



Info Pack

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GENERAL INFORMATION

1. RELIGION AND LANGUAGE POLICY

- Children between the ages 3 months – 5 years are admitted.
- Super Kidz Academy is a predominantly English medium school with Afrikaans and Sepedi as second and third languages.
- Super Kidz Academy is a Christian school. We work and live according to Christian principles, and will be applied in the education of your child.

2. SCHOOL HOURS

Full day: 06h30 – 17h30.

Half day: 06h30 – 12h30.

- We are open throughout all the school holidays, except for the Christmas Holiday.
- The school will **open on the 8th of January 2019 at 6:30 am, and close at 2 pm on the 13th of December 2019.**
- On Public Holidays we are closed as well as on two staff breathers throughout the year. See newsletter.
- Please note that the crèche closes at 17h00 (and not 17h30) before a long weekend, a Staff Breather or a Public Holiday.

RULES

- No children will be received before 06h30 in the mornings.
- Children have to be left in the care of a staff member on arrival. A teacher will receive you on the stoep to make the 'goodbye' as easy as possible, if need be.
- We want to stipulate, that the school shall not let a child go home with any person other than those appointed by you on the Registration form. If this has to be, then you are personally responsible to let us know ahead of time.
- Any telephone costs or fines due to exceeding the school hours because of your negligence in not informing us in time will be for your account.
- Should school hours **(17h30) be exceeded**, a fine of **R50 per 10 minutes** or part thereof will be charged.
- Any outstanding monies, including penalties, will be added to your monthly bill if not settled immediately.
- It is not compulsory to attend school every day, seeing that pre-school is still informal. Although our program is flexible, it goes without saying that the older child's educational program should not be interrupted too much.
- The school must be notified before 09h00 if a child will be absent for a day / few days.

3. SCHOOL FEES

School fees are determined once a year.

Per child/children	FULL DAY	HOURS	AMOUNT
One child	Full day	06h30 – 17h30	R3450
Second child	Full day	06h30 – 17h30	R3150
Third child	Full day	06h30 – 17h30	R2950

Per child/children	HALF DAY	HOURS	AMOUNT
One child	Half day	06h30 – 12h30	R3150
Second child	Half day	06h30 – 12h30	R2900
Third child	Half day	06h30 – 12h30	R2650

The above includes all meals.

- School fees: R3450 per month, full day, and R3150 per month, half day, payable in advance.
- **Payable on or before the last day (30th/31st) of each month. Refer to Banking Details paragraph on page 4.**
- Once-off Registration Fee: R800, this secures your Childs' place in the class until they start attending Super Kidz. This amount is deducted off your Childs' first months' school fees. However, it is forfeited if you decide, for whatever reason, that your child will no longer attend the school.
- A Development Fee of R500-00 is payable upon enrollment of each child.
- This eliminates late payments and time-consuming administration procedures of reminding, collecting and depositing school fees.
- **Late payments are subject to a fine of R50/day.**
- No payments are to be made to the teachers or assistants and will only be accepted by EFT or direct payment at the administrative office of the school.
- Bank charges on cash deposits will be levied to your account statement.
- If school fees are not paid, a child may be refused entry to the school.
- **We do not cater for Day Visitors.**
- No need to provide proof of payment *provided* you have used your child's code as reflected on your statement as Reference number. That enables us to match the payment with the corresponding/right child.
- The school fee must be paid in full, irrespective of whether the child attends school or not during public and school holidays, sick leave or December/January holidays. December and January count as full months.
- Our annual price increase will be in October of each year. See Newsletter.
- Should you wish to terminate the contract with the school, a calendar month's written notice is required and must be submitted to us by latest 01 October.
- No notice of termination will be accepted later than 01 October and you will be held liable for school fees up and until 31 December even when your child does not attend school for the above-mentioned period. Please note that school fees are calculated over a 12-month period from 01 January to 31 December, school holidays will have no effect on monthly school fees.
- Should you decide not to enroll your child for the next school year, written notice must be received by 01 November, failing which you will be held liable for January's school fees.

- This agreement is enforceable for the duration of your child(ren)'s school career with Super Kidz Academy.
- If a child(ren) enroll because of your direct referral, you'll get R1000 off on your next month's fee. (Provided the enrollment has paid his/her first month's fee – we have to have a guarantee that the enrollment is not just lip-service).
- Accounts in arrears for more than 30 days will be handed over for collection and, by signing this agreement, you accept liability for all collection fees, tracing fees, and all costs on attorney and own client scale together with interest at 10.25% per annum. You further consent to the adverse listing of your name with the relevant credit bureaus.
- The person responsible for payment of the school fees and/or the signatory of the enrollment forms chooses the address on the enrollment form as his/her *domicilium* address for the purposes of serving notices and procedural documents.

NOTICE

- The school must be notified of any unusual circumstances at school or at home that may affect the child's behavior.
- If your child is seen by a behaviour-, physical-, occupational therapist, etc., copies of such reports must be made available to the school for our information.
- The school must be notified if there is any change of address, telephone numbers, doctors or responsible persons.

4. BANKING DETAILS

Payments strictly via Internet Banking / Deposit.

ACCOUNT NAME:	Super Kids Academy
BANK:	First National Bank
BRANCH CODE:	25 06 55
CHEQUE ACCOUNT NUMBER:	6235 864 3487
PROOF OF PAYMENT FAX TO:	27 12 349 9609

5. FOOD POLICY, REFRESHMENTS AND LUNCH TIMES

Our food policy is using seasonal, Fresh and Low GI products. You are welcome to contact me for more details on our bi-weekly menu.

REFRESHMENTS AND LUNCH TIMES

Breakfast: **08h00** - Cereal or Porridge: School provides.
Snack: **10h00** - Fruit & Other: School provides.
Lunch: **12h00** - School provides.
Refreshment: **15h00** - Parents provide snacks (packed in one lunchbox).

- Gas cool drinks are not allowed.
- Fruit must be washed, peeled and ready to eat. A whole orange simply does not work!
- Sandwiches, fresh/dried fruit, meat, salads, yogurt, pizza slices, small packets of biscuits and chips are suitable for lunchboxes.
- Lunchboxes- and all other containers' lids, have to be clearly marked with your child's name.
- We have a small fridge in our Class room for yogurt, juice, medicine.

6. INCLUDED AT SUPER KIDZ ACADEMY

(Pupils can only participate in inclusive activities if all school fees are paid in full and up to date – including, penalties, interest, and Termly Donations).

At no extra cost to you, Super Kidz Academy incorporates the following activities. The activities will be allocated to some/all classes. It may change without prior notice. If you fail to pay your school fee on time, your child will be exempt from all Extra Curricular Activities for that month.

We are currently busy with the final negotiations for the inclusive activities for 2018 – we will keep you updated.

➤ **DRAMA (once a month)**

A drama student from PALI (Performing Arts and Lifestyle Institute) will present this class.

We want to send children into the world that are not afraid to get up and speak in front of peers, not being fearful to express themselves, being able to quickly adjust to situations, being comfortable in their uniqueness.

Basically – we have decided to make Drama part of our culture to address FEAR. (And if we can produce the next Denzil Washington or Charlize Theron – why not!)

➤ **POTTERY (once a month for 1 hour)**

Helena Louw has been presenting pottery classes for 10 years, and she studied BA Fine Arts and Visual Arts at the University of Pretoria.

Her aim with the pottery classes is to instill a love of creating in the kid's hearts.

She keeps the classes light hearted and fun, and allows the kids to be exuberant as she gives them as much freedom as possible to express themselves.

SOME BENEFITS OF PRACTICING POTTERY:

*Creative thinking developed * Whole brain development encouraged * Provides a sense of accomplishment * Sensory stimulation achieved * Enhances spatial perception * Tactile awakening * Refines motor skills * Improves pencil grip * Builds self esteem * Outlet for emotions.*

➤ **COMPUTER CLASSES – Stimu-Zone (Once a week)**

"We provide affordable, exciting and the most efficient technological education for the new generation."

➤ **LAB COATS (Once a month)**

Exposing our kids to the abstract and wonderful world of Science.

➤ **HORSE WORX – SMALL CLASS (Once a week)**

Helps to prepare your child for Grade 1 (up to 60% increased school readiness) with the use of ponies that improve learning in movement, gravity, and the five senses. Horse Worx teaches the brain to correctly register, organize, and interpret information.

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7. DAILY ROUTINE

06h30 – 08h00 ARRIVAL TIME

- Learners must be at the school NO LATER THAN 08h00. Latecomers disrupt the class dynamics tremendously, therefore we ask the parents to not be late.
- Breakfast will be served at 08h00. We will NOT be able to serve breakfast to children arriving late.

08h30 - 10h00 WORKTIME AND ART IN THE CLASSROOM

- A lot of individual presentations are done in this time when the children are fresh and eager to learn.
- Time for our theme presentations, experiments and religion. These presentations are well prepared and a lot of thought, planning and time goes into making them enjoyable as well as educational.
- We want to make an appeal to the parents not to drop children off or to call upon us during this time.
- The children's concentration span is so fragile that any interruption disrupts the whole learning process for the class.

SCHEDULE TIME AS FROM 10H00 - 17h30

10h00 – 10h15	Snack time.
10h15 – 11h45	Free play/Art Lesson.
11h45 – 12h00	Prep for Lunch/Story/Singing.
12h00 – 12h30	Lunch.
12h45 – 14h15	Nap time.
14h30	Snack time and Free Play.
17h30	SCHOOL CLOSES.

8. WHAT YOUR CHILD MUST BRING TO SCHOOL

BABIES (3-23 MONTHS)

- A rucksack or baby bag, clearly marked.
- Two sets of clean clothing clearly marked.
- A top or jacket in case of a sudden change of weather
- Five (5) disposable nappies.
- 1 Packet Wet Wipes.
- Fissan paste or bum crème of your choice.
- A plastic bag for dirty clothes.
- Enough bottles for the day, prepared and clearly marked (if your baby still needs it). A baby cup (clearly marked) if your baby cannot yet drink from a normal cup.
- Formula (Enough for the day).
- Cerelac or porridge for when your baby starts eating.
- Lunchboxes and juice, as required.
- Blanket, clearly marked. (Stays at school).
- Hat, clearly marked. (Stays at school).
- Pillow with case, clearly marked. (Stays at school).
- Sunscreen, clearly marked.

CHILDREN (2 – 3 YEARS)

- A rucksack or baby bag, clearly marked.
- Two sets of clean clothing clearly marked.
- A top or jacket in case of a sudden change of weather
- Five (5) disposable nappies.
- 1 Packet Wet Wipes.
- Fissan paste or bum crème of your choice.
- A plastic bag for dirty clothes.
- Enough bottles for the day, prepared and clearly marked (if your baby still needs it). A baby cup (clearly marked) if your baby cannot yet drink from a normal cup.
- Lunchboxes and juice, as required.
- Blanket, clearly marked. (Stays at school).
- Hat, clearly marked. (Stays at school).
- Pillow with case, clearly marked. (Stays at school).
- Sunscreen, clearly marked.

TODDLERS (3 – 5 YEARS)

- A rucksack / bag, clearly marked.
- One set of clean clothing, clearly marked.
- A top/jacket in case of a sudden change of weather.
- A plastic bag for dirty clothing.
- Lunchboxes and juice, as required, clearly marked.
- Hat, clearly marked. (Stays at school).
- Sunscreen, clearly marked.
- Blanket, clearly marked. (Stays at school).
- Pillow with case, clearly marked. (Stays at school).

9. SICK CHILDREN AND SAFETY

MEDICAL CARE

- You are requested not to send a **sick child**, or a **child with a contagious disease**, to the school.
- No child will be admitted to the school without a doctor's letter confirming that the child is past the contagious stage.
- Giving consent for anesthetics.
- Children with head lice will not be admitted to the school.
- Staff does not accept responsibility for administering medicine if it is not clearly marked and written down in your child's Super Book.
- Time of administering and quantities must be specified.
- Parents must give consent, should it not be possible to reach one or both parents, that Super Kidz Academy or the person with power of attorney, may make the following medical decision/s, even if it has financial implications for the parents, with regard to:
 - Obtaining medical assistance or services.
 - Transporting a child to a place where medical assistance and/or services are available.
 - Giving consent for any medication as prescribed by a physician.

SAFETY

- Should any person be authorized by the parents to fetch a child at school, the parents should give such authorization via e-mail or in writing/SMS/Whatsup.
- No Staff members are allowed to open the gate for parents. All parents will have access once they have enrolled their children. This way we can strictly control over who enters our premises.
- Do not let your own or other children ever go out of the/a class without supervision.
- The main entrance must not be blocked when you fetch or drop children off. Please be considerate.
- Make sure that Grandpa's, Grandma's, brothers and sisters and other helpers that bring and fetch your children, are well-informed about the abovementioned rules.

10. BIRTHDAYS

- Birthdays are very special days at school.
- Parents of the Birthday Kid, please provide a small treat for each child. Keep it small and simple.
- Please come and make the necessary arrangements with the staff. See note in your child's Super Book for further details.

11. TERM DONATION

Baby Class will provide Termly Donations per Term:

(all items readily available at Clicks, Dischem or any other pharmacy)

- A box of latex gloves
- Packet of masks
- Tissues
- Baby Wipes

Two to Three Year Old's Termly Donations must include any 5 of the following: (small)

(Please mark every item with your child's name)

- Each term 1x Box of Tissues PER CHILD.
- Each term 1x Pritt glue
- Each term 1x ream of white A4 paper
- Each term 1x Plastic Ball per child
- Each term 1x TEDDY Clay bucket – any colour.
- Each term 1x Face Cloth for your child.

Three to Four Year Old's Termly Donations must include any 5 of the following:

(Please mark every item with your child's name)

- Each term 1x Box of Tissues PER CHILD.
- Each term 1x ream of white A4 paper
- Each term 1x Plastic Ball per child
- Each term 1x TEDDY Clay bucket – any colour.
- Each term 1x Colouring Book of at least 70 pages.
- Each term 1x Face Cloth for your child.

Four to Five Year Old's Termly Donations must include any 5 of the following:

(Please mark every item with your child's name)

- Each term 1x Box of Tissues PER CHILD.
- Each term 1x Pritt glue
- Each term 1x ream of white A4 paper
- Each term 1x Plastic Ball per child

- Each term 1x Colouring Book of at least 70 pages.
- Each term 1x Face Cloth for your child.

If parents fail to issue the Termly Donations within the first week of a new (government) school term, Super Kidz Academy will purchase the goods and the account will be added to your monthly payment. The proof of payment will be provided to you, reflecting on your statement.

12. GENERAL

- A child (2 – 5 years) is expected to close and carry their own schoolbags. Do not do it for them, they grow stronger and love the responsibility. Praise them when it is done well.
- **NO SWEETS** must be put in the lunch boxes unless requested by the staff.
- **NO TOYS** must be brought to school, unless requested by the staff.
- Please return to the school any apparatus belonging to the school, or shoes, clothing, etc., that do not belong to you or your child.
- All lost items will be kept at the school for identification and claiming.
- All your child's belongings, clothes and shoes too, have to be clearly marked. We do not take any responsibility for items lost if not clearly marked.
- Bad language will not be tolerated.
- Children are not allowed on the jungle gym wearing scarves.
- Please do not litter the school premises.
- Please speak to the principal if you want to share a thought or complaint, or write a note in your
 - child's Super Book.
- Please phone the office for an appointment if you want to discuss something with us. We are not readily available at any time, especially not early in the morning.
- Be assured of our best attention and that we shall do our utmost to assist you at all times.
- Please adhere: Super Kidz Academy is a Chewing Gum Free Zone!
- **NB: Please attach a recent water and electricity account as confirmation of your address, as well as copies of your child's birth- and immunization certificates. Also a copy of both parents' ID documents.**

SUPER KIDZ ACADEMY POLICY, REQUIREMENTS AND QUARANTINE PERIODS REGARDING ILLNESSES AND CHILDHOOD DISEASES

A child who is not feeling well, has a bad cold or has been ill during the previous night should not attend school. It is appropriate to keep your child at home if he displays any of the following:

- **Fever**, lethargy, persistent crying or difficulty with breathing.
- An **upper respiratory tract illness**, such as bronchiolitis or influenza. (Excluding common cold symptoms, such as a runny or blocked nose, sneezing, coughing, sore throat and watering eyes). Influenza carries symptoms of a high fever, dry cough, muscular aches, stuffy nose, headaches, fatigue and weakness.
- Severe **diarrhea**.
- **Vomiting**.
- **Bloody stools** or stools containing mucus as this could be a sign of a viral or bacterial function. Call your doctor immediately.
- **A rash**. Until you get a doctor's note giving your child an "all clear" please do not send your little one to school. Rashes accompanied by a fever or other symptoms must be investigated.
- **Chickenpox**. Your child cannot come to school from the time the first bumps are noticeable till the last wet sore has scabbed and crusted over. You do not need to wait until the scabs fall off before sending him/her back to school.
- **Impetigo**. This infectious skin condition is prevalent in young children and babies and most often affects the mouth and nose area. Symptoms are reddened skin and a crop of small blisters. The blisters then burst, leaving moist sores. Straw-coloured crusts form as the sores dry.
- **Scabies** is a contagious, itchy condition, caused by female mites burrowing into the skin to lay eggs. It is passed from person to person by close bodily contact. Symptoms include inflamed lumps, itchiness and thin grey lines between the fingers, on the wrists, in the armpits, between the buttocks or around the genitals. Sores may result from scratching. Once treated with topical lotion, your child is no longer contagious.
- **Bacterial conjunctivitis** and yellow discharge from the eyes. After 24 hours of antibiotics your child will no longer be deemed contagious. Children who have red, watery eyes due to allergies are not contagious.
- **Strep throat**. After 24 hours on antibiotics your child will no longer be deemed contagious.
- **Mouth sores** that cause excessive drooling. You need to find out from your doctor if the sores are infectious or not before sending your child to school.
- **Head lice**.

QUARANTINE PERIOD AND PERIODS OF INFECTIVITY ARE SET OUT BELOW

- **Chicken Pox** From 2 days before rash until last scab has disappeared.
- **Conjunctivitis** Until eyes are no longer red or discharging.
- **Diphtheria** Until 6 daily throat swabs test negative.
- **Hepatitis Infections** Until complete recovery. Minimum period of exclusion – 7 days.
- **Lice** After complete cleansing and freeing of head, body and clothing from lice and nits.
- **Measles** 7 days after first appearance of rash.
- **Measles (German)** For 1 week after rash appears.
- **Mumps** From the time that the symptoms start until swelling has disappeared.
- **Ringworm** Return to school immediately if under appropriate treatment and affected parts are covered.
- **Scarlet Fever and Strep Throat** If no sore throat, no discharge from ears or nose, no recently enlarged glands or discharging sores.
Minimum period of exclusion – 14 days from start of treatment.
- **Whooping Cough** For 6 weeks after onset.

I have read and understood the terms of this agreement and bind myself to the content herein.

Signed on this ____ day of _____ 20____.

Father

ID No:

Mother

ID No:

SUPER KIDZ ACADEMY

ENROLMENT FORM (Please print)

DETAILS OF CHILD/CHILDREN

Full Names and Surname:		
Nickname you prefer we use:		
Age: Date of Birth:		
Sex:	Previously in school? Which one?	
Home Language:	Name: YES/NO	
Identity Number:		
Date on which admission is required:		
Where have you heard about us?		
MEDICAL INFO		
Allergies:		
Person to be contacted in case of an emergency:		
(1)	(2)	(3)
Name:	Name:	Name:
Cell No:	Cell No:	Cell No:
Tel No:	Tel No:	Tel No:
MEDICAL AID FUND:		
MEDICAL AID NUMBER:		
Emergency number to be called in case an ambulance has to be summoned (<i>Make sure at your medical fund otherwise a state hospital ambulance will be summoned</i>):		
Person responsible for the medical account:		

DETAILS OF PARENTS**FATHER: Name, Initials and Surname:****ID No:****Street Address:****Postal Address:****E-Mail Address:****Fax No:****Occupation:****Tel Work:****Cell No:****Tel Home:****MOTHER: Name, Initials and Surname:****ID No:****Street Address:****Postal Address:****E-Mail Address:****Fax No:****Occupation:****Tel Work:****Cell No:****Tel. Home:****Marital Status of Parents:****With whom does child(ren) live?****Address of child(ren):****Who will bring the child(ren) to school?**

MEDICAL HISTORY

NAME: DATE OF BIRTH:

1. IMMUNIZATIONS

<u>Type of Immunization</u>	<u>Date</u>	<u>Type of Immunization</u>	<u>Date</u>
Measles	DWT (or 3-in-1)
Oral poliomyelitis	1.1	Booster
	1.2	Rubella (MMR)
	1.3	BCG
Booster	Combined measles/mumps

2. ILLNESSES AND OPERATIONS

<u>Previous illnesses</u>	<u>Date</u>	<u>Previous Operations</u>	<u>Date</u>
Measles	Circumcision
Mumps	Other
Scarlet Fever		
German Measles		
Diphtheria		
Other		

<u>Allergies</u>	<u>Date</u>	<u>Throat and Ear Infections</u>	<u>Date</u>
Asthma
Hay Fever
Other

Other illnesses, such as epilepsy
.....
.....

3. FAMILY HISTORY

Any medical condition in other members of the family, for example:
Deafness
Allergies
Other

4. NAME OF DOCTOR

If any: Tel. No:

5. Is the child's immunization up to date?



**CONSENT TO PUBLISH PHOTOGRAPHS ON THE SCHOOL'S
FACEBOOK PAGE/WEBSITE/ SCHOOL PUBLICATIONS AND/OR
NEWSLETTERS**

Website: www.superkidzacademy.co.za
Facebook: www.facebook.com/SuperKidzEquestria/

I, _____ (NAME OF PARENT / GUARDIAN)
of
_____ (NAME OF CHILD).

Please tick one of the boxes below:

GIVE CONSENT to SUPER KIDZ ACADEMY to the use of
photographs of my child in school publications or on the school's
website and/or Facebook Page or in Newsletters.

DO NOT GIVE CONSENT to SUPER KIDZ ACADEMY to the use of
photographs of my child in the school publications or on the school's
website and/or Facebook Page or in Newsletters.

.....

.....
SIGNATURE OF PARENT

DATE



FINANCIAL CLEARANCE CERTIFICATE

(TO BE COMPLETED BY PREVIOUS SCHOOL- IF APPLICABLE)

Name of learner :

Name of person responsible for fee payment :

ID no. of person responsible for fee payment :

Name of school where pupil is currently enrolled :

Telephone number of school:

Annual fees for _____ (year) R _____

Fees paid to date: R _____

Fees outstanding: R _____

Comment :

This is to certify that the above parent has paid school fees as indicated above.

SIGNATURE OF PRINCIPAL/OWNER

DATE

AGREEMENT

I/We, the undersigned _____
(Name/Surname)

Parent/Guardian of _____
(Name/Surname)
of Child(ren)

1. Herewith declare that the contents of the enrolment form are true and correct and undertake to inform SUPER KIDZ ACADEMY immediately in writing, should any changes occur. I/We take full responsibility for any loss for whom it may occur as a result of the incorrectness of the said information.
2. Herewith acknowledge that I/We read the information form and are aware of the rules and regulations of SUPER KIDZ ACADEMY and that I/We understand and accept it.
3. Hereby give our permission that my/our abovementioned child(ren) may attend the SUPER KIDZ ACADEMY and may participate in all the regular activities and games of the School.

I hereby give my consent for my child/ward to take part in any activities of the school, whether conducted on the school premises or extramurally, including, but not limited to, games, athletics, tours and excursions of general, vocational, educational, historical or scientific interest.

I fully understand and accept that all such activities shall be undertaken at my child/ward's own risk, and I undertake, on behalf of myself, my spouse, my executors and my aforesaid child/ward to indemnify, hold harmless and absolve SUPER KIDZ ACADEMY Nursery School, the executive Committee, the Principal and her staff against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid child/ward in the course of such activities.

4. Herewith accept that the staff in charge will do everything reasonable to their knowledge to safeguard the safety of my/our child(ren).
5. Herewith abandon and indemnify DR. L.A. TOERIEN and his pre-school staff of all and any claims of a kind whatsoever that may be instituted by myself/ourselves or any other person that may arise from teaching, safekeeping and caring of my/our child(ren) or any action in connection hereto.

Signed at Pretoria on this _____ day of _____ 20__.

(Signatures of both parents / guardian)

DR. L.A. TOERIEN
HEAD OF SUPER KIDZ ACADEMY