**Welcome to Pink Tower Montessori**

**Dear Parents/Guardians,**

**Welcome to Pink Tower Montessori!**

We are excited to have your child join our Montessori family. This letter provides important information about our policies, procedures, and approach to learning. Please take the time to read through it carefully and let us know if you have any questions or concerns.

**Our Approach to pre-primary learning**

**We follow the Montessori philosophy, which emphasises:**

• Child-Centred Learning: Each child is an individual with unique strengths and interests.

• Learning Through Discovery: Children are encouraged to explore, experiment, and learn at their own pace through hands-on experiences.

• Developmentally Appropriate Goals: Montessori methods foster growth in cognitive, physical, emotional, and social development, tailored to each child’s age and abilities.

Our nurturing environment with genuine Montessori resources encourages independence, curiosity, and a lifelong love of learning.

**Child Protection and Safeguarding**

The safety and well-being of children is our top priority.

• All staff members are trained in child protection and are required to follow strict safeguarding protocols.

• Confidentiality: all personal information shared will be kept secure and confidential.

**Health and Safety**

• Safety Checks: We ensure that all indoor and outdoor areas are safe and secure.

• Hygiene Practices: Children and staff follow rigorous hygiene protocols, including frequent handwashing and regular cleaning of resources and surfaces.

• Children who are unwell or have contagious illnesses must stay at home.

• Parents will be informed immediately if their child becomes ill during the day.

**Drop-Off and Pick-Up Procedures**

• Children must be escorted to their classroom and signed in by a parent or guardian.

• Pick-Up: Only authorised individuals listed will be allowed to collect children.

• Any changes to the pick-up routine must be communicated in advance.

**Communication with Parents**

We value open and transparent communication with parents.

• Newsletters and Meetings: Regular newsletters will keep you informed about activities, events, and important updates.

• Parent-teacher meetings will be scheduled to discuss your child’s progress.

• Incident Reporting: Any incidents involving your child will be documented, and you will be informed promptly.

• Feedback and Suggestions: We welcome your input and are always available to discuss any concerns or suggestions you may have.

**Contact Information**

**If you have any questions or need to get in touch with us, please contact:**

**• Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**• Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**• Office Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**We look forward to partnering with you to ensure your child has a joyful, safe, and enriching Montessori experience.**

**Warm regards,**

**[Your Name]**

**Director, Pink Tower Montessori**