in the Curricular and Co-Curricular activities of Village Montessori School (VMS) and to go on excursions that are necessary during such activities.			
I accept that all reasonable precautions will be taken to ensure the safety of my child and that I shall be held responsible for the payment of medical and/or hospital accounts, where applicable, should any injury or loss be sustained by my child. I specifically indemnify and hold VMS and its staff harmless against any claims of whatsoever nature arising out of any injury, damage or loss sustained in pursuance of the aforesaid participation.			
I cede my power as parent/guardian to the staff of VMS or their representatives, who will act in <i>loco parentis</i> should medical treatment/surgery for my child be deemed necessary. As far as I know, my child is physically capable of participating in various activities and he/she is in good health. I understand that my child will be taken to the nearest private medical facility in an ambulance.			

However, the person responsible should please note the following (please state medical aspects that the staff should be aware of, for example, allergies, tendency towards abnormal bleeding, epilepsy, etc.)

Signature of Parent/ Guardian .....

Identity Number ..... Date .....

## Declaration

I/We being the parent/guardian of the applicant:

1 Hereby apply for a space at Village Montessori School for the applicant to become a pupil at the school with effect from the admission date requested.

2 Enclose

- A R1500-00 non-refundable application fee.
- A certified copy of the latest school report (for all Grade 0 to 12 applicants)
- A study permit (where applicable).
- An ID photograph of my child.

The application will only be considered for processing once all the above documentation has been received.

3 Accept that this application is subject to the current Admission Policy and that this policy may be amended or revised from time to time.

4 Understand that it is essential that I/we understand and support the Montessori philosophy of teaching and therefore I am/we are willing to participate in the regular parent education programmes.

5 I/we understand that VMS relies on parental support and input into the Montessori community. I am/We are willing to support to a reasonable level all initiatives of the school including fundraising ventures, working days, equipment making and social events.

6 I/We undertake to pay a Good Faith Deposit, if a place is offered, within the time stipulated in the confirmation letter. The Good Faith Deposit is refundable when the child's enrolment is terminated and the parent has given three months' notice in writing before departure and there are no school fees outstanding.

7 I/We understand and agree that all fees requested by the school are vital to the continuing operation and long-term stability of the school. I/We also understand that the school fees will be reviewed from time to time by the management and may increase if the school feels that it is necessary.

8 I/We acknowledge having received and read the scale of fees and accept the terms, conditions and requirements listed therein and specifically that the Good Faith Deposit be set off at any time against fees due to the school.

9 Hold myself/ourselves accountable for the prompt payment of fees and any interest accrued on accounts in arrears. I/We are furthermore aware that if school fees are in arrears VMS has the right to retain the student's report and/or to refuse admission of my child to the school.

10 I/We undertake to provide VMS with three month's written notice prior to moving my/our child from the school. I/We understand that failure to do so will render us liable for payment of a term's fees.

11 Recognise that there is no obligation on VMS to offer the applicant a place or to accept the applicant as a pupil of the school.

12 Authorise the applicant's current school to:

- Confirm to VMS whether all fees in respect of the applicant have been paid to that current school and
- Disclose to VMS information on the applicant (e.g. academic report and pupil profile) and authorise VMS to disclose this application and authorisation to that school.

13 Authorise VMS to, inter alia, refer to Marislt or any other concerns to obtain credit references

- required by the school and also authorise such concerns to provide all relevant information.
- 14 Information supplied on this form is true and correct. I/We have read, understand and agree to abide by the Admissions policy.
- 15 I/We agree to abide by all of the policies and to support VMS' rules and regulations.
- 16 I/We will support the school in maintaining high standards of work habits and good behaviour.
- 17 I/We agree to take responsibility for loss or damage to school property caused by my/our child (for example, Montessori equipment, books etc)
- 18 I/We understand that the application fee does not guarantee a place in the school.
- 19 It is my/our intention to have my/our child remain in the VMS until end of school year of 20\_\_\_\_. The school acknowledges that this is merely an indication of intent and will not use this for any other purpose than strategic planning. I/We understand that if our plans change at a later date that it is incumbent upon us to give three months' written notice.
- 20 I/We agree that the management of the school is vested solely in the owners who undertake to discharge their duties and obligations to the school and families enrolled to the best of their abilities. The owners are ultimately responsible for sustainable outcomes that include the current and future financial viability of the school and its long term growth prospects. It is a given that consultation with parents is vital to ensure that concerns can be communicated and aired however the owner will make unilateral decisions where necessary to ensure the school provides the best Montessori learning environment possible.
- 21 I/We have disclosed any relevant information regarding any special/behavioural needs my/our child may have. I/We understand that failure to do so may result in my/our child losing his/her place in the School.

This contract is not binding on the school unless signed by a duly authorised official of the school.

I/We confirm that to the best of my knowledge all the details on this application form are accurate.

Father's signature ..... Date .....

Mother's signature ..... Date .....

Guardian's signature ..... Date .....

Authorised for on behalf of VMS ..... Date .....

### **BANKING DETAILS**

Village Montessori School  
First National Bank, Centurion  
Branch Code: 250-655  
Account Number: 62904723914

Use your child's name as a reference.

Please email proof of payment to [info@villagemontessorischool.co.za](mailto:info@villagemontessorischool.co.za)