

THE YARD – PREPARATORY ACADEMY

PO Box 76317 Lynnwood Ridge, 0040 Tel: 012 361 5337 Fax: 086 552 2688 Email: admin@typa.co.za



Aftercare 2018

The first few Grades are one of the most important phases in a child's development, especially as literacy, numeracy and life skills are commenced with in earnest. Some children may not have had the fortune to have received suitable development in gross and fine motor skills and school readiness, therefore it is crucial that teachers, parents/guardians and staff at aftercare centres, acknowledge the uniqueness of each child's readiness and learning abilities and assist and encourage each child in a loving and exciting way, allowing them to enjoy the learning experience, discovering new skills such as reading, calculating, consolidating and increasing general knowledge.

The Management and Staff at The Yard are passionate about the above and are suitably qualified and experienced in assisting this process at the Aftercare facility at The Yard (93 Hibiscus Street, Lynnwood Ridge). The facility is equipped with furnished, air conditioned class rooms, custom made jungle gym, resources, synthetic lawn, individual shelving for each child's bag and belongings (please mark/label all clothing and belongings with child's name or identifying mark)

Typical daily program – 13:30 to 17:00

- Children escorted to The Yard in an orderly manner (four to six supervisors)
- Lunch time
- Home work session (one hour) – based on the goals and requirements for the week as supplied by LRPS. "Repetition is the mother of all learning"
- Rotational structured activities such as sport, games, art, etc
- Free play
- Story time
- Fun days
- Children taking part in extra mural activities are taken to and fetched from LRPS under supervision. (Parent's written permission is required)
- Please assist with additional homework / activity items as required

What to bring

- Uniform - A survey reflected that Parents' preferred children to remain in the LRPS uniform (to limit incidences of lost property) If the child prefers to change clothing, the LRPS shorts or pants with the LRPS T-shirt may be used. The Yard T-shirts may also be worn. (an allocated shelf with each child's name and LRPS class is made available. Children are encouraged to ensure that their possessions – including clothes, shoes, socks and home work bags - are marked and that they store them safely and responsibly when not in use)
- Lunch - As dietary requirements based on allergies, cultural and other reasons make it difficult to cater, parents' are encouraged to pack a suitable and healthy lunch box for the child. (The Yard does not provide any lunch or refreshments)
- Please supply; 2 boxes of tissues, 9 rolls of toilet paper
- Own material pencil bag and stationery – For home work and other activities, a child will need; x12 HB pencils, x1 pack monami retractable crayons, x4 erasers, a metal sharpener, a x48 page colouring-in book. All items to be marked for identification and will be kept at the facility for use by the child.

Enrolment

- **The Yard has a limited capacity; accommodating only a maximum number of children per Grade.** The enrolment form and acceptance procedure is attached (A waiting list is maintained in chronological order)
- Fees are invoiced per term and are payable strictly in advance. (special arrangements can only be made in writing for monthly payments - max 10 months and must be first approved. No late payments permissible)
- Children are expected to respect adults, each other and all property and behave in an acceptable and appropriate manner at all times.
- **Right of admission is reserved. The Yard reserves the right to deny a Child access to the facility if fees are not paid strictly on or before the due date as stipulated on the Fees Commitment agreement or the Child / Parent / Legal Guardian habitually refuses to comply with the rules of The Yard or displays persistent unacceptable or inappropriate behaviour.**
- Aftercare starts at 13:30 and ends at 17:00
- Late fine fees are payable immediately (R50 fine for every part of 15 minutes after 17:30)
Should you be consistently late in collecting your child, you will be advised to make alternative arrangements for the care of your child in the afternoon.
- No Aftercare on the last day of each term or during school holidays

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PROCEDURE:

Enrolments are limited in number and are subject to confirmation by The Yard before acceptance and finalisation of the Fee Commitment Agreement.

Complete the Enrolment Form with all relevant information and submit with the Enrolment Fee to The Yard.

Contact Denise Oosthuysen to enquire as to availability of space. (0123615337 admin@typa.co.za)

The person responsible for the payment of fees will be required to complete the attached Fee Commitment Agreement and return it to The Yard (by hand / fax or e-mail). Copy of ID is required.

Once full capacity is reached, further applicants will be contacted and will be placed on a waiting list if so required and confirmed by the applicant.

As space becomes available, applicants will be contacted (chronological order of applications or other fair criteria considered by The Yard).

One month's written notice and payment is due on all terminations.

Fees 2018

Enrolment fee (Annual) R 250-00 non-refundable (payable on submission of the enrolment form)

Fee per term (x 4 terms) R1 850-00 (payable on or before the 1st day of January 2018, April 2018, July 2018, October 2018 respectively)

Upfront annual payment Qualifies for a discount.

Special arrangement only

Monthly payments for the year can be arranged. **It must be requested in writing and is subject to the condition that all payments must be paid in advance and finalised by or on 01 October 2018. Payments must be strictly adhered to and without default. No late payments permissible.**

(An applicant enrolling at the beginning of the year can agree to pay the annual fee over the ten-month period commencing on the 01st of January 2018 and ending in October 2018.)

NB payment is due on or before the 1st day of the relevant months concerned

(Applicants enrolling during the year can agree to make monthly payments based on the remaining annual balance being fully paid on or before the 1st day of October 2018).

Payment method Direct deposits or EFT are preferred. Cash payments will be officially receipted but should be kept to the minimum as The Yard would like to be regarded as a "Cash Free" zone/premises

Bank details	Account holder	The Yard
	Bank	Standard Bank
	Branch	Lynnwood Ridge
	Branch code	012445
	Account (current)	013378392

Reference: please use child's name and surname.

(Proof of payment to fax 0865522688 or admin@typa.co.za)

Yours sincerely

Denise Oosthuysen