

# THE YARD – PREPARATORY ACADEMY

PO Box 76317 Lynnwood Ridge, 0040 Tel: 012 361 5337 Fax: 086 55 22 688 Email: [admin@typa.co.za](mailto:admin@typa.co.za)



Dear Parents

## Welcome to The Yard – Preparatory Academy

**COVID-19** Standard Operating Procedures – strictly adhered to.

- Due to COVID-19 protocols, all documents and payments need to be processed electronically.
- No open days or tours of the school are allowed at present.  
Please view our Photo's on our facebook page.
- No Parents or Visitors are allowed to enter the school property at present.

## Steps to enrol

A. In order to **apply for placement** at The Yard, please enquire as to **availability of space**.

(0123615337 or [admin@typa.co.za](mailto:admin@typa.co.za)) You are required to please complete the **Enrolment Form** with all relevant information and submit with the **Enrolment Fee** to The Yard.

- |                               |   |   |
|-------------------------------|---|---|
| 1. Enrolment Form<br>(Annual) | - | Grade RRR (3 years old turning 4 years old)<br>Grade RR (4 years old turning 5 years old)<br>Grade R (5 years old turning 6 years old)<br>Grade 1, Grade 2, Grade 3 Aftercare (Learners enrolled at LRPS) |
| 2. Enrolment Fee<br>(Annual)  | - | R250-00 (non-refundable)<br>Required on submission of the Enrolment Form.<br>Please fax to 086 55 22 688 or email <a href="mailto:admin@typa.co.za">admin@typa.co.za</a>                                  |

Once full capacity is reached, further applicants will be contacted / by phone, sms or email and will be placed on a **waiting list**; if so required and confirmed by the applicant.

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

- |   |   |  |
|---|---|--|
| 3. Fee Commitment Agreement<br>(Annual) | - | <del>Completed, initialled and signed in full at the office.</del><br><del>Appointment time – during school office hours 8am to 1pm.</del><br>Alternatively, special arrangements can be requested via email for the Agreement to be finalised electronically.<br>Due to COVID-19 Protocols all documents need to be processed electronically. |
|---|---|--|

As space becomes available, and your Enrolment is considered at The Yard the applicants will be contacted (In chronological order of applications or other fair criteria considered by The Yard.) to fulfil or complete the above Acceptance Criteria.

If any of the above criteria points; A and B have not been met, the place will be unfortunately offered to the next child on the Waiting List.

C. You will receive **confirmation of your enrolment** once your application is **complete and approved** as per the above criteria points, A and B.

## General Info

- The first Annual Fee, Quarterly Fee or Monthly Fee is due by the 01<sup>st</sup> of January or on enrolment.
- 5% discount will be offered on all Annual payments paid in full before the 01<sup>st</sup> of January or on enrolment.
- Sibling discount will be offered, if two or more Learners are both enrolled at The Yard – for Grades; GrRRR, GrRR, and / or GrR.  
(This is not applicable to any Gr1, Gr2 and Gr3 Aftercare applications and / or any combinations thereof...)
- All accounts will be issued quarterly, whether paying in full, per term or by special arrangement.
- All payments are due strictly in advance and must be paid as per the signed Fee Commitment Agreement.
- Special Arrangement payments need to be applied for in writing and must be approved by The Yard.
- No late payments are permissible.
- No pay no stay.
- Internet transfers or direct deposits only.
- All Fees must be settled in full by the 01<sup>st</sup> of October.

## Banking Details

Please use your **Child's name and surname** as your payment reference.

Please send all proof of payments to fax 086 55 22 688 or email: [admin@typa.co.za](mailto:admin@typa.co.za)

**The Yard**

**Standard Bank**

**Universal Branch Code: 051 001**

**Current Account: 013 378 392**

Thank you again for your enquiry at The Yard.

Yours sincerely,

Rhonda and Alex de Chermont  
(Owners of The Yard Preparatory Academy)

[www.typa.co.za](http://www.typa.co.za)

**Welcome to**  
**THE YARD**



**Pre-Primary School**  
(Grade RRR - RR - R)  
**Aftercare School**  
(Grade RRR - 3)

Visit our website  
Like us on Facebook   
Enquire and enrol

**012 361 5337**  
**[www.typa.co.za](http://www.typa.co.za)**

