



Little Urchins – Policies and Procedures

Introduction

Little Urchins is a Montessori-aligned early childhood centre accommodating children from 18 months to 5 years of age. (inclusive of grade R)

We offer half-day childcare, with aftercare available on request.

We also provide holiday care at an additional fee and welcome day visitors, including tourists seeking a safe, enriching environment for their children.

Our Montessori-based programme offers age-appropriate educational activities in a thoughtfully prepared environment. Our spacious outdoor playground is designed to support gross motor development and encourage imaginative, creative play.

Our staff are dedicated, caring professionals committed to nurturing each child's development.

Children who graduate from Little Urchins leave well-adjusted, confident, happy, and prepared for their next educational journey.

Our Goals

The goal of Little Urchins is to provide a nurturing environment where each child can grow socially, emotionally, and intellectually while meeting the individual needs and interests of every learner.

We strive to develop each child's unique skills at an appropriate pace, encouraging personal growth and independence.

We aim to:

- Embrace each child's uniqueness and inspire creativity
- Foster a positive self-image while respecting diversity
- Build relationships based on trust and mutual respect
- Teach children self-control and positive communication
- Support development across all developmental domains
- Support each child within the context of family and community
- Deliver a curriculum aligned with Montessori principles and learning outcomes prescribed by the Department of Basic Education (DBE).

Collection of Children

- Only authorised persons may collect a child.
- Parents must notify the school if someone else will collect.
- Late collection may incur overtime charges.
- Children must not be dropped off in parking areas.



Parent Communication/ Relationships

- Official communication is via WhatsApp broadcast (admin: Chantal).
- **First point of contact is (me) Chantal. If I am away, please contact a facilitator on duty.**
- **Unless an emergency, please only contact me (Chantal) during working hours 6am to 4pm.**
- Parents are encouraged to book appointments for confidential matters.
- Updated contact details must be provided promptly.

For the safety and wellbeing of all children, staff, and families:

- Parents and visitors may not enter the school premises or classrooms without prior permission from management.
- **Management and staff reserve the right of admission and the right to refuse access to the premises at any time.**

This right may be exercised in the interest of:

- The safety and wellbeing of children
- The protection of staff
- Entry may be refused or restricted if a parent's behaviour is:
 - Disruptive, aggressive, or confrontational
 - Distressing to children or staff
 - In breach of school policies or safety protocols

If a parent or visitor refuses to comply with this policy, management and staff reserves the right to contact security services to assist.

Admission Policy

Parents must complete and sign all enrolment documentation before admission.

Required documents:

- Completed Enrolment Form
- Signed Indemnity Form
- Copy of child's birth certificate
- Certified copies of parents' ID documents
- Copy of medical aid card (if applicable)
- Non-refundable registration fee of R800

Incomplete or misleading applications will render enrolment null and void.

It is the parents' responsibility to inform Little Urchins of any updated information.



Fees Policy

- Fees are billed annually and divided into 12 equal monthly instalments for convenience.
- Payment must be made in advance, on or before the 3rd of each month.
- Parents are required to set up a scheduled payment for the 1st of each month (January–December).
- Fees are payable regardless of illness, holidays, or absenteeism, as payment secures your child's placement.
- Late payments will incur a penalty of R100 per week per child. Children may be suspended until payment is received.
- Accounts in arrears may be handed over for legal collection at the parent's expense.
- **One full calendar month's written notice is required for termination, effective from the first day of the month. Fees remain payable during the notice period.**
- No refunds will be issued for early withdrawal during a month.
- Holiday care and day visitors must pay in advance.
- A 10% sibling discount applies to the total school fees.

Operating Hours

Monday – Friday: 08:00 – 13:00

Aftercare available on request until 16:00

Closed: Saturdays, Sundays, and Public Holidays

Health, Illness & Medication Policy

Parents must notify Little Urchins if their child will be absent.

Illness

Little Urchins maintains a zero-tolerance approach to visibly ill children attending school.

Children displaying symptoms such as fever (above 38°C), persistent coughing, runny nose, vomiting, or other contagious symptoms will not be admitted. Parents will be contacted immediately if symptoms develop during the school day.

We reserve the right to refuse entry in accordance with the National Health Act, 2003 (Act No. 61 of 2003).

Parents must keep children at home until fully recovered. In the case of communicable diseases, parents and the Health Department will be informed where required.

Little Urchins reserves the right to close temporarily in the event of a communicable disease outbreak.

Medication

- Staff do not administer medication.
- Minor injuries will be cleaned and treated appropriately.
- All injuries and illnesses will be recorded in the Incident Register.
- In emergencies, parents will be contacted immediately and medical assistance sought where necessary. All costs are the responsibility of the parent.



Accidents and Incidents

- All accidents and incidents, regardless of severity, are recorded.
- Injuries sustained at home must be reported upon arrival.
- Serious incidents will be investigated and formally documented.

Zero Bullying Policy

Little Urchins is committed to a safe, nurturing environment.

Bullying, aggression, or repeated hurtful behaviour (physical, verbal, emotional, or social) will not be tolerated.

We address behaviour through:

- Immediate intervention
- Positive guidance
- Teaching empathy and emotional regulation
- Open communication with parents

Persistent behavioural concerns may require meetings, support plans, or reconsideration of placement if necessary to protect the well-being of all children.

Discipline Policy

STAR Rules:

- Safety First
- Toys Belong to Everyone
- All Play Together
- Respect and Kindness for All

We use positive discipline and guidance. No corporal punishment or shaming is permitted.

Time-outs are used only when necessary to ensure safety of the other children.

Emergency Procedures

- Staff are trained in First Aid and CPR.
- Emergency evacuation plans are in place.
- Children assemble at a designated point during emergencies.
- Fire safety equipment is inspected and kept accessible.



Hygiene & Safety Policies

Little Urchins maintains high hygiene standards:

- Daily cleaning schedules
- Environmentally friendly cleaning products
- Regular toy sanitisation
- Safe nappy-changing procedures
- Protective drain covers
- Electrical outlet safety protectors
- Playground equipment inspections

Sleep Policy

- Stackable beds are available.
- Sleep is not enforced.
- Parents must provide blankets and comfort items.

Food Policy

- Parents must provide healthy snack options and water.
- Sweets and sugary drinks are discouraged.
- Allergies and dietary requirements must be disclosed during enrolment.

Clothing & Personal Belongings

- Children must bring a labelled school bag with spare clothes.
- Dress children in comfortable, play-appropriate clothing.
- No toys, sweets, electronics, or valuables permitted.
- The school is not responsible for loss or damage.

Environmental & Smoking Policy

Little Urchins is a smoke-free environment in compliance with Act 23 of 2007.

Environmentally friendly cleaning products are used, and environmental hazards are inspected regularly.

Disability Policy

Currently, Little Urchins is not equipped to accommodate children with disabilities due to facility and staffing limitations. Supervised play sessions with a personal carer may be arranged by agreement.



Chantal Shooter

078 458 0060

Email: LittleUrchins6312@gmail.com

Website: www.LittleUrchinsMontessori.com

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Religious & Cultural Policy

In accordance with the South African Schools Act (Act 84 of 1996), Little Urchins respects freedom of religion and belief. We promote inclusivity, tolerance, and democratic values.

Little Urchins does not celebrate or observe religious holidays, festivals, or religious instruction of any specific faith tradition within the school environment.

Our approach is inclusive and neutral. We focus on universal values such as kindness, respect, gratitude, empathy, and community, which are shared across cultures and belief systems.

Children are encouraged to share personal experiences in a respectful manner.

We remain committed to creating a welcoming environment where every family feels respected, regardless of their religious or cultural background.

Closures

Little Urchins is closed on:

- Public holidays
- School holidays
- Announced additional closure days

The school reserves the right to close due to safety concerns, unrest, or communicable disease.
