



CAPE TOWN  
MONTESSORI  
SCHOOL

# Information Pack

Nestled in the leafy suburb of Oranjezicht, at the foot of Table Mountain, Cape Town Montessori School (CTMS) has nurtured children and their families within our community for over 40 years.

CTMS is dedicated to the renowned Montessori philosophy and offers a stimulating learning environment that is child-centered, culturally diverse and relaxed. Our children are nurtured and encouraged to be confident, independent thinkers who, through a deep-seated love for learning, feel inspired and empowered throughout their journey with us.

CTMS provides a lifetime investment in our children's life skills. We focus on each individual child as part of a family and place a high value on the importance of family wellness. CTMS is a haven where children are free to be children, and families thrive through open communication and cooperation with the facility and staff.

CTMS caters for children from 18 months to 9 years of age in carefully designed spaces to accommodate each child throughout their individual learning journey.

We are open through most of the year, from 07h30 – 17h00 and run action-packed, optional holiday programs for all ages in March, June and October.

CTMS is a proud member of the South African Montessori Association (SAMA) and the Independent Schools Association of South Africa (ISASA). We are registered with the Western Cape Education Department and strive to weave the silver thread of Montessori throughout the scholastic standards set for our children, ensuring that they are able to seamlessly transition into any environment as they move on from us.

CTMS operates as an NPO and is governed by a Trust with a board of Trustees and Trust Deed.

## **Cape Town Montessori School Philosophy**

CTMS is committed to supporting families throughout each stage of their children's development, embracing our responsibility to nurture and shape their lives with care. Guided by the Montessori approach, our low child-to-adult ratio fosters personalised attention, promoting strong interpersonal skills and relationships. This structure enables each child to develop meaningful connections with their teachers, in turn allowing our teachers to focus on the unique needs of every child.

Our team of qualified practitioners prioritise their one-on-one connections with each child, creating an environment where children are comfortable, respected and content – enabling them to reach their potential academically, socially and emotionally.

We emphasise the Montessori values of independence, freedom within limits, and respect for a child's natural psychological, physical, and social development which are woven into daily interactions.

Our holistic approach creates an environment where children can thrive in all aspects of their growth, while actively encouraging family and community involvement in their journey. Additionally, our dedicated learning support department, along with our team of therapists, offers professional expertise in early intervention, program development, and ongoing support, ensuring your family receives the best resources available.



## **Communication Policy**

CTMS runs on an open-door policy with parents, children and staff alike. Should you wish to connect on administrative issues or with your child's teacher, simply contact us, and we'll arrange a suitable time. Please avoid taking teachers out of classroom time for lengthy chats during drop-off or pick-up.

CTMS makes use of an app specifically designed for Montessori schools called Transparent Classroom. This serves as an online record-keeping platform where you will sign your children in and out each day. Our teachers will also use the app to share reports, pictures and any incident/accident information with you during the day.

Aside from contacting us via our landline, email and school cell phone, with permission, parents in each group are connected via WhatsApp – where they're kept up to date with day-to-day notices and news within our CTMS community.

## **Sick Policy**

We do all we can at CTMS to prevent the spread of germs by ensuring that hands are washed constantly, equipment is disinfected regularly, and contaminated items are washed immediately. We also keep our classrooms as well-ventilated as possible.

Children who have been vomiting or have had a fever or runny tummy within 24 hours before the next school day may not come to school. Not only does a sick child not want to be at school, but sick children can be contagious, and as we are in a close environment sharing equipment, we want to prevent the spread of germs to other children as well as our staff.

If your child falls sick during the school day, we will contact you and if necessary, request that your child is collected immediately. If a sick child is put onto antibiotics, our policy is that that child may only return to school after the first three days of their course of antibiotics, or as recommended by your GP or paediatrician, to ensure that the child is no longer contagious.

## Intra and Extra Murals

CTMS provides a comprehensive in-house physical development program, through Further Faster – which covers physical education sessions for children in all of our phases.

Each afternoon, various sports including movement, soccer, cricket, hockey, netball and tag rugby are provided for our preschool and elementary students as part of our intra-mural offering.

Additionally, in the afternoons, we boast an assortment of optional extra-murals run through external providers including ballet, capoeira, music, drama and art, to name a few.



## Birthdays

We love celebrating our children's birthdays with them at school. We will make their birthdays really special for them by giving them a birthday crown, blowing out candles and singing "Happy Birthday". Parents in our toddler and preschool groups are more than welcome to attend their child's celebration! If you decide to send something to school for the class, please limit it to a small cake or cupcakes or, preferably, try healthy alternatives like fruit platters, bran muffins and pretzels.

CTMS has a "no party packets" policy.



## **Our Phases**

### **The Bambinos (Toddlers 18 months – 3 years):**

Our toddlers thrive in a child-led space, where the concept of Montessori learning is gently introduced through a carefully planned environment that encourages independence and problem-solving whilst providing ongoing stimulation. A core focus on physical development and exposure to sensory integration underlies the toddler experience within a language-rich, fun-filled (often messy), warm and nurturing space.

### **The Children's House (Preschool 3 – 6 years):**

The preschool program at CTMS is grounded on the belief that a child's work is internal and is motivated by a sense of self-worth and self-confidence gained through "learning by doing".

Throughout their day, our preschoolers are given individual lessons and are invited to choose activities that interest them. The foundational lessons in practical life skills and the sensorial materials, equip the child with the skills necessary to explore and experience the various areas of the classroom and outdoor environment.

The Montessori materials are prepared for each child's individual interest in language, math, and cultural subjects. These materials are engaging, and our children tend to become actively involved in academic work. However, the primary aim of the preschool program is to foster self-motivation, self-discipline, and independence.

### **The Cosmos (Elementary 6 - 10 years / grades 1 - 4)**

The CTMS Montessori Elementary is a program that grows out of respect for the mind of a rapidly developing child. The child is in a new plane of development – a time of insatiable curiosity and excitement for learning.

Our carefully developed Elementary curriculum guides the child through identifying, classifying, and researching all of the fascinating concepts in each chosen field of study. The areas of language, math, geometry, botany, zoology, geography, and history are all represented in the classroom, with materials that lead the child to abstraction of the fundamental concepts in each area.

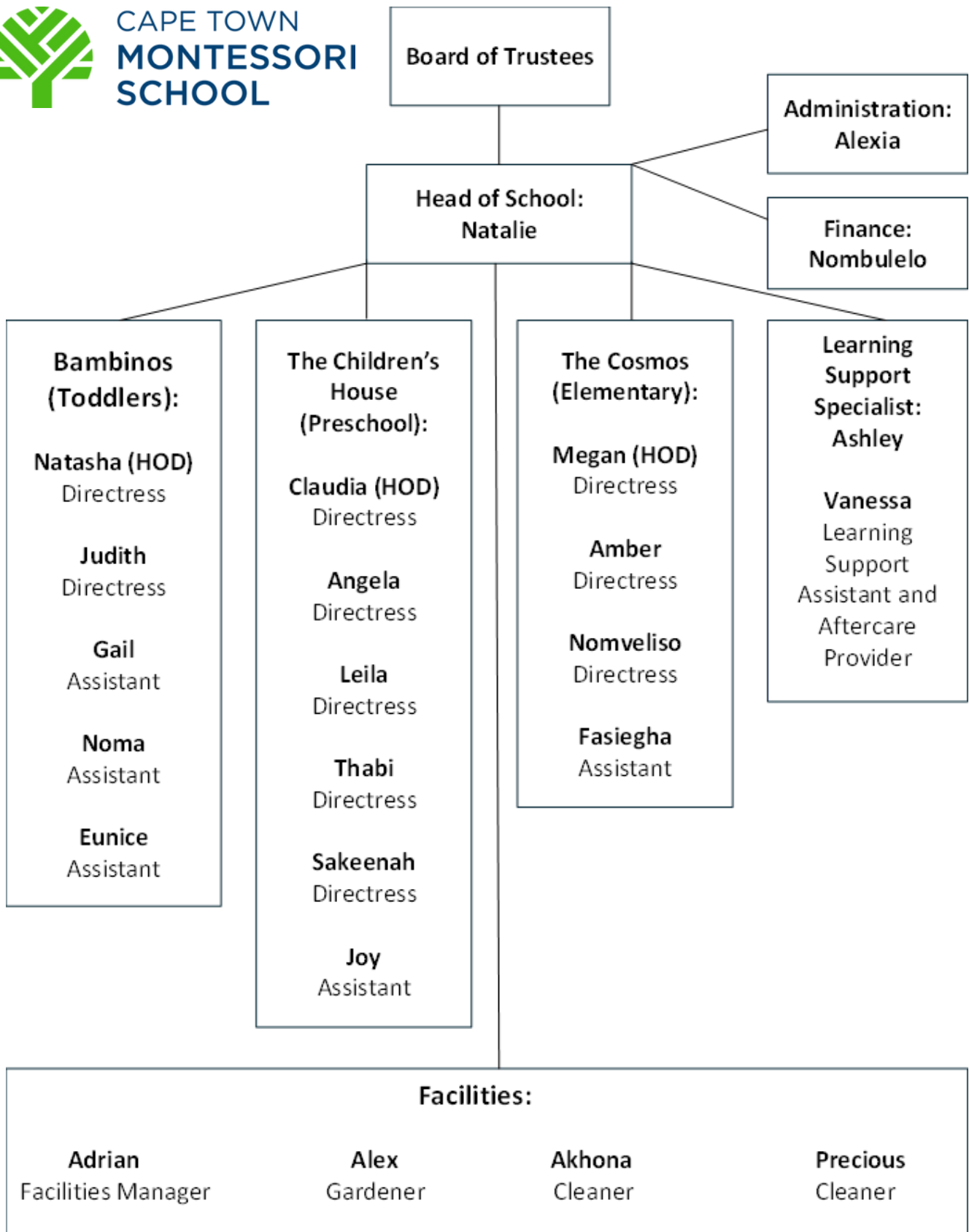
The children continue to develop at their own pace, with careful observation and assessment by the directresses. The Montessori curriculum is prioritised, but the CAPS curriculum is referred to as a regular resource and assessments and reports are completed in line with guidelines set out by the Western Cape Education Department (WCED).



# Who We Are and Where We All Fit In



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## 2025 School Fees

### Non-refundable Enrolment Fee:

Guarantees a child's place at CTMS.

Due two weeks from receiving your notification of acceptance.

1.	Toddlers 18 months - 3 years	R15 000
2.	Pre School 3 - 6 years (First Time Applicants)	R15 000
3.	Upon entry to Elementary 6 - 10 years (Existing and New Applicants)	R10 000

### School Fees:

	Monthly (Jan - Oct)	Termly x 4	Annually
<b>Toddlers</b>	<b>R5 816</b>	R14 540 - 3% <b>= R14 104</b>	R58 160 - 7% <b>= R54 089</b>
<b>Preschool</b>	<b>R5 745</b>	R14 363 - 3% <b>= R13 932</b>	R57 450 - 7% <b>= R53 429</b>
<b>Elementary</b>	<b>R8 087</b>	R20 218 - 3% <b>= R19 611</b>	R80 870 - 7% <b>= R75 209</b>

### Aftercare:

Phase	Monthly (January - December)
<b>Toddlers</b>	<b>12:30 - 14:00:</b> R1 200 <b>12:30 - 17:00:</b> R1 600
<b>Preschool</b>	<b>12:30 - 14:00:</b> R1 000 <b>12:30 - 17:00:</b> R1 300
<b>Elementary</b>	<b>14:00 - 17:00:</b> R800

**Holiday programs (April, July, October): R350 per day / R1 500 per week**

### Additional Fees/ Items:

**Preschool and Toddlers:** Please supply one box of tissues and one bottle of hand soap termly

**Elementary:** Please supply one ream of plain, A4 paper termly  
Stationery packs to be purchased from Waltons list

**Payment Terms:**

**Monthly payment:** 10 (ten) equal payments payable on the first of the month (1 January to 1 October).

**Termly payment:** Fees are payable on the first school day of each term.

**Annual payment:** Single payment, payable on or before 1 February 2025.

- All fees are payable even if your child is on holiday during the school term.
- All fees are payable during government-mandated school closures, lockdowns or quarantines.

**School fees and aftercare fees are not prorated.**

**Late Collection Fee:**

- For late collection, there is a charge of R100.00 for the first 15 minutes and R150 every 15 minutes thereafter.

**Discount:**

- Termly payment: 3% discount for upfront termly payment.
- Annual payment: 7% discount.
- Siblings of children enrolled at CTMS will receive a 5% discount on school fees for the second child and a 7% discount for the third child.

**Method of Payment:**

- All payments to the school can be made via electronic transfer.
- Cash, Snapscan or credit card payments are not accepted.
- Payment made through bank deposits will incur the bank charges on the following month's invoice.

**Late Payments:**

- Interest at 24% p.a. will be charged on all overdue accounts.
- Termly fees not paid in full during the first 10 days of the term will automatically be converted to the monthly fee structure.
- Monthly fees not paid in full by the 5th of the month will be regarded as overdue and will accrue interest.



### **What your Fees Cover:**

- Initial interview and programme development
- Settling in visits before start date
- Monthly newsletter
- Ongoing parent feedback
- Access to Transparent Classroom
- Comprehensive Learning Support
- Parents feedback meetings termly
- Learning support through our on-site learning support team

### **What is Not Included:**

- Optional extra murals
- School photos
- Trips and outings
- Stationery pack for elementary group

### **Extra Services Available:**

- Occupational Therapist
- Speech Therapist
- Physiotherapist
- Behavioural Therapist
- Informative parent's meetings
- Parents workshops



## Application Process

Choosing a space for your child is not a decision to be taken lightly. Interested parents are encouraged to apply via our website and submit proof of payment of the R200 application fee.

Once payment of the application fee and the application form have been received, we will contact you to arrange a time to meet with the head of school, the HOD and visit our beautiful property. Following this meeting, depending on available space, toddlers (with a caregiver) and preschool learners are invited to spend a morning with us to get a feel for our school and elementary applicants are invited for a two-day observation period to ascertain their fit into a Montessori environment at the elementary level.

Should we be in the position to place your child at CTMS, we will enter into a service agreement and receive an invoice for the enrolment fee. Payment of which, will secure your child's space at CTMS. Questions, phone calls and emails are always welcome should you need further information and guidance throughout the process.



### Bank Account:

The Cape Town Montessori School Trust

NEDBANK – Gardens

Account no. 1142812537

Branch code 1010/09

Ref: Child's Name and type of fee i.e. School Fees/Enrolment Fee etc.

### PHYSICAL ADDRESS:

2 Sylvan Close, Oranjezicht, Cape Town, 8001

### CONTACT US:

Office: 021 465 4003

Office Cell: 076 856 4029

E- mail:

**Admin:** [secretary@ctms.org.za](mailto:secretary@ctms.org.za)

**Finance:** [nombulelo@ctms.org.za](mailto:nombulelo@ctms.org.za)

**Head of School:** [natalie@ctms.org.za](mailto:natalie@ctms.org.za)

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