



Cedrus Montessori



Academic Year 2025/26
Student/Parent Handbook

Pretoria Avenue- East Legon- Accra



Cedrus
Montessori



Dear parents, We are excited to welcome you to Cedrus Montessori and to work with you to help your child achieve their dreams.

01 Drop off and pick up

1. The school will resume on the 5th from 8:00 am to 12:00 pm on the first day. **Children will stay at school till 12:00 pm on Friday 5th (the first day of school) only.**

Gates will open at 7:30 am, and not before, until 8:30 am. Gates will then be locked until 2:00 pm for pick up time. Any late arrivals or early pick up must inform Mrs. Sanaa for gate access.

2. Parents are kindly asked to pick up their children and wait by the main door / patio. Parents will not be allowed to enter the classroom to avoid other children getting upset.

Staff will bring the children to the collection point and allow them to leave once an adult is visible for their children.

3. If your child is going to be picked up by some other parent/ person, it is the responsibility of the parents to notify the school of the arrangements that have been made.

5. Parents are kindly requested to keep their vehicles parked safely and locked at all times outside the school premises. Cedrus Montessori is not responsible for any damage or loss.



02 Communications

- 1. The Parents Group on WhatsApp is created to share announcements from school.**
2. Only the admin can post. Other child specific communications remain confidential and direct with parents.
3. Avoid calling teachers / staff directly on their mobile numbers. Contact Mrs. Sanaa on WhatsApp or call to give messages as a mode of communication.
4. The school takes utmost care of children. FIRST AID will be given immediately in case of any injury. Information will be provided to parents in full detail at pick up reporting time. If the injury is seriously we will call the parent immediately.
5. Cuts or open sores should be covered with a plaster or other dressing.
6. The school provides Paracetamol (if necessary and only in case when needed) and upon parents knowledge and permission. Children are not allowed to carry drugs or medications to school. Medication to be administered before arrival at school.
7. When the child is unable to attend school for any reason whatsoever, parents are requested to keep the school informed.



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03 Personal care

1. Nails in trimmed condition are imperative for reasons of hygiene and safety. Parents are requested to observe this meticulously.
2. All children should put on mosquito repellent in their house before entering school and keep it with them in their bags to be applied before playing outside.
3. For little girls with braided hair: Parents are requested not to send children wearing hair beads. Hair accessories may come loose pose a high risk for injuries and is a choking hazard esp. while playing with, dropped or put in the mouth.
4. Parents are requested not to send their child to the school during illness, to obviate any infection to other children. In case they come with any sickness symptoms, the school will immediately call the parents to pick them up.
5. Every attempt is made to protect children's clothing from permanent damage or stains, however, accidents do occur. If the child is not willing to wear an apron, he/she will not be forced. We will change the child into his/her spare clothes for messy activities.



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04 Dress Code

1. Parents are advised not to put any jewellery of high value when children attend school.
2. Long trousers/ pants / leggings and closed shoes are recommended to avoid bug bites and for a safer play in the garden.
3. Label the child's name on all their belongings: e.g. Bottle, Container, bag, etc.
4. We operate a sock policy indoor. Your child is best to come to school in closed toe shoes suitable for the outdoor playgrounds.
5. On special occasions the school program may require a specific outfit. The head of school will inform parents ahead of time via the Parents Group on WhatsApp.



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05 Diet and Nutrition

Healthy foods have nutrients that are important for growth, development and learning.

1. Water bottle
2. Milk (Powder & bottle) (if applicable)
3. Avoid salty foods such as chips. Avoid fatty and sugary foods as chocolate and candies.
5. We encourage healthy and immunity booster snacks. Foods such as fruits and veggies are an important sources of vitamins, minerals, dietary fibre, plant protein and antioxidants.
6. Food should be fresh, healthy and easy to eat.
7. **Nuts, chocolates, chips, sugary juice, fizzy drinks and unhealthy foods are not allowed. Healthy alternatives must be provided for snacks and desserts.**

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Pretoria Avenue- East Legon- Accra - Ghana
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School Bag Contents

Bag 1 containing:

- Two extra sets of clothes
- Two extra underwear
- Socks
- Sunhat
- Diaper cream
- Wet wipes
- Suncream
- Mosquito repellent
- Two sheets and a blanket for naptime (Will be returned home by end of week to change with a refreshed set)

(In case of diaper change)

- Four extra diapers
- Changing mat

Bag 2 containing:

- Healthy Snack + Lunch (no nuts - no chocolate - sugar free)
- Bottle of water (with cover lid)

A reminder from home:

You can provide your child with the much-needed reassurance they need on the first day. This may be a soft toy, blanket or other comforter items.

Parents are requested to not place any glass containers or medications in the school bag. In case of need, it is to be handed directly to the supervisor.



CEDRUS MONTESSORI CURRICULUM

AREAS OF FOCUS

Emotional wellbeing
Psychomotor development
Intellectual development
Language development - bilingual
Socialization

5 KEY AREAS

Practical Life
Sensorial
Language
Mathematics
Culture and Creativity

DAILY SCHEDULE

7.30 am – School Opens

- Good Morning!
- Teacher welcomes and greets every child at the door.
- Parents leave.

8.30 am – Breakfast

- Children serve themselves and clean up after themselves. Classical music is softly played in the background.

9.00 am – Circle Time

9.20 am – Work Cycle Begins

- For the first hour of the day, children freely choose to work with an activity from one of the five curriculum areas: Practical Life, Sensorial, Language, Mathematics, and Culture.
- Children may work with one material for the whole work cycle, or they may move freely from one activity to another. New children are guided through the activities and lessons by the teacher. Children may work individually or in small groups as long as they are productive.

DAILY SCHEDULE (continued)



10.20 am

- The children conclude their activities and pack away the materials. Packing away is an important part of learning to take care of the materials and their classroom environment.
- Children learn the order of the environment and take pride in returning objects to their rightful place.
- Completing the cycle of activity (COA) helps the children to be self-disciplined.

10.30 am – Special activities

(Art and crafts, music and movement, «Show and Tell», psychomotricity, science experiments).

11.00 am – Outdoor Play

- Outdoor play is a time for the toddlers to socialize with other age groups and exercise their gross motor skills.
- Activities are prepared by the teachers for some group play.

12.00 - Preparing for lunch time

- Working hard is hungry work! We require families to pack a lunch for their child. Homemade food encourages children to learn about foods from different cultures, encourages food-based discussions, and fosters a greater understanding of healthy eating (Fruits, vegetables, cereals, etc...).
- Our staff are happy to heat any meals that should be served warm.

12.30 pm – Group Time

- Group time allows the class to develop a strong sense of community through shared learning and experiences. Group time activities for our toddlers typically include; story time, Lego, building blocks, playdough etc...

13.00 pm – Rest Time

- The children who need a nap go to sleep listening to soft music. Children who do not need a day sleep participate in quiet activities such as “reading” a story; but they must be resting.

1.45 pm – Toddlers Wake Up

- Children begin to wake up and pack away their bedding. Educators ensure each child’s bedding is packed away in their own bag, ready for the next day.
- Children’s bedding goes home at the end of each week.

2.00 pm – Closing Time

- The little one is now ready to go home after a wonderful day of learning and fun.
- Teachers greet parents at the door and help them collect their child’s belongings.
- They answer parents’ questions about how the child slept, how much they ate or what they have learned during the day.

*Throughout the day frequent toilet times and/or nappy changes are scheduled for the children, and the educators regularly check if the child requires an extra nappy change.



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CURRICULUM DETAILS

All activities are age appropriate at Cedrus Montessori

- Recognizing similarities and differences
- Recognizing quantity of numbers 1-10 and identifying numeric symbols
- Learning how to use words to express feelings, and ask for help when needed
- Holding a coloring pencil correctly – the frog and coloring within limits
- Cooking and measurement
- Following a sequence of directions (not more than 3)
- Enhance skills for autonomy through practical life (i.e. serving own water/snack, cleaning and care of the environment)
- Exploration of the five senses

GROUP TIME

At the beginning of the year our group time (similar to a circle time) is informal and we don't force anyone to sit while we read. As the year progresses and their attention spans grow, they sit on a carpet square while we read a short story and recite one of our **favorite finger plays** or dance to one of our **favorite songs**. This gets them used to sitting together and they will be ready for a more.

MUSIC & MOVEMENT

(Drumming and dancing)

This might be using rhythm sticks, or **singing to our favorite songs**.

SNACK

A lot of independence takes place during snack time. We start from the very first day carefully showing the children how we wash our hands before and after snack, how we sit at the tables, and how we clean up our spots when we are finished.

PLAYGROUND

Both areas have lots of toys that allow the children to use their **large motor skills**. We make sure they get at least 30 minutes of time moving their bodies.