



**The Yard – Preparatory Academy
Welcomes you to be part of our family
for 2022**

Home from home environment

**Christian
Private School**

**School hours 07:00 – 13:00
Aftercare hours 13:30 - 17:00**

**Curriculum Assessment Policy Statement
CAPS**

**Department of Education
EMIS
Early Childhood Development / ECD
and**

**National Curriculum Framework
ELDAS**

**Department of Education
Social Development
Early Learning and Development Areas / ELDAS**

Plus minus 45 – 72 children

Providing your children with a future for excellence

Contact Details

The Yard Preparatory Academy

Physical Address

93 Hibiscus Street

Lynnwood Ridge

0081

Postal Address

Box 76317

Lynnwood Ridge

0040

Telephone number

012 361 5337

Email Address

admin@typa.co.za

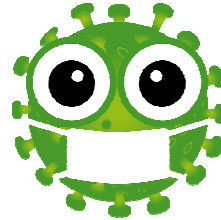
Web Address

www.typanet.co.za

COVID-19 Compliant

The Standard Operation Procedures at The Yard is a working document and will be amended as an when necessary Regulations Gazetted by the Department of Education and the Department of Social Development

- **Screening: Temperature / Symptoms / Questions**
- **Wearing a mask covering the nose, mouth and chin**
- **Washing hands and sanitising**
- **Social distancing of 1.0 meter**
- **50% occupancy level or less**
- **Restricted entry - No visitors / no parents allowed at present**
- **The staff bathrooms may only be used by the Staff of The Yard and not by any Parent / Guardian or Visitor at present**
- **No open days or tours of the school allowed at present**
- **eSchool Schoolwork Activities Videos will be implemented if the school is closed by the SA Government ie: for confirmed COVID-19 Positive cases / Lockdown levels**
- **Both parents, children and staff have to agree to uphold and obey ALL safety rules and protocols in place for their own safety and safety of others.**
- **Any child or any person who does not obey The Yard's safety protocols and rules and who purposely breaks a rule or plays any sort of prank which could lead to non-adherence to a safety rule, will NOT be permitted to remain at school.**



Learn more about COVID-19

www.sacoronavirus.co.za

NICD Hotline 0800 029 999

WhatsApp "Hi" to 0600 123 456

On receiving a positive test result for COVID-19 for either parent or child, or should your child need to isolate, this must please be reported to the owner of The Yard immediately. This is in the interest of everyone's safety at The Yard.

THE YARD – PREPARATORY ACADEMY

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



POPI compliance and awareness

The Yard Preparatory Academy (hereafter named “The Yard”) just like all other businesses, requires to be POPI compliant.

POPI is the abbreviation for the Protection of Personal Information Act No. 4 of 2013

The Yard currently makes use of the following personal information already obtained, captured and communicated, between the preschool and the parents / guardians enrolled at The Yard.

- **Enrolment forms**

- Contact details

- Full names, surnames, emails, postal, physical and work addresses, telephone numbers, emergency contact details...

- Demographics

- Age, gender, race, nationality, religion, home language, identity documents, birth certificates...

- Background information

- Academic background, allergies, medical history, medical aid information parent information, health records...

- **Fee Commitment Agreement contracts**

- Invoices, statements for fees debt collection, credit checks, Attorneys...

- **Progress Reports**

- Parent /Teacher meetings
School Readiness Assessments
Speech Therapy, Occupational Therapy, Educational Psychologists (if required)

- **Control lists**

- Class lists
Check lists
Contact lists
COVID-19 Screening symptoms and temperature lists

- **WhatsApp’s / SMS’s**

- Communication between Owner / Management and Parents (if required)

- **d6 Connect Application for communication, information and photographs**

- **Facebook / Instagram / Google for general information and advertising purposes (general photographs included)**

- **Government Departments**

- Department of Education
Department of Social Development
Department of Health
NCID (National Institute for Communicable Diseases)



The **goal** of the **POPI Act** is to protect ‘data subjects’ (ie: staff / children / parents / legal guardians, prospective staff / children / parents / legal guardians) of their personal information from security breaches, theft, and discrimination.

The Yard may collect, process and store relevant personal information supplied by the parent / guardian for the purposes specified and necessary for the administration of the learner’s enrolment and progress while a learner is at The Yard, subject to The Yard’s undertaking to adhere to the eight conditions for lawful processing as stipulated in the POPI Act No 4 of 2013.

The POPIA Consent Form must be submitted on enrolment

✓ Enrolment Process – Annual

- Enrolment form
- Enrolment fee
- POPIA Consent form
- Fee Commitment Agreement – Contract

✓ Annual fees all inclusive

- ✓ School Fees - 2022
07:00 – 13:00
R28 400.00
- ✓ Aftercare Fees - 2022
13:30 – 17:00
R8 800.00
- ✓ Casual Aftercare Fees – Special arrangement only
R50 per afternoon - Terms and Conditions apply
- ✓ Late Collection Fees – payable immediately
R50 fine for every part of 15 minutes
later than 13:30 or 17:00 as per your enrolment
Should you be consistently late in collecting your
child, you will be advised to make alternative
arrangements for the care of your child.

Billing per term - for ALL accounts

EFT or direct deposits preferred

ALL FEES due by 01 October

❖ Pay per annum in advance (max 1 payment)

❖ Pay per term in advance (max 4 payments)

Special payment arrangements - requested in writing

❖ Pay per instalments in advance (max 10 payments)

All fees must be paid as per the signed

Fee Commitment Agreement - Contract

No pay, no stay

Annual Enrolment Fee – 2022

Non – refundable

R250.00 per enrolment

due on applying for placement

Grade RRR

Grade RR

Grade R

Fees include all extras - No extra amounts due

School fees increase on an annual basis

School fees are due even if your child is absent

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

No Aftercare on the last day of each term

School is closed during all holidays

Open days advertised on the Website / Social Media

Discounts Offered – 2022

**5% off annual fees paid in full on enrolment
(Terms and Conditions apply)**

**Discount offered off fees for siblings enrolled
during the same year
(Grade RRR. Grade RR, Grade R enrolments)
(Terms and Conditions apply)**

THE YARD – PREPARATORY ACADEMY

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INFORMATION SUMMARY 2022

Fees

Annual Enrolment Fee	Grade RRR	Grade RR	Grade R
Annual enrolment fee (on submission of the Enrolment form)	R250 per annum (non-refundable)	R250 per annum (non-refundable)	R250 per annum (non –refundable)

Mornings 07:00 – 13:00	Grade RRR	Grade RR	Grade R
Payment per term (01 Jan,01 April, 01 July, 01 Oct)	R7100 per term x 4 terms (payable in advance)	R7100 per term x 4 terms (payable in advance)	R7100 per term x 4 terms (payable in advance)
Annual fee	R28400 per annum	R28400 per annum	R28400 per annum

Afternoons 13:30 – 17:00	Grade RRR	Grade RR	Grade R
Payment per term (01 Jan,01 April, 01 July, 01 Oct)	R2200 per term x 4 terms (payable in advance)	R2200 per term x 4 terms (payable in advance)	R2200 per term x 4 terms (payable in advance)
Annual fee	R 8800 per annum	R 8800 per annum	R 8800 per annum

Full Day 07:00 – 17:00	Grade RRR	Grade RR	Grade R
Payment per term (01 Jan,01 April, 01 July, 01 Oct)	R9300 per term x 4 terms (payable in advance)	R9300 per term x 4 terms (payable in advance)	R9300 per term x 4 terms (payable in advance)
Annual fee	R37200 per annum	R37200 per annum	R37200 per annum

NB: All accounts will be issued quarterly - All payments are due strictly in advance as per the Fee Commitment Agreement

Steps to enrol at The Yard

A. In order to apply for placement at The Yard, please enquire as to availability of space, on 0123615337 or admin@typa.co.za. You are required to please complete the Enrolment Form with all relevant information, the POPIA Consent Form and to submit both forms with the Enrolment Fee to The Yard.

1. Enrolment Form 2022 (Annual) - Grade RRR (3 years old turning 4 years old – year of birth 2018)
Grade RR (4 years old turning 5 years old – year of birth 2017)
Grade R (5 years old turning 6 years old – year of birth 2016)
2. Enrolment Fee 2022 (Annual) - R250-00 (non-refundable)
Required on submission of the Enrolment Form.
Please email proof of payment to admin@typa.co.za
3. POPIA Consent Form (Annual)

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.

4. Fee Commitment Agreement (Annual) - Completed, initialled and signed in full at the screening area / office.
Appointment time - during school office hours 8am to 1pm.
Alternatively, special arrangements can be requested via email for the Agreement to be finalised 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.

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

Banking Details

Account Holder

The Yard

Bank Name

Standard Bank

Account Number

013378392

Branch Name

Lynnwood Ridge

Universal Branch Code

051001

Swift Code

SBZAZAJJ

Payment Reference

Child's name and surname

Proof of Payment

email to admin@typa.co.za

Fees Include All Extras

Extras (included)

- ✓ Stationery
- ✓ Workbooks
- ✓ Uniform - school t-shirts and a floppy hat
(Supplied in the first enrolment year at The Yard, extra sizes and replacements available for purchase thereafter)
- ✓ d6 Connect App - token
- ✓ The Yard Facebook page
- ✓ Photos during the year and added to facebook
- ✓ Bake / Make
- ✓ Music
- ✓ Physical Education
- ✓ Computer IXL Maths username/password access*
- ✓ Swimming in Summer months*
- ✓ Shows / Functions / Events*
- ✓ eSchool Schoolwork Activities Videos*

*Inclusions may be amended during the course of the year

*Specific Grades only

*COVID-19 rules and regulations apply

Except for a few great things to participate in

Examples:

- ✚ Mandela Day (Collect for the Children's Home)
- ✚ Book week (Collect books for The Yard's library)
- ✚ Sunflower Fund Day (Support children fighting Leukaemia)
- ✚ Wet nose rescue drive (Collect pet food and pet items)
- ✚ Homework / activity items as required

Just to name a few

Exciting Events throughout the year

Note: Sometimes we alternate or change the events

- ✚ Valentines Day – Wear Red
- ✚ St Patricks Day – Wear Green
- ✚ Teddy Bears Picnic
- ✚ Bunny Day – Easter egg hunt
- ✚ Spring Day – Wear bright colours

- ✚ Sports Day
- ✚ Speech Festival
- ✚ Bake or Make
- ✚ Educational DVD's

- ✚ Pyjama Day – Movie Marshmallows and Milo
- ✚ Book Week
- ✚ Book Character Day
- ✚ Cultural Day – Bring and Share
- ✚ Mandela Day – 67 things
- ✚ Sunflower Day
- ✚ Pet Day – Wet Nose Rescue Centre

- ✚ Entrepreneur Day
- ✚ Fruit and Vege Day – Fruit and Vege sticks

- ✚ School Birthday Party
- ✚ Class Parties
- ✚ Attendance and Graduation Certificates
- ✚ Virtual Open Days
- ✚ School photographs

- ✚ Gatherings
- Shows, outings and any events

COVID-19 rules and regulations apply

Themes

Note: Sometimes we combine or change the themes

- ❖ Me
- ❖ At school
- ❖ In the classroom
- ❖ Books
- ❖ Days of the week
- ❖ My body
- ❖ Healthy living
- ❖ Weather – Summer
- ❖ Shapes / Colours
- ❖ Home
- ❖ Safety
- ❖ My family
- ❖ Pets
- ❖ Weather - Autumn
- ❖ Senses; Sound, Sight, Touch, Taste and Smell
- ❖ Weather - Winter
- ❖ Transport
- ❖ Space
- ❖ Jobs people do
- ❖ Water
- ❖ Fruit
- ❖ Vegetables
- ❖ Dairy farming
- ❖ Wool farming
- ❖ Healthy environment
- ❖ Weather - Spring
- ❖ Birds
- ❖ Reptiles
- ❖ Dinosaurs
- ❖ Under the sea
- ❖ Wild animals
- ❖ Find out about one wild animal
- ❖ Sport
- ❖ Special Days (Easter / Christmas)

Homework

Examples

Pre-Maths

Give your child a blank A4 paper. Call out instructions for him/her to follow. For example: Draw a square in the middle of the page. In the top left corner draw a sun. Underneath the square draw a hat. Let your child complete as much of the activity on their own without you showing them where to draw the objects.

Sequencing

Repeat my words and answer yes or no. (ball balloon bus... Did I say car? No. doll duck dish ... did I say cat ? No)

Laterality

Practise left and right using your body.

Touch your left ear with your right hand, touch your left eye with your right hand, touch your left cheek with your right hand, and touch your left leg with your right hand. Touch your right hand with your left hand, touch your right leg with your left hand, and touch your right eye with your left hand. Now practise using a bean bag or block.

English

Read stories to your child and discuss the story and the pictures in the book. Let your child retell the story by looking at the picture.

Sing children's songs or chant Nursery Rhymes.

Build your child's vocabulary by asking questions during everyday activities. These simple questions will build your child's reasoning and their vocabulary. Encourage your child to use full sentences.

❖ **Tray (memory)**

❖ **Pegs / prestick (fine motor)**

A Typical Daily Programme at The Yard

07:00 – 08:00	Arrive at school / Screening
08:00 – 08:15	Toilet routine and sanitation
08:15 – 09:00	Morning ring
09:00 – 09:30	First break (Snack time)
09:30 – 09:45	Toilet routine and sanitation
09:45 - 10:00	Lesson introduction
10:00 – 11:00	Indoor Lesson and supporting activities
11:00 – 12:00	Outdoor Lesson and supporting activities
12:00 – 12:30	Second break (Lunch time)
12:30 – 12:45	Toilet routine and sanitation
12:45 – 13:00	Story time
13:00 – 13:30	Going home / Screening

Progress Reports

CAPS Assessments Grade R

- **English**
- **Mathematics**
- **Life Skills**
 - **Gross Motor Skills (Co-ordination)**
 - **Fine Motor Skills**
 - **Creative Arts (Draw Body)**
 - **Music and Movement**
- **Personal Development (Interaction and Concentration)**
 - **Emotional Development (Express feelings)**
 - **Social Development (Play)**

ELDAS Assessments Grade RRR / Grade RR

- **Well-being**
- **Identity and belonging**
- **Communication**
- **Exploring Mathematics**
- **Creativity**
- **Knowledge and understanding of the world**

d6 Connect App - Diary

Essential Communication Tool Private online school diary

- ✓ Letters
- ✓ News flashes
- ✓ Events
- ✓ Documents
- ✓ Meetings – Information and Parent / Teacher appointments
- ✓ Surveys
- ✓ Applications
- ✓ Update personal information
- ✓ Accounts and Fees
- ✓ Information
 - POPIA
 - COVID-19 Standard Operating Procedures
- ✓ Calendars – updated and sent per term
- ✓ Homework and School work items as required
- ✓ Banking details – included in this document

Detailed information included in this document

- ✓ What to bring
 - Compulsory documents
 - Lunch boxes
 - Birthdays
- ✓ Uniform
 - Hygiene
 - Lost Property
- ✓ Safety and Security Rules
 - Late Fines
- ✓ First Aid / Illness / Administering of Medication
- ✓ Social Media
- ✓ Creativity

Email and SMS reminders used for the d6 Connect App

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What to Bring Details

- **9 rolls of toilet paper**
- **2 boxes of tissues**
- **1 box of fabric plasters**
- **2 empty two litre ice-cream containers with lids**

Please hand in all the above requested items at the screening station, due by the first week after your start date.

Compulsory documents

It would be appreciated if you could submit the following documents to the school no later than the first week after your start date.

The Department of Education will be inspecting our school and have requested that all Learner immunisation cards, and birth certificates be available for viewing at The Yard.

- **Copy of Child's Birth Certificate**
- **Copy of Health Record / Immunisation card**

Lunch boxes

Please pack healthy lunch boxes and juice boxes daily for school. Extra lunch box and juice box is required if staying for full day / aftercare. (The Yard does not provide any breakfast, lunch or refreshments)

Due to COVID-19, leak proof water bottles are preferred and requested

For the sake of healthy minds and bodies, we would like you to take special care when packing your child's lunchbox. Please read through the following guidelines:

Please pack	Please don't pack
<ul style="list-style-type: none">• Sandwiches• Fruit and vegetables• Crackers and cheese• Savoury biscuits• Fruit Juice (juice box)• Water!	<ul style="list-style-type: none">• Sweets• Chips• Sweet biscuits• Cakes• Fizzy coldrinks

The incorrect items will be removed from your child and returned to them when collected from school. We look forward to your co-operation in this regard.

Birthdays

Children may wear appropriate casual clothes on the day of their birthday. If their birthday falls during the weekend, public holiday or holiday, then please make arrangements with your child's teacher for an alternative date.

Drop-off items, birthday cupcakes, sweets etc... are not allowed at the moment, due to the current COVID-19 protocols.

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School Uniform

Please make sure your child comes to school dressed correctly
Grade R / Grade RR / Grade RRR / Aftercare

Compulsory Uniform

- **The Yard T-Shirt (the issued year shirt / full colour logo)**
- **Plain blue jean Pants (Must be worn at all special events)**
- **Plain blue jean Shorts**
- **A Navy Blue Dri-mac**
- **Red hair accessories (Natural hair colour allowed)**
- **The Yard floppy hat (to be kept a school)**
- **Face Mask (must fit and cover childs nose, mouth and chin)**

Compulsory Uniform must be worn correctly at all of our important event dates, such as;
outings, photos, inspection visits, graduation dates etc...

Parents will be contacted to bring the correct uniform to school.

x2 school t-shirts and a floppy hat

will be supplied in your childs **first enrolment year** at The Yard.
Extra sizes and replacements will be available for purchase thereafter.
Additional T-Shirts can be ordered / purchased from the office.

Additional Uniform options

plain dark blue boxer shorts (no skirts / skorts, or other shorts allowed)
plain dark blue corduroy pants (no tracksuit pants or other pants allowed)
holes and tears in the pants over the knees are not acceptable
a plain dark blue fleece top or a plain dark blue jersey

Beanies, scarves and gloves must please only be plain navy blue or plain red

All Grades

Always pack a set of extra clothing into your child's school bag
Always pack an extra clean face mask into your child's school bag
(R10 will be charged per disposable surgical face mask issued)

Always pack a *navy blue dri-mac* into your child's bag for something warm to wear

Winter and cold days; layers of appropriate clothing can be worn underneath
the compulsory uniform

Only plain red or white long sleeve vests may be worn under the school t-shirt

Always remember to rub sunblock lotion onto your child before coming to school

Hygiene

Please keep hair clean / tidy, fingernails clean / cut, teeth brushed, bodies bathed /showered
and uniform washed

Lost Property

Always label all items including clothing, lunch boxes and school bags clearly
Please make sure your child has all their clothes, homework bags and lunch boxes etc...
with them on collection.

Lost property will be kept for one term after which it will be donated to charity

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Safety and Security

The Standard Operating Procedures (SOP) are strictly adhered to during the COVID-19 pandemic.

Entry / Exit point: Please use the set pedestrian opening at the main gate.

Please park outside the school, but please do not leave any valuables visible or any other children inside the car.

The main gate is opened in full, only for all staff vehicles entering and exiting.

- School gates only open at 07:00; a member of staff is only on duty from 07:00 to receive your child
- Please do not drop your child off in the road or in the parking area
- Kindly walk your child to the screening area to be received by the staff member(s) on duty
- Please say goodbye to your child and leave promptly. Discussions with the staff are not suitable at this time of day and could unsettle the flow of the morning's activities. Please make an appointment to meet with the Educator
- Registers are taken daily
- Please inform The Yard by 08:00 if your child will be absent
- School times 08:00 – 13:00
- Please ensure your child / children are in class by 07:45, as lessons start promptly at 08:00.
- School gates only open at 13:00, arranged transport, authorised persons must please wait at the gate until 13:00, unless previously arranged with their Educator and / or admin staff
- Parents collecting children during school hours must please wait at the screening area, the admin staff will call the children from their classes
- Children not collected by 13:30 will go to aftercare, late collection fines are payable immediately
- Kindly collect your child from the screening area to be released from the staff member(s) on duty
- Aftercare times 13:30 – 17:00
- No child may leave the school reception gate without an authorised adult, parent or guardian.
- The screening register must be signed on arrival to school and before any child can leave the school – Only by an authorised adult, parent or guardian
- School gates close at 17:00, late collection fines are payable immediately

Late Fines

R50 fine for every part of 15 minutes you are late

Fines incurred for late collection are payable after 13:30 and after 17:00

Late fine fees are payable immediately

Should you be consistently late in collecting your child, you will be advised to make alternative arrangements for the care of your child.

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FIRST AID / ILLNESS / ADMINISTERING OF MEDICATION

Please take note of the following information –

- (a) If your child becomes ill / injured during the school day, parents will be notified. Necessary arrangements to fetch your child from The Yard must be made as soon as possible.
- (b) NO medication will be administered to any child.
- (c) If your child is ill, please keep them at home. If your child attends school, all medication must be administered by the parent before school and after school.
- (d) In the event of an emergency, children will be transported to hospital and parents will be held liable for costs incurred and meet the children at the hospital.
- (e) Daily monitoring of symptoms for COVID-19
 - You must isolate your child/ children at home and not send them to school.
 - Seek appropriate medical attention.
 - Report your child/children's symptoms to the Principal of The Yard.

The Yard Preparatory Academy, its Personnel, Management and Owners are hereby indemnified against Accidents and injuries of any nature and under any circumstances which may occur whilst your child is under the supervision of The Yard.



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Social Media

The Yard has a Website and a Facebook page.

Web: <http://www.typa.co.za>

Facebook page: <https://facebook.com/TheYardAcademy>



Social media is our informal form of communication with parents regarding general news, activities and photos. It provides our current and future parents with a more comprehensive view of our school and it shows the fun, educational activities and events held at The Yard Preparatory Academy.

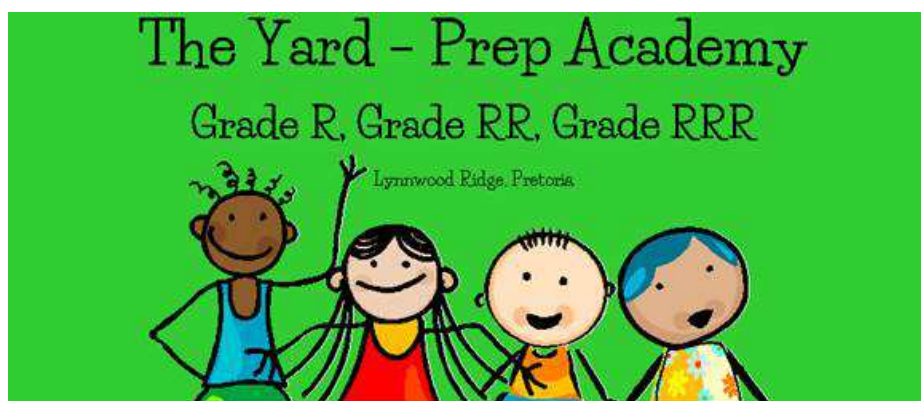
Photos will be general in nature to promote activities in and around The Yard. Your child could appear in a photo(s). No names are used and where possible we try not to show faces (but sometimes faces are shown, depending on the activity / event)

The Yard would like to reassure our parents that all photos / media taken of children will be used in a respectful and careful manner.

Visit our Facebook page online and be sure to “Like” and comment on our social pages. Positive comments and reviews are always appreciated.

Thank you!

Note that all correspondence will still be communicated via the d6 Connect App, email / SMS / WhatsApp or in person.



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Creativity

Please send any of the following items to school to make your child's creativity lessons full of fun and excitement. It can be old or new, **but all items must all be cleaned, disinfected and sanitised**. All items will be re-sanitised before entry into the school property for health and safety reasons. (All SOP / COVID-19 protocols are strictly adhered to at all times)

- A sponge (eg: size used for washing dishes)
- Old buttons
- New Stockings / Socks to make hand puppets
- Donation of Blue Jean pants or shorts / Blue Dri-macs, jerseys or fleece tops that do not fit your child/children any longer (we can use this for any of those unforeseen accidents)
- Straws
- Beads
- Bottle tops
- Small bottles
- String
- Pegs
- Ice cream sticks (clean)
- Egg shells (clean)
- Clear tubing
- Cork
- Shoe boxes and boxes in general
- Sponges
- Polystyrene pieces
- Plastic shopping bags
- Left over wool / felt / material off cuts
- Various sized boxes eg: toothpaste / cereal
- Steel wool
- Newspapers and old magazines – only appropriate magazines!
- Plastic containers
- Scrap paper / cardboard / shredded paper / gift wrap paper
- Cotton wool
- Paper plates (clean / unused)
- Tinfoil
- Pipe cleaners
- Toilet roll holders
- Egg boxes (empty)
- Plastic movable eyes
- Crepe paper / tissue paper / brown paper / cellophane
- Wax paper
- Brown bags
- etc...

Let's get creative together! You can even send extraordinary items too... Start collecting and send any of the above items when you can.

**We accept Grade 1 / Grade 2 and Grade 3 Children
from**

**Lynnwood Ridge Primary School
for Aftercare**

(Terms and Conditions apply)

Aftercare hours 13:30 to 17:00

Limited capacity

No pay - No stay

**COVID-19 - Compliant
The Yard - Standard Operating Procedures apply**

Typical daily program – 13:30 to 17:00

- Children escorted to The Yard in an orderly manner (supervised)
 - 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
 - Storytime
 - Fun days
- Children taking part in extra mural activities are taken to and fetched from LRPS under supervision.
(Parent’s written permission required)

Grade 1,2,3 from LRPS for Aftercare

✓ Enrolment Process – Annual

- Enrolment form
- Enrolment fee
- POPIA Consent form
- Fee Commitment Agreement – Contract

✓ Annual fees all inclusive

- ✓ Aftercare Fees for LRPS enrolments - 2022
13:30 – 17:00
R8 800.00
- ✓ No Casual Aftercare permitted
- ✓ Late Collection Fees – payable immediately
R50 fine for every part of 15 minutes later than 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.

Billing per term - for ALL accounts

EFT or direct deposits preferred

ALL FEES due by 01 October

❖ Pay per annum in advance (max 1 payment)

❖ Pay per term in advance (max 4 payments)

Special payment arrangements - requested in writing

❖ Pay per instalments in advance (max 10 payments)

All fees must be paid as per the signed

Fee Commitment Agreement - Contract

No pay, no stay

Grade 1,2,3 from LRPS for Aftercare

Annual Enrolment Fee – 2022

Non – refundable

**R250.00 per enrolment
due on applying for placement.**

Grade 1

Grade 2

Grade 3

Aftercare fees increase on an annual basis

Aftercare fees are due even if your child is not at school

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

No Aftercare on the last day of each term

Open days advertised on the Website / Social Media

Discounts Offered – 2022

**5% off annual fees paid in full on enrolment
(Terms and Conditions apply)**

THE YARD – PREPARATORY ACADEMY

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



AFTERCARE INFORMATION SUMMARY 2022

Aftercare Fees

Annual Enrolment Fee	Grade 1	Grade 2	Grade 3
Annual enrolment fee (on submission of the Enrolment form)	R250 per annum (non-refundable)	R250 per annum (non-refundable)	R250 per annum (non –refundable)

Aftercare 13:30 – 17:00	Grade 1	Grade 2	Grade 3
Payment per term (01 Jan, 01 April, 01 July, 01 Oct)	R2200 per term x 4 terms (payable in advance)	R2200 per term x 4 terms (payable in advance)	R2200 per term x 4 terms (payable in advance)
Annual fee	R 8800 per annum	R 8800 per annum	R 8800 per annum

NB: All accounts will be issued quarterly - All payments are due strictly in advance as per the Fee Commitment Agreement.

AFTERCARE DAILY PROGRAM

- *Collection from LRPS
- *Lunch time
- *Homework hour
- *To and from extra mural activities at LRPS
- *Rotational structured activities such as sport, games, art etc...
- * Free play
- * Story time
- * Fun days

What to bring

- Please supply; 2 boxes of tissues, 9 rolls of toilet paper
- Please supply; x3 **2H** pencils, x2 erasers, x1 pack monami retractable crayons, x1 metal sharpener, x1 48-page colouring in book, x1 material pencil bag to be kept at the school for daily homework sessions. (all items must be clearly marked with your Child's name and surname)
- **Please assist with additional homework / activity items as required**
- Please pack healthy lunch boxes and juices daily for aftercare.
(The Yard does not provide any lunch or refreshments)

Uniform

Reminder, compulsory and correct uniform must be worn on a daily basis.
(all clothing must be clearly marked with your Child's name and surname)

Uniform and good behaviour is always of great importance; All children must please wear their;

- ❖ Plain blue jean shorts or plain blue jean pants (no skirts, tracksuit pants etc...allowed) or Lynnwood Ridge Primary School shorts or pants
- ❖ The Yard t-shirt or Lynnwood Ridge Primary School t-shirt
(The Yard t-shirt can be ordered / purchased from The Yard's office)
(Long sleeve vests may be worn under The Yard t-shirt but only plain white or red is allowed)
- ❖ Lynnwood Ridge Primary School dri-mac to keep warm, other jerseys and tracksuit tops can be worn underneath the dri-mac but the dri-mac must be visible on the outside.
- ❖ Lynnwood Ridge Primary School cap or The Yard hat during outdoor activities

Please make sure your child dresses correctly for aftercare - No casual clothes will be allowed.

General

- Aftercare starts at 13:30 and ends at 17:00
- Late fine fees are payable immediately (R50 fine for every part of 15 minutes you are late)
- **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.**
- Safety and Security is strictly adhered to
- No Aftercare on the last day of each term, school closes early i.e.: 10:00
- School is closed during all holidays
- One month's written notice and payment due on all terminations
- The Yard Aftercare has a limited capacity
- Parents' written permission is required for children taking part in any extra mural activities.
- Parents' must assist with homework / reading and / or completion of homework / reading on days your child attends extra murals or is absent from Aftercare or leaves the Aftercare before the homework hour is completed.
- **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 Fee 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.**

THE YARD – PREPARATORY ACADEMY

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



Steps to enrol for Aftercare

A. In order to apply for placement at The Yard Aftercare, please enquire as to availability of space, on 0123615337 or admin@typa.co.za
You are required to please complete the Enrolment Form with all relevant information, the POPIA Consent Form and to submit both forms with the Enrolment Fee to The Yard Aftercare.

1. Enrolment Form 2022 (Annual) - Grade 1, Grade 2, Grade 3 Aftercare (Learners enrolled at LRPS)
2. Enrolment Fee 2022 (Annual) - R250-00 (non-refundable)
Required on submission of the Enrolment Form.
Please email proof of payment to admin@typa.co.za
3. POPIA Consent Form (Annual)

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 Aftercare (by hand / fax or e-mail). Copy of ID is required.

4. Fee Commitment Agreement (Annual) - Completed, initialled and signed in full at the screening area / office.
Appointment time - during school office hours 8am to 1pm.
Alternatively, special arrangements can be requested via email for the Agreement to be finalised electronically.

As space becomes available, and your Enrolment is considered at The Yard Aftercare 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.

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



**Thank you for your enquiry / application at
The Yard – Preparatory Academy**



The Yard – Preparatory Academy

Tel: 012 361-5337

Email: admin@typa.co.za

Web: <http://www.typa.co.za>

Facebook: <https://facebook.com/TheYardAcademy>

93 Hibiscus Street
Lynnwood Ridge
Pretoria

Right of admission is reserved.

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the School / Aftercare if fees are not paid strictly on
or before the due date as stipulated in the
Fee 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.**