



Founder

Mrs. **Prabha Padmanabhan**, B.A., B. Ed and a M.Com (Education Management) had her distinction in Post graduate Diploma in Association Montessori Internationale, Netherlands.

During her assignment as Montessori teacher in Chettinad Vidyashram over 5 years she has replicated a true Montessori System and seen the success of Children catching up the various areas. Then she has felt the need for starting a school for the cause of many needy children in South Chennai and thus established during 1999 in Vijaya Nagar, Velachery.

Srujana Montessori School duly recognized by Government of Tamilnadu has been housed at own building with all infra structural facilities.

over view

Srujana provides a strong academic foundation in a caring, learning environment that encourages exploration and growth fosters individuality, develop strong young leaders and instills a love of learning that lasts a lifetime.

About Montessori system

The Montessori Method of teaching concentrates on quality rather than quantity.

The Montessori school has instilled a love of learning in thousands of students. Since its inception students are often referred to by others as “confident learners”, “good citizens” and “strong leaders”.

In 1907, Dr. Maria Montessori, began her first school in Italy, based on the concept that a child from birth to age six has an 'absorbent mind' with a great capacity to learn. Accordingly, a Montessori classroom is created for the child. In it, the child is free to move, speak and work for his/her own development.

In this environment, he/she is an independent individual and he/she works and interacts with children of mixed ages in an atmosphere of helpfulness and co-operation. The scientifically designed materials are laid out in the class room within easy reach of the child eyes and hand. The adult guides the child and shows him/her intelligence. The adult respects the child's need to 'HELP ME TO DO IT BY MYSELF'.

Montessori Education deals both with the fundamental principles and special aspects of her work. This covers a field much vaster than that of child education and is no longer a matter of concern for teachers and parents only, but raises a question concerning mankind as a whole.

Montessori education is based on series of genuine discoveries. When Dr. Montessori started her work in the field of education and child psychology, she was already famous as the first woman to obtain a doctor's degree in medicine. Her scientific training and experience were therefore, exceptionally broad-based and remain, even today, quite unique among educationists. Today with more than 100 students, the Srujana Montessori School is proud to provide one of the most comprehensive and child centered learning environment.

Montessori Apparatus:

We have lessons and equipment that may look strange to those who may not be familiar with Montessori Method of teaching. But each lesson has a special purpose and is presented in a specific way.

Our school offers unique educational material. Children use these scientifically designed apparatus to develop co-ordination, concentration, confidence and cognitive skills. These activities help to develop kinesthetic movement, spatial refinement, fine and gross motor skill coordination, and concrete knowledge that lead to later abstraction.

In allowing a child to choose and by cultivating the child's natural desire to learn, the child is self- motivated to learn on his/her own.



Programs offered

Pre-primary (2.6 - 6 yrs)
Junior elementary (6-9 yrs)
Senior elementary (9-12 yrs)

Curriculum

Montessori Pre-primary: The Montessori environment allows children to move, touch, manipulate and explore. Children proceed at their own pace, from concrete objects and tactile experience, to abstract thinking, writing, reading, science and mathematics.

The class room is of a mixed age group of children between 2.6 to 6 years of age. It is child centric with child sized furniture. The environment consists of five areas:

- A) Exercise of practical life
- B) Sensorial
- C) Language
- D) Mathematics and
- E) Culture.

Exercise of practical life:

The activities of this nature develop fine motor skills, increase attention span and promote independence and self confidence, develop motor co-ordination and grace in movements. The activities include many of the tasks they see as a part of their daily routine in their home such as buttoning, sweeping, pouring, tying, slicing etc. And also they learn how to shake hands, enter into a conversation and close the door quietly.



Pounding Channa

Sensorial:

Sensorial activities include activities to stimulate hearing, touch, smell and taste. Sensorial materials are scientifically designed materials which directly help the child become conscious of color, form, dimension, texture, temperature, volume, pitch, weight and taste, precise language such as loud/soft, long/short, rough/smooth, circle, square and cube and so on is then attached to these sensorial experiences to make the world even more meaningful to the child.

Activities possible are Pairing, Sorting, Grading and Name lessons.

Indirectly these activities help the child acquire, refine and develop certain types of motor co-ordination.



Arranging the broad stairs

Language :

Language is taught with phonetics and the letters are not done in alphabetical order. Children handle letters made of sand paper so that their little hands can feel the letter shape. The child becomes aware of every aspect of language that is sounds, words, sentence and self expression. Through a gradual process he/she arrives at writing and reading.



Picture -1



Picture -2

Mathematics:

The material for this subject area helps the child learn and understand mathematical concepts. Fraction, odd and even and the numbers, zero are taught with beads, rods and number games. Concepts are grasped easily without pressure. They provide the child with a solid foundation and a structured frame work for abstract reasoning.



Culture:

Children are exposed to cultural activities such as history, geography, botany, zoology, physics, chemistry, and geometry and computer science through materials, experiments and stories.



Elementary level (6 to 12 years)

Junior elementary – 6-9 years old

Senior elementary – 9-12 years old

Elementary children work both individually and in groups and are encouraged to pursue their own areas of interest with the guidance of the adult. The elementary students are ready to begin the exploration of the universe in a more profound way by using the skills acquired in the early years.

The children set up experiments and they are encouraged to learn through observation and verification. The inner disciplinary approach learning means children develop the perception of the unity of knowledge and existence. The freedom allowed and responsibility expected in the classroom enable the child to develop a strong sense of self-esteem and inner discipline as he/she continues his/her life of learning. Projects are often done in groups. Children are encouraged to effectively use the encyclopedia for different topics. The children will be taken to different places like police station, Railway station, Hospitals, Bank, Post office and super market to have an idea about practical life.



Extra curricular activities

The school is in the genuine interest of providing opportunities for young children to be trained in a below mentioned areas everyday after school hours i.e., between 1.30 to 3.00 p.m.

- A) Karate
- B) Yoga
- C) Art and craft
- D) Dance
- E) Music and
- F) Drawing.

Assessment & Reporting:

The school follows the Real Montessori system. The assessment is made throughout year by means of observation. The adult needs to write about the child everyday about the activity they did at the working hours.

Twice in a year parent should meet teachers to know about the progress of their child in the open day. It will happen probably in the month of November and April.

Please ensure collection of your child's card in person as these meetings help us to work together in the best interest of the child. We expect only parents to come and discuss with us. Report cards will be issued for discussion, and any one of the parent can duly sign and return it back to us.

Admission procedure:

Parents are asked to obtain the prospectus and application for enrolment at the office by paying the application fee.

General instruction for filling the application for Enrolment

- All the columns should be duly filled in by the signing authorities.
- Recently taken Passport size photo of the ward should be affixed on the application in the space provided and 3 more photo needs to be attached.
- A copy of the birth certificate should be attached.
- Students entering above 5yrs are asked to provide T.C from the school where they are presently studying.

Fee:

The academic year of the school is from June to May and is divided into 4 terms.

Payment Schedule

- Ist Term On or before May 5th
- IIInd Term On or before August 5th
- IIIrd Term On or before November 5th
- IVth Term On or before February 5th

- Admission fee at the time of admission only.
- Term fee includes Tuition fee and Smart class fee split into 4 terms per academic year and it has to be paid as per payment schedule.
- Annual fee has to be paid annually once.
- Fee should be paid in cash or by means of a Crossed local Cheque in favor of Srujana Montessori School. Cheques are accepted subject to realization. Outstation cheques are not accepted. In case the cheque is dishonored, cash should be remitted immediately with cheque returned fee. Fee has to be paid at the school office working hours between 9.00a.m to 12.00 noon
- For every day beyond the due date, a fine of Rs 50/- shall be levied. The fine has to be paid at the time of paying the fee.
- Admission, Development, Term, Annual Fee once paid will not be refundable.

Working Schedule / School Timing:

Monday to Friday working day.

For the age group of 2.6 to 3.6yrs, the child will be in a school between 8.45 to 12.00noon.

Morning Session : 9.00 am to 12.00Noon
Snacks break : 10.30am to 11.00am

From the age of 3.6yrs and above will be in a school between 8.45 to 3.00 p.m.

Morning Session : 9.00 am to 12.15pm
Afternoon Session : 12.45pm to 1.30pm
Lunch break : 12.15pm to 12.45pm

Please ensure that your child is in school on or before 8.45a.m.

The school gates will not be opened for late comers.

The parents who wish to bring discipline among the children must strictly follow this.

We request you to put your child in the van also accordingly as per timings given to you. In case, you are sending your child by any other means, please ensure that child is picked up at the assigned time from the school premises.

Holiday :

List of holidays and events are given in the diary. Please ensure to follow the same. Due to natural calamity if unexpected holidays are declared by the Kanchipuram District in the TV then it is declared a holiday.

School Diary:

The children should bring the diary everyday. The parents have to fill the identity particulars about the child. When ever the child is taking the leave the next day it has to be filled duly. If leave is taken for more than 10 working days you will have to provide the medical certificate. The parent has to acknowledge the message written in the diary from time to time.

Transport system

The school operates a transport system with Mini Buses to connect the following localities in its 'pick-up' and 'drop'. The charges will be moderate for everybody.

***Thoraipakkam**

*** Medavakkam**

***Velachery**

*** Nanmangalam**

***Madipakkam**

***Perungudi**

***Kovilambakkam**

***Kilkatalai**

***Pallavaram**

***Pallikaranai**



Rules for students

- A) Damage caused to building, furniture, library books, Montessori Materials etc. must paid for, at the discretion of the principal.
- B) Pupils are advised not to bring any valuable articles /gold ornaments to the school. The school will not be responsible for the loss of pupil's belongings.
- C) Students suffering from contagious/infectious diseases will not be permitted to attend school.
- D) Every student must bring the diary to school regularly.
- E) Pupils are expected to take part in all extra-curricular activities of the school and no one will be exempted, except for valid reasons.
- F) All the students should converse only in English in the school premises to acquire greater skills in the use of language.
- G) Regular late-coming, frequent absence, negligence in wearing uniform will be viewed seriously.
- H) Pupil who bring lunch to school, should bring with them spoon, napkin & hand towel.
- I) Though the school takes care to supply clean drinking water, it is advisable to carry clean drinking water bottles from home.



Norms for parents

- a) Parents are requested to co-operate with the school authorities in maintaining discipline, inculcating diligence, upright behavior and courtesy.
- b) Parents are not allowed to see their children or meet the class teacher during the school hours.
- c) Parents are not allowed to wait near the class rooms or the verandah during class hours.
- d) Please ensure that the bag you choose for your child should be the one, which should be easily carried by your child
- e) The bag must contain a clean napkin, and complete sets of clothes with extra innerwear, neatly put in a plastic cover with the name written on it.
- f) Your child's belonging are to be neatly labeled with their name for easy identification.
- g) Please send separate bag for keeping their home work note books.
- h) Parents are expected to meet the principal only during the working hours and particularly during the days and timings specified for an appointment.
- I) Girl children should use blue ribbon to tie hair.



School Events

As per schedule printed in the diary it will be followed. If there is any change we will inform you duly. We take the children for field trip twice a year. We prepare the children much ahead of time and indicate to them what to expect.

Staff meeting

Parent are allowed to meet the teacher monthly once i.e., second week of Friday. We understand your anxieties and needs. However, it may please be noted that we never discuss about your Child's activities or progress in his/her presence. Prior appointment for meeting our staff is needed and such meetings will be only after school hours.

Observation

You're welcome to observe your child at work in a Montessori environment. It will be a wonderful opportunity and experience for you to find how our classroom of mixed age group operates including your child's participation. During observation class, we request you to kindly note the following.

- Please do not move unless absolutely necessary.
- Please do not touch any child's work.
- Please avoid speaking to the children including your child.
- Please avoid speaking to the adults who are guiding the children at work.

Observing your own child

- Consult the adult regarding the readiness.
- Set up a date and prepare your child well ahead of time of your visit.
- Do not rush the child to do work at a given time.
- Allow the child to share his work with you.
- Do not make any suggestions.
- Do not discuss the child's progress with the adult in the presence of the child.

Toddler programme

Educating children from 18th Month Onwards.

Enrollment details

Srujana Montessori School's toddler programme consists of a single two-hour session:
only 10 children per session.

>Session : Monday to Friday

>Timing : 10.00 to 12.00 A.M

>Duration :10 weeks

>Location : Srujana Montessori School, Periyakovilambakkam, Chennai-600 117.

Term I: Feb to April	Term III: July to Sep
Term II : April to July	Term IV: Oct to Dec

Any fee paid by you is non-refundable

This program is designed for children aged approximately 18months to around 2.4months of age.

Preferences will be given for sibling babies.

Your child's place in the program continues until the time they are ready for transitiariy to their allocated class.

The ranges of activities offered are:

- *Language enrichment exercises.
- *Exercise to refine eye-hand co-ordination and visual discrimination.
- *Practical life exercises.
- *Art activities.
- *Group music activity.

All work is set out in such a way that child can use the materials with the minimum of adult assistance to complete and repeat tasks without interruption or interference. In this way child build up their concentration span.

Child needs:

- *Drinking water
- *snacks or biscuits
- * Child is asked to bring a piece of fruit to share.

Please notify the office if any family members would like to observe.

This will assist the parents/carers to better understand the Montessori philosophy.

Parent's Workshop

Parent involvement:

Parent involvement is essential in a community based school not only does it enable costs to be kept down and the school kept viable, but also parents are more closely involved with their child's school environment, and thus more aware of the needs and features of the school.

Parents assist with maintenance of equipment and the outdoor environment, as well as being part of the school. In addition parents are required to assist with fund raising activities to develop school's infrastructure.

Parents with special skills in areas such as craft, drama, music or culture may also become directly involved with the children by contributing these skills in the class. Apart from their possible use in specialist areas or helping out on excursions.

Parent Education :

It is hoped that a child's experience at school will be a continuation and extension of the parents nurturing and that the director will build on the strengths that parents fostered. To achieve this good communication between parents and class room director is essential. Parents attracted to a Montessori programme for their child will generally aspire to the attitudes and approaches to the child which are consistent with those in the class.

With these things mentioned above parents have to **enroll** them selves for a workshop session.

The workshop will be a whole day programme held twice a year on Saturday in the month of July and November

Registration for workshop: Rs.500/- perhead.