



= AKASIA KINDERLANDGOED =

21 JOHN STREET HEATHERDALE AKASIA / TSHWANE – 012 0070268 / 0636215267
0793166130 – E-MAIL: akasiaklg@gmail.com / www.akasiakinderlandgoed.co.za

Pre-primary School / After Care



CELEBRATING 37 YEARS IN ECD SERVICES



Registration:

- ☺ Registration fee for all learners, after care excluded: R 350-00. (Payable at registration.)
 - ☺ Please complete the registration form in full.
 - ☺ Your contact details and Family member / Friends, contact detail is compulsory and important.
 - ☺ Make sure medical aid information are complete and current.
 - ☺ With the submission of the registration form, and payment of registration fee, the registration will be complete, and the space will be reserved for your child.
- Please attach the following to your child's, fully completed registration form.
- ☺ Registration fee is only payable at registration, for first timers and is not payable yearly.
 - ☺ **Copy of learner's birth certificate.**
 - ☺ **Copies of parent's ID documents.**
 - ☺ **Copy of clinic card.**
 - ☺ **Copy of proof of residence.**

School fees.

- ☺ School fees are payable, the first day learner attends school.
- ☺ All fees must be paid in advance, before the third of the month, except when definite arrangement was made for another date. (Before the sixteenth of the month.)
- ☺ Please note that 1-month notice must be given in writing / e-mail.
- ☺ School fees are payable in 12 payments: January to December. Learners giving notice for the end of Nov., will not be accepted again in Jan. without full payment for Des.
- ☺ **SCHOOL FEES:**
 - All children on nappies: R 1 800-00.**
 - Toddlers. (2 – 5 years): R 1 600-00.**
 - Grade R: R 1 600-00.**
 - After Care: R 950-00. (No registration payable)**
 - After Care: (Own transport) R 850-00. (No registration payable)**
 - Registration fee: R 350-00, only payable for new learners.**
- ☺ School fees are payable in advance, no deposit required.
- ☺ Please keep all receipts as proof of payment.
- ☺ Payment method: Please pay with EFT or swipe and use our card facilities, cash will be accepted if you prefer it.

Banking information.

Akasia Kinderlandgoed

ABSA

4073732496

Branch Code: 334645

- ☺ Always use your child's name and surname as reference please.
- ☺ Use this account only for school fees, optional activities and swimming are paid into different accounts.

General rules and information.

- ☺ The school gates open at 06:00 and close 17:30. Please do not be late no staff are available to supervise your child after 18:00.
- ☺ The gate John street (Northern gate) **must** be used as an **entrance only** and the gate in Lily street (Western) gate as **exit** only. From 8:30 to 12:30 the Lily street gate (Western/ exit gate) will be locked for safety reasons, please use John street (Entrance) gate for both exit and entry during this hours. **Please, under no circumstances use the exit gate as entrance, and endanger our children and obstruct the traffic flow.**
- ☺ Learners **must** be at school before 08:00, our program starts at 8:00.
- ☺ All children/ learners must bring a bag/ backpack/ schoolbag large enough for any clothing and shoes brought to school to fit in, if taken off during the day.
- ☺ We sell stationary packages in Jan. and would prefer if you buy it from us (R 550-00), if you decide to buy it yourself, you will receive a list before the end of Feb. and are then responsible for replacing lost and damaged items throughout the year. If you decide on the school package (We buy in bulk) the school will supply your child with stationary throughout the year with no extra expenses from your side.
- ☺ It is not compulsory for children to wear shoes during summer, they take it off in anyway, please send them without.
- ☺ Children ages 2 -6, learn by playing, please allow your child enough 'playtime'. At school, we allow them to play with sand / paint / water etc. don't be too upset if they don't go home perfectly clean.
- ☺ Please do not send blankets and pillows to school, we do not have space to store them. The school do have blankets to use when needed. We cannot take responsibility for lost items.
- ☺ If your child uses sunscreen lotion, please apply in the morning before school.
- ☺ There will be a concert every second year, and a graduation every year, only learners going to grade R and grade 1 will take part in the graduation.
- ☺ The first parents meeting will be in late Jan./ early Feb. Second term parents meeting will be invitation/ appointment meetings.
- ☺ The third term meeting will be in late July/ early August. Fourth term parents meeting will be invitation/ appointment meetings.
- ☺ Please mark all, bags, clothes, lunch boxes, bottles etc. with a permanent marker, it makes it much easier to find when misplaced.

Medication / Accidents and medical matters.

- ☺ Please sign in all medication at reception, there is a medication register for that purpose. Medication not signed in will and cannot be administered.
- ☒ **Medication may never be left in bags, clearly mark with child's name and leave at reception.**

- ☺ If you do not bring your child to school, please send a message on the class WhatsApp group clearly stating dosage, time and name of medication.
- ☺ We only administer medication after breakfast and lunch, early morning and night, dosages stay the parent's responsibility.
- ☺ Please keep ill and sick children at home, other children will get infected, and the school have no infirmary to take care of sick children.
- ☺ In all emergencies parents, will be contacted, if parents can't be reached or are not available, and a child needs immediate medical care the local emergency services will be used.
- ☺ Please note that it stays the parent's responsibility, to make an appointment, and take a sick and/ or injured child for medical care.
- ☺ All medical bills, including emergency services, stays the responsibility of the parent.
- ☺ Please complete the section on allergies, medical conditions, on registration form thoroughly.
- ☺ Make sure that your contact detail is updated when changes occur.

Communication.

- ☺ We make use of e-mails, printed letters, WhatsApp (This is compulsory, please download WhatsApp from your app-store or i-store), telephone calls for communication.
- ☺ Please make use of e-mails to give notice, request menu's, documents ext. (Please note you will not receive answers immediately as we only do e-mails, once a day, in the mornings, allow 24 hours for response.
- ☺ For important matters, we will send written notice, and will notify you on the class WhatsApp group to look out for the written letter.
- ☺ A WhatsApp group will be created for each class. The teacher will communicate to parent on these group sending photo's, instructions etc. for parents to see. Parents can also use this group to post lost belongings, asking questions, tell the teacher when children are sick etc. Please do not use this groups for personal or confidential matters, rather call or message the teacher personally.
- ☺ Please do not misuse this valuable communication tool.
- ☺ Please feel free to discuss any problem with staff members, and teachers, if you feel the need to refer it to the principal please tell them so.
- ☺ The principal's door is always open, feel free to step in and visit him, no appointment needed. If you phone the principal and he don't answer, he is busy with other school related matters, please send him a sms / e-mail, and he will respond.
- ☺ It is always good to have complaints on record, please e-mail any complaints to akasiaklg@gmail.com.

Curriculum / Program.

- ☺ We make use of the CAPP's program as develop and used by GDE, and Dept. of basic education.
- ☺ Integrated into this program, are the positive element of the old outcomes-based program as well as advice from various grade 1 teachers and early childhood development roll players.
- ☺ All the above was simplified to be relevant to all age groups from 2 years to grade R.

Meals.

- ☺ Meal times are at 8:00 (Breakfast) and 12:30 (Lunch).
- ☺ We provide breakfast and lunch, you provide snack 'box' for 10:00 and 15:00, please try and provide healthy foods. (Please discuss this with your child's teacher.)
- ☺ If your child is allergic to foods on our menu we will try to substitute with other foods, if we are unable to do so, it will be the parents responsibility to provide breakfast and lunch.
- ☺ Children will be hungry by late afternoon and evening, the main meal (Dinner) will be the parent's responsibility.

Safety and security.

- ☺ Please close all doors and gates, even if you only visit for a second. These gates are closed for safety reasons.
- ☺ No child will be handed over to any other person but the, parent / guardian / listed persons, parents will be contacted to verify the person's identity.
- ☺ We make use of a biometric fingerprint system to 'sign' learners 'in and out', finger prints will be registered the first day your child attends the school. This will give you access to the gate at reception.
- ☺ Safety officers will be on duty, from 06:30 to 17:30.
- ☺ We also have a recording CCTV camera system, in classes and outside areas, including gates and parking area.

Optional activities / Swimming.

- ☺ **Extra / Optional activities and programs:**
Swimming R350-00, Soccer R 300-00, Computers, Ballet and dancing, Maths R300-00, English R 300-00, Afrikaans R 300-00, Chess R 300-00.
- ☺ Swimming, Maths, Afrikaans, English, Soccer will start in Jan. and payments for these activities will be pro-rata for the lessons received in Jan.
- ☺ Other activities will commence in Feb. and fees will be communicated to parents before Feb. 2019.
- ☺ No optional activity fees must be paid into school fee accounts **please**. Bank information will be stated on registration forms for activities. All the info will be send to you in Jan.
- ☺ We have our own heated indoor pool. All activities take place on the premises.

Children on nappies.

- ☺ All children on nappies must bring a bag along with clean clothes and enough nappies for the day.
- ☺ **Discuss all matters concerning food and medicine, with the staff.**
- ☺ All items should be marked clearly with a permanent marker, that includes medicine, clothes, bottles, shoes etc.

Children with special needs / disabilities.

- ☺ We do accept children with special needs, these children will be allowed to stay if they can conform and fit in with our day to day program.
- ☺ If these children however need special attention which take up too much time for our class teachers to do their assigned duties, we will not be able to accommodate the child.

After Care.

- ☺ We provide after school care for learners, from all Primary schools in the area.
- ☺ We provide transport from Theresa park Primary, Charlton Vos and Akasia Primary.
- ☺ For After Care learners from other schools, own transport must be arranged.
- ☺ We provide lunch and see to it that learners do their homework, parents will be responsible for seeing to the completion of assignments, that could not be completed, due to lack of time and other activities after school.
- ☺ We will also collect children from Theresa park and Charlton Vos if they have extra classes or sport, our last trip is 16:00, after 16:00 it will be the parent's responsibility. **We do not provide this service on Fridays, if your child has activities on Fridays please collect them yourself.**
- ☺ Please inform us if your child is absent and won't attend after care, you can use the aftercare WhatsApp group for this.
- ☺ Also, inform us when your child has after school activities, and state the specific time to collect them. You must do this every time that they will not come out at the usual time.
- ☺ Please note that children must wait at the correct pick up points, we will not search through the school or wait longer than 10 minutes.
- ☺ Please use the aftercare WhatsApp group responsibly.

Transport.

- ☺ Drivers of transport service providers must adhere to the same rules as parents, they must park properly and accompany his learners to reception. They are not allowed to sit in their vehicles and allow children to walk to reception on their own.
- ☺ Drivers are not allowed to stop outside gates and drop children off, they must enter and park inside.
- ☺ Drivers are not allowed to send minors inside to collect kids they must do it themselves.
- ☺ No littering will be tolerated, please keep your papers in your own vehicle, and see to it that your transport learners do the same.
- ☺ Transport vehicles should be in roadworthy condition, drivers should be in time, and no drunk or irresponsible drivers will be allowed to take learners from this school.
- ☺ No driver will be allowed to park outside exit gate and collect or drop children, enter the premises by using entrance gate. You obstruct the exit and cause safety issues; other road users can't see past you to make a safe exit.

Tuck shop / Snoepie.

- ☺ We do have a tuck shop.
- ☺ Parents can deposit money into a child's tuck shop 'account', the staff will then deduct the account every time a child buys something, no more than R 2 per day.
- ☺ Please do not pay tuck shop money into school fee account, tuck shop money must be paid in cash at reception.

Staff.

- ☺ We have 29 staff members, consisting of Teachers, Teaching assistants, Assistants, Cook, Cleaners, Gardeners, Swimming instructors and Security.
- ☺ In Jan., we will give you a complete list, to inform you which staff members are responsible for your child's care.

Swearing / fighting / fighting games.

- ☺ Your child will meet other children, who will come from different backgrounds and cultures their upbringing and values will differ from, child to child.
- ☺ Our children grow up in a violent society, and although we try to screen them from this, they do pick up conversations and from time to time see things that they are not supposed to see.
- ☺ Children do 'fight' verbally and sometimes physically, some children will swear and use bad language, children will bite and be 'nasty' to friends. We cannot place our children in 'glass houses' to protect them, but we can teach our children what is right and what is wrong, and the school can engage the culprits and their parents, and in that way, alter their behaviour. Please stay calm in such situation, teach your child that it is wrong and discipline him/ her if they duplicate this bad behaviour. Inform the principal so that he can act.
- ☺ No 'fighting' games like, wrestling, boxing, karate etc. will be allowed, children see this on television and think it is acceptable to copy their heroes, please explain the real-life dangers to them.
- ☺ Always remember every case have three side: My side, your side and the truth. Please always stay calm and allow us to get to the bottom of a problem.

AKASIA KINDERLANDGOED – VISION / MISSION:

- **At this school, the children and learner’s welfare and care always come first!**
- **All planning and actions revolve around the child / learner.**
- **No person’s self-interest will be put above this vision and mission.**
- **Education, is the priority!**

School policy regarding, inclusive education.

1. First and foremost the school must be a place of safety, where the wellbeing upbringing and education of all learners, including learners with any kind of disability, is the priority. All planning and action’s done and taken will be based on this statement.
2. Teaching methods should be flexible and innovative to ensure the best possible and most effective education, for the specific required needs of everyone.
3. Teachers should make and record daily observations.
4. The principal and teachers should meet regularly to reflect on and discuss the recorded observations to be able to help learners with barriers to learning. Keeping in mind that information stays confidential.
5. The principal will arrange meetings and interviews with parents of such children to keep them informed about their children's progress, offer help and guidance or suggest a referral if necessary.
6. We will accept any child, and treat any child as equal, we will not discriminate between race, culture or gender.
7. We see ourselves as a Christian school, and the learnings of Christianity are part of our curriculum, but we undertake, not to discriminate and force our believes onto any child or parent of a different religion.

✂ (Please return signed slip)

Parent / guardians full name and surname: _____

Signature: _____

Date: _____