



Tshepo-Lesedi Learning Academy

*“Where there’s light there’s hope”*

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### **Pre-School Admission Policy-2024**

Tshepo-Lesedi Learning Academy is a learning centre where all children are welcome from 3 months to 6 years. There is an Aftercare that operates from Monday to Friday and during school holidays (School holiday programme) **except for public holidays.**

Before admission at Tshepo-Lesedi Learning Academy, parents will be requested to complete the admission\registration form and return it to the centre together with a **registration fee of R350(Three Hundred and Fifty Rand), which is non-refundable.** Copy of the child’s birth certificate, clinic card, proof of residence and Parent\Guardian’s Identity Documents and if not a South African Citizen a Passport and work permit must be provided. No child will be admitted without the above documents.

### **Operating hours, Public and School Holidays**

**Tshepo-Lesedi Learning Academy operates from Monday to Thursday from 06:00 to 18:00 and 06:00 to 17:00 on Fridays. A fine of R50 will be paid for learners fetched after 18:00 and 17:00 on Fridays, R 100 for every hour lapsed. Gates will be locked at 08:30. Breakfast is served at 08:00, learners who arrive from and after 08:30 will not be served Breakfast. Lessons start at 08:30 SHARP.**

The Academy will be closed on all Public Holidays and will break on the 13<sup>th</sup> of December 2024 for December recess and resume on the 6<sup>th</sup> of January 2025.

**Monthly fees must still be paid in full even if your child does not attend during school holidays. In the event that your child is absent due to illness or vacation. No reduction in school fees are permitted.**

### **Permission to collect your child from the Academy.**

Unless we receive specific permission from the parent, we will not release your child to anyone. We must receive a note with a copy of the parents \guardian’s ID attached, text message (no phone call) from you to release your child to someone.

### **Communication**

Please check your child’s communication book daily and sign any notices that are posted. This communication book is a valuable means of communication between the Academy and parents.

*Please sign so that we know you have read, understand and acknowledge this as well as the following pages.*

**PLEASE SIGN:** \_\_\_\_\_

## **Absence\ Illness**

Sick children should not be sent to schools as per regulations laid out by the National Health Department. You may **not** send your child to school if he/she has:

- ❖ A heavy cough or cold with yellow and green discharge from the nose.
- ❖ Diarrhoea or has vomited within 24 hours of the start of the school day.
- ❖ An undiagnosed rash
- ❖ An open wound anywhere
- ❖ All communicable/infectious diseases (Hair lice, Smallpox, Chicken pox, Measles, Pink eye, colds and flu's, etc.) the child must be quarantined at home and provide a Doctor's note upon return. If your child is ill, please let us know as soon as possible especially if it is a communicable/Infectious disease.

Please understand that the above measures are in place in order to protect all children (including your own) at the Academy. For flu and other manageable illnesses please **do not** bring medication to the Academy. **The Academy will not administer any medication.** The Academy will not be liable for any side effects caused by medication administered. No child must be brought to the Academy after going for injections.

## **Dress code and cleanliness**

**The Academy will not be held liable for any loss of child's belongings e.g., clothes etc, injury or damages sustained by any child or parent on the property.**

Children from 1 year and older are expected to dress in the school T-shirts Monday to Friday in the summer and the school tracksuit in winter. These can be worn with black or navy denim (jeans), shorts, leggings, or skirts.

Cleanliness of all clothing must always be adhered to. Please ensure your child is in a clean disposable nappy in the morning before coming to the Academy. Kindly label clothing and other personal items for easy identification. No learner will be allowed to bring own toys to the Academy unless otherwise stated.

## **Bags, Personal items and cleanliness**

Please keep your child's bag clean and ensure your child's name is visible. Please send your child to school with a reasonably sized bag, to fit an A4 book, extra and warm clothing. We have a lost and found bin if any item does go missing and they are not marked.

## **Transport**

It is the parent's responsibility to make sure that the transport arrives on time every day. The Academy will not be liable for any accident that may occur in the transport while learners are in transit to and from the Academy. Please ask drivers not to drop your children across the road. They should use the drop off zone or park on the pavement to avoid children crossing the busy road.

## **Stationary and Toiletries**

***R1000.00 must be paid for stationary and toiletries before the end of April 2024. Academy will supply stationary and toiletries.***

**If the previous year's communication book is still in good condition, please let your child continue using it. Stationary and Toiletries cannot be reclaimed after a term.**

## Extra Murals

- ❖ Please note all extra murals are free except for swimming and ballet, which are to be paid by the first day of each month with school fees.
- ❖ If school fees are not up to date your child will not be able to attend school.
- ❖ We provide Swimming lessons, Ballet, Soccer, Chess, Golf, Cricket, Computer lessons, Netball
- ❖ Action ball- which develops eye hand coordination, Gross & fine movement development.

## Extra Mural Activities

- Swimming – every Tuesdays & Thursdays R200.00
- Computer classes – Every Thursday (From 4 years)
- Ballet R200.00
- Free activities are the following:
  - Soccer, Cricket, Volleyball, Golf, Netball, Computer & Action ball
  - Speech and drama (Grade R & RR) free

## School Fees

Fees will be 10% less if paid in full by the end of February each year. **Your first priority should be school fees as our first priority is your children. PLEASE LET US WORK TOGETHER IN BUILDING THE FUTURE OF OUR LITTLE ANGELS.**

**PLEASE NOTE SCHOOL FEES MUST BE PAID IN FULL ON OR BEFORE THE 3<sup>rd</sup> day OF EACH MONTH!!!!, Failing to pay by the 3<sup>rd</sup> of each month a fine of R150 will be imposed. We would like to encourage parents to pay school fees at the bank whenever possible or use our card machine as the Academy does not accept any cash payment. Should the child/children be withdrawn from school prior to the end of a full month's notice, the Academy reserves the right to keep the stationary and toiletries.**

**NB: 1 calendar month notice must be given to the centre before the child is withdrawn from the Academy. Any school fees paid to the Academy is NON-REFUNDABLE. The Academy reserves the right to blacklist the person responsible for payment in the event of non-payment of school fee. Fees payable over a period of 11 months, i.e., from beginning of January until end of November 2024.**

**PLEASE WRITE YOUR CHILD'S NAME AND SURNAME AS REFERENCE OR SEND THE PROOF OF PAYMENT SLIP TO SCHOOL.**

## School Fees Structure

Registration fee:	R350.00
Cartridge fee:	R160.00 (once off)
3 - 12 Months:	R1500.00
1 - 5 Years:	R1200.00
Grade R: (includes graduation)	R1273.00
Aftercare:	R800.00

## BANKING DETAILS

### **NEDBANK**

**Account number: 1253843082**

**Branch code: 198765**

**Account Holder: Tshepo Lesedi Learning Academy**

**Contact (reference no) 0742766848**

3.

**By signing this form parent/ guardian accepts that they have understood the terms contained in the Admission Policy**

**Person responsible for payment:**

**Name & Surname:** \_\_\_\_\_

**Place of employment:** \_\_\_\_\_

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**Bring your own lunch box to school.**

As part of training the Grade R's to manage their own lunch box in Grade 1.

Grade R's will be requested to bring their own lunch every day, starting from the beginning of Term 4.

**Educational activities and outings:**

- ❖ Road safety awareness/ fire awareness & fire safety
- ❖ Water awareness & water safety (Offered by Ekurhuleni Dept. Of water & sanitation)
- ❖ Trip to the park / Zoo / Farm
- ❖ Slipper & PJ Day: 10 May 2024, all children to wear their slippers
- ❖ Spring/ Fun Day – 6 September 2024 – wear fancy (handmade with recycled materials) hat and receive a prize for Best Hat winner. More details to be communicated in due course.
- ❖ Youth Day – 16 June 2024
- ❖ Heritage Day – 24 September 2024

**Easter week**

**Date: 25-28 March 2024**

- Monday: Children will make a basket.
- Tuesday and Wednesday hunting for marshmallow eggs
- Thursday: Take Easter basket home.

**Mother's and Father's Day**

**Date: Mother's Day 12<sup>th</sup> May 2024**

**Date: Father's Day 16<sup>th</sup> June 2024**

- Making cards, handmade gifts

**Birthday Parties**

- ❖ Parents can bring refreshments on the day, but please inform us 2 days prior.
- ❖ Pay R100 for photos, video, decorations, and set-up.

**Grade R Graduation**

**Date: December 2024**

- ❖ **Time:** 9h00-12h00
- ❖ 9H00- 10H00 Graduation
- ❖ 10H00-11H00 School concert
- ❖ 12H30-13H00 Refreshments
- ❖ Graduation Fee is **R800.00** includes hiring of gowns, Certificates & framed Photos (excluding concert)

## CLOSING AND REPORT CARDS

- ❖ Report cards will be issued on Friday the 6<sup>th</sup> of December 2024
- ❖ We will be closing on Friday the 13<sup>th</sup> of December 2024
- ❖ And Re-open on the 8<sup>th</sup> of January 2025

## Re-enrolment forms

- Will be sent out in July.
- Please send back no later than 31<sup>st</sup> October 2024
- With re-enrolment fee of R350 **NON-REFUNDABLE** which will be credited from January fee. January fee will be R350 less.
- **TO SECURE YOUR CHILD'S SPACE**

## HOLIDAY

We are open during school holidays except on public holidays.

An additional fee of R100.00 will be charged per week per child, which will be R300.00 for 3 weeks winter holidays payable with school fees i.e., end of March, June, and August.

This will go towards school holiday activities e.g., games, face painting, arts & crafts.

## **WE WILL BE CLOSED ON THE FOLLOWING DATES:**

21 Mar 2024 – Human Rights Day

22 Mar 2024 – School Holiday

29 Mar 2024 – Good Friday

01 Apr 2024 – Easter Monday

1 May 2024 – Worker's Day

16 Jun 2024 – Youth Day

17 Jun 2024 – School Holiday

9 Aug 2024 – National Women's Day

24 Sep 2024 – Heritage Day

13 Dec 2024 - School Closes

**PLEASE SIGN:** \_\_\_\_\_

