Swakopmund Montessori Academy

Quality Education for Life

PROSPECTUS 2026

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MISSION STATEMENT:

At Swakopmund Montessori Academy our mission is to provide an environment which fulfills the emotional, intellectual, physical and social needs of each individual child in a nurturing, secure and academically stimulating environment.

We encourage our students to become life-long learners who respect themselves, others and their environment. We also encourage them to develop independence, a love of work and respect for all.

VISION:

To produce strong, confident Namibian citizens who have a life-long love of learning, who feel respected, are confident in their own abilities and can contribute positively to their society.

PRINCIPAL AND STAFF:



Mrs. Nikki Gantz

Founder and Principal, Swakopmund Montessori Academy

Montessori Pre-primary Dips. (NQA. Level 5)
Montessori Elementary Dips. (NQA Level 6)

I began my Montessori journey in 1998 when I started looking for a pre-school for my independent, yet gentle and sensitive, two-year old son. I wanted a school that would accept and nurture him for the individual he was and allow him to learn and do things when he was ready, rather than to try and make him conform to the norms of a group. Thank goodness I found the (then) Headstart Montessori Pre-primary and Elementary school under the principalship of Mrs. Lindsay van den Berg. My son started at Headstart in 1999 and fitted into the Montessori system from day one. He graduated from grade 7 in 2009 a well-rounded, confident person, prepared and ready for traditional high school.

The Montessori method really appealed to me and therefore, I joined the Headstart Montessori teaching team as a volunteer in the lower elementary classroom. Soon thereafter I began my studies. Initially, I studied pre-primary teaching as the elementary course was not yet in existence. On completion of my pre-primary diploma, I began my elementary studies. I went on to become an assistant directress and worked my way up to team-leader of the lower elementary classroom.

During the time I was associated with Headstart Montessori School I was very fortunate to work side-by-side with some wonderful Montessorians. I learned a great deal during the eight years I was at Headstart, and I made some life-long friends. Unfortunately, Dr Lindsay van den Berg retired as principal of the school in 2007, due to health reasons. Shortly thereafter the Montessori school was converted into a traditional school (today the International School of Walvis Bay) and for a time Montessori at a primary school level ceased to exist in Walvis Bay and Swakopmund.

I spent the next few years mostly working with children with various special needs, including dyslexia and Asperger's syndrome, amongst others. In 2012 I moved to Swakopmund and decided to look for employment in my new town, and I was very fortunate to be appointed as the grade 2 teacher at a local private school. However, my Montessori blood continued to run thick. Every year I would observe children in my class who I believed would have thrived in a Montessori environment and I would find myself saying "What a pity – where is a Montessori school when we need it?"

After three years of saying this, I finally decided to do something about it and to establish my own Montessori school. And thus, the idea of the Swakopmund Montessori Academy was born, which became a reality in 2016.

CURRICULUM:

At Swakopmund Montessori Academy we use the Albanesi Montessori Curriculum for the core subjects of Mathematics, English language and Geometry.

Subjects such as history, geography, science, biology, etc. are mostly taught according to the government curriculum.

Other activities that are offered at Swakopmund Montessori Academy are:

- Kinderkinetics (Pending finalization)
- Chess (Pending finalization)
- Sport Field activities and physical training

EXTRA MURAL ACTIVITIES

Please note that no extra-mural activities are offered by the school currently and that these should be organized privately outside of school hours.

RELIGIOUS POLICY

Swakopmund Montessori Academy is a religiously neutral environment and is not associated with any particular religious persuasion. This means that no particular religion is taught as part of the curriculum.

At S.M.A. all religions and all peoples are respected. Respect is a key component in a Montessori classroom - respect for the child, respect for the environment, respect for others and respect for oneself.

Religion is looked at from a cultural and sociological point of view. Children will be invited to explore the cultures of the world and by means of these studies they will see that there are many different religions.

Special holidays such as Christmas, Hanukah and Chinese New Year - which are religious in origin – will be discussed in the classroom on a cultural level and we will look at and discuss the associated traditions, food and origins of these special days.

Although we do not teach religion, we emphasize and discuss moral and ethical themes such as love, kindness, joy and respect for others and for the world in which we live.

GENERAL INFORMATION

School hours:

Children may be dropped off between 07h30 and 08h00. The school day begins at 08h00 and ends at 13h00.

We follow the Namibian Private Schools calendar with regard to school terms and holidays, but our terms will always start on a Wednesday and end on a Wednesday. We also have one mid-term break per term.

School uniform:

Boys and girls wear the same uniform, as follows:

- Navy blue polo shirt (choice of a short-sleeved and a long-sleeved version) with the school logo embroidered on the breast / pocket.
- Plain dark blue jeans / navy "sport shorts".
- Navy blue cricket hat with the school logo embroidered on the front (we live in Africa and with the high incidence of skin cancer, a hat is a must outdoors!)
- School tracksuit.
- Navy blue / white ankle socks.
- Takkies / sandals.
- School beanie and scarf in winter.
- Hair must be worn in a way so as not to get in the way of or distract from school work.
- Studs or small hoops may be worn in the ears.

Please ensure that your child's clothing is clearly marked with his / her name. A regular permanent marker can be used to do this.

NB! School uniforms can be ordered directly from Aletta's Uniform & Sportswear, Minette Building, Shop No 1, Sam Nujoma Avenue, Swakopmund. (Adjacent to Royal Computers, opposite Nel's Estate Agency). Uniforms can be paid directly to Aletta's Uniform and Sportswear. Contact number's: Tel: 064-202 555 Cell: 081 3333 761

1.) **Lunches / snacks:**

Please send along a small, healthy snack for your child to eat during the mid-morning break. Please do not send along any "junk" food or any food that needs to be warmed up, for example, left-over foods. Good options are sandwiches, fruit, yoghurt and water. Please inform the school in writing if your child has any specific food allergies.

2.) **School bags:**

Please provide a small school bag that is large enough to accommodate a lunchbox and water bottle. All other school supplies, books, etc. will be kept at school, therefore the bag does not have to be overly big.

3.) **Parent/directress contact:**

I am available to discuss any issues or concerns after school. If you need to contact me for any reason my number is 081 883 4683, or you can email me at swakopmontessori@gmail.com. Termly meetings will be held to discuss your child's progress and written progress reports will be issued at the end of the second and fourth term.

4.) **Birthday policy:**

You may donate a book to the class on your child's behalf. It will be inscribed with your child's name and the date of his/her birthday e.g. "This book was donated by Thomas on the occasion of his 8th birthday, 29-04-2015".

5.) **Stationery:** ***All stationery and books will be supplied by the school as these costs are included in the school fees.***

GENERAL REQUESTS:

1.) All personal items must be clearly marked with the child's name.

2.) Parents are requested not to allow children to bring toys to the school, as there is no place for toys in a Montessori environment.

3.) If parents find any Montessori equipment in their child's bag, please ensure that it is returned. Montessori equipment is expensive and difficult to replace, and often one missing part can result in the entire piece of material becoming useless.

4.) Children are not allowed to bring cell phones to school. In the event that a child needs to contact their parent(s), the principal or directress will allow the child to use one of their phones in order to do so.

ARRIVAL AND DEPARTURE POLICY:

1.) All classes start promptly at 8:00am. Please ensure that your child is not late for school as they miss out on a vital part of their day, and late arrivals are disruptive to the other children in the class.

2.) Children must be collected between 13h00 to 13h15 each day. Failure to do so will result in a supervision fee of N$150.00 per 15 minutes (or part thereof) being charged.

3.) Children will not be allowed to leave with any unauthorized person. In the event that your child will be collected by an unfamiliar person, please ensure that prior to collection you contact the principal with the relevant details (i.e. – name; relationship to pupil; and scheduled collection time).

4.) In the event that you are running late, please contact the principal and your child's director or directress will be advised accordingly.

ABSENTEEISM POLICY:

1. Parents are required to notify the principal between 7:30am and 8:30am of their child's absence.
2. In the case of illness, a doctor's certificate is required for an absence of three days or longer.
3. If your child has to be absent or needs to leave school earlier on a particular day, please inform the Principal thereof in writing 24 hours in advance.

MEDICAL AND HEALTH POLICY:

1. Please do not send your child to school if they have a high temperature, unexplained rash or contagious condition.
2. Should your child show any signs of illness whilst at school, you will be notified immediately.
3. If your child needs to take medicine during school hours please make sure that these are clearly marked with your child's name, and specific instructions need to be given to the principal in writing. This includes medication for asthma e.g. asthma pumps, as well as medication used for the control of conditions such as diabetes.
4. Please do not send any vitamins or supplements e.g. multivitamins, Omega oil capsules, to school in your child's lunchbox. These are to be administered by yourself at home prior to your child coming to school in the mornings.

CODE OF ETHICS:

Pupils, parents and staff should at all times strive to apply the ideas and principles of Maria Montessori when dealing with each other.

All parties are expected to act with integrity, dignity and to show respect for each other at all times. All have the responsibility to treat each other's property, the school's property and equipment, as well as the indoor and outdoor environment with respect.

CODE OF CONDUCT FOR PARENTS

It is expected that all parents will:

- Accept that, by accepting a place at Swakopmund Montessori Academy, you agree to your child being educated according to the Montessori educational philosophy and that all curricula adopted by the school will be taught following Montessori principles and methods.
- Share any cultural, medical or personal information that the school may need in order to best assist your child to be a happy, healthy, and well-integrated member of the class.
- Provide a home environment that supports the development of positive attitudes and habits that are in line with those of the school.
- Take an active interest in their children's work and progress.
- Involve themselves in the life of the school by volunteering and other means.

- Respect the school's responsibility to do what is best for the entire school community while recognizing the individual rights of, and showing respect for, each individual child.
- Familiarize themselves with and support the school's policies and procedures.
- Ensure that your child abides by the school rules.
- Avoid gossip and rumours, and if in doubt, consult with the school for definitive information.
- Seek to resolve problems and to obtain information through the correct channels.
- Treat everyone with respect and maintain a professional demeanor when faced with conflicts or challenges that may arise.
- Acknowledge that your payment of tuition is not an investment of ownership in the school, but rather an investment in the education of your child.

Swakopmund Montessori Academy believes that a positive and constructive mutual partnership between the school and the parents if vital in order for the school to achieve its mission and goals. Therefore, the school reserves the right not to continue enrolment, or not to re-enroll a pupil, if the school reasonably concludes that the actions of a parent make such a positive, constructive relationship impossible, or otherwise seriously interferes with the school being able to achieve its missions or goals.

CODE OF CONDUCT FOR STUDENTS

Elementary school children are required to enter into an agreement with the school. This agreement will be discussed with the children in class and explained to them. Thereafter it must be signed by all elementary school pupils and their parents and returned to the school, together with the application form.

It is expected that all students will:

1. Not be late for school.
2. Do their work to the best of their ability.
3. Treat others with respect and dignity.
4. Look after their own belongings and respect the property of others.
5. Not play in areas that are out of bounds.
6. Ensure that the toilet is clean and tidy after they have used it, and to wash their hands.
7. Ensure that they keep their classroom neat and clean and respect the garden and outside areas.
8. Ensure that they throw away their rubbish in the dustbin and recycle where possible.
9. Ensure that they do not misuse any of the classroom or playground equipment.
10. No use insulting or offensive language.
11. Not bully, intimidate or behave in a violent, disrespectful manner towards the other children or to the directresses.
12. Not take property that does not belong to them.
13. Observe school rules to the best of their ability.
14. Respect their directresses.
15. Treat the school property with respect and replace anything they damage or break.
16. Report to their directress anything that makes them unhappy.
17. Not disturb another student/person working in the classroom.
18. Give their parents notices to sign and return them to school.
19. Read the code of conduct and understand it.

ELEMENTARY SCHOOL CHILDREN DISCIPLINARY PROCEDURE:

Level 1: Verbal Warning

The directress issuing the verbal warning will hand the child a verbal warning slip, which the child needs to take home and ask a parent to sign. Verbal warning slips will be kept on file. Three verbal warnings for the same offence will lead to a written warning.

Level 2: Written warning

A written warning will be given to the pupil to take home for a parent's signature and the Principal will contact the parents.

Level 3: Disciplinary hearing

When serious offences are committed and verbal/written warnings are inadequate, the school will hold a disciplinary meeting before a decision is taken on what action should be imposed, which could result in suspension or expulsion.

SCHOOL FEE PAYMENT POLICY

School fees must be paid on or before the 1st day of every month and are payable a month in advance i.e. the beginning of January for January's tuition.

January school fees must be paid before school opens in the New Year.

School fees that are paid on a monthly basis must be done via debit order.

Yearly or term payments may be made directly to the school via electronic banking.

No cash deposits may be made into the school's bank account as this results in unnecessary "cash handling" fees.

Any late payment of school fees will result in a late payment penalty of N$ 250.00 for any payments received after the due date on the invoice, unless prior arrangements have been made.

SCHOOL FEE STRUCTURE: 2026

(Please note that there are no annual administration fees payable)

Grade R

A once-off non-refundable enrollment fee of **N$ 2,000.00** is payable on acceptance of your child at Swakopmund Montessori Academy. ***On progressing to Grade 1, a fee of N$ 2,000.00 is payable.***

Monthly fee: N$ 2,500.00

Grade 1 – Grade 6

A once-off non-refundable enrollment fee of **N$ 4,000.00** is payable on acceptance of your child at Swakopmund Montessori Academy.

The annual school fees can be paid on a monthly, termly or annual basis.

OPTION 1: MONTHLY SCHOOL FEES

- Monthly fees are payable in advance on or before the first day of each month (1st January – 1st December).
- Monthly fee: N$ 4,000.00 per month.
- Sibling discount of 5% will be given as from the third child.
- **Monthly fees must be made by debit order or EFT**.

OPTION 2: TERMLY SCHOOL FEES (FOUR TERMS)

Termly fees are subject to a 5% discount.

Termly fees:	N$ 12,000.00
Discount 5%	N$ 600.00
Termly amount payable:	N$ 11,400.00

- Termly fee = annual fee ÷ 4.
- In this case a 5% termly settlement discount is deducted from the termly fees.

- In order to be eligible for the discounted rate, fees must be received on or prior to the first day of each term.
- Payment can be made by direct deposit, electronic transfer (EFT) or in cash.
- In the case of EFT payments, please use your child's full name(s) as the beneficiary reference and email confirmation of the transaction to: **smafinance2020@gmail.com**

OPTION 3: ANNUAL SCHOOL FEES (FULL PAYMENT)

Annual fees are subject to a 10% discount.

Annual fees:	N$ 48,000.00
Discount 10%	N$ 4,800.00
Annual amount payable:	N$ 43,200.00

- In this case, a 10% full settlement discount is deducted from the annual fee.
- In order to be eligible for the discounted rate, fees must be paid on or prior to the first day of the new school year.
- Payment can be made by direct deposit, electronic transfer (EFT) or in cash.
- In the case of EFT payments, please use your child's full name(s) as the beneficiary reference and email confirmation of the transaction to: **smafinance2020@gmail.com**

Grade 7 – Grade 8 (Online Studies)

A once-off non-refundable enrollment fee of **N$ 3,000.00** is payable on acceptance of your child at Swakopmund Montessori Academy online self-study classes.

- Monthly fees are payable in advance on or before the first day of each month (1st January – 1st December).
- Monthly fee: N$ 3,500.00 per month.
- In the case of EFT payments, please use your child's full name(s) as the beneficiary reference and email confirmation of the transaction to: **smafinance2020@gmail.com**

BANKING DETAILS:

Account holder:	Swakopmund Montessori Academy
Bank:	Bank Windhoek
Branch:	481772 (Swakopmund)
Account number:	8005378900

ADMISSIONS POLICY:

- Priority will be given to children coming from a Montessori pre-school.
- Priority will be given to siblings of children already in the school.
- In the case of a child applying for grade 1, a school readiness report needs to be provided.
- In the case of a child applying for grade 2 or above, a copy of the last school report needs to be provided.
- With reference to children with special needs:
    - Children with **mild** physical, mental, or educational differences are considered for admission.
    - Reasonable accommodation will be made provided that no significant changes to the program are required, and that the child does not pose a risk to himself or others.
    - A recent diagnostic assessment by qualified professionals which identifies the child's needs within a mainstream environment is required.
    - Periodic assessment may also be required during the school year and prior to re-enrollment.
    - An educational assessment made during this time will determine:
        - The child's progress.
        - Whether our environment supports the developmental needs of the child.

ADMISSIONS PROCEDURE:

1.) A formal application to Swakopmund Montessori Academy needs to be made using the relevant application forms.

2.) After submission of the application forms you will be informed as to whether there is still a vacancy available in the grade for which you are applying. Should the class be full you will be informed thereof and will have the option of putting your child's name on a waiting list.

3.) Once the school has processed your application, and should a place be offered to your child, you will be notified thereof in writing.

4.) Once a place has been offered to your child, the enrolment fee of **N$ 4,000.00** becomes payable immediately.

5.) Once your **non-refundable** enrolment fee has been received you will be invited to the school to sign the Parent Contract and once this has been finalized, your child's place at the school is secured.

Declaration by parent(s)/guardian

I/we, _____,

parent(s)/guardian of _____ declare that:

I/we have read and understood the content of the school Prospectus. We undertake to adhere to submit ourselves and our child/children to the policies, rules and regulations as set out therein.

Father/Guardian:

Signature: _____

Name: _____ Date: _____/_____

Mother/Guardian:

Signature: _____

Name: _____ Date: _____/_____