

THE YARD – PREPARATORY ACADEMY

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



Dear Parents

Welcome to The Yard – Preparatory Academy for 2022

COVID-19 Standard Operating Procedures – are 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 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)
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 (by hand / fax or e-mail). Copy of ID is required.

4. Fee Commitment Agreement (Annual) - Completed, initialed, 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.

Banking Details

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

Please send all proof of payments to admin@typa.co.za

The Yard

Standard Bank

Universal Branch Code: 051 001

Current Account: 013 378 392

General Info

- The first Annual Fee, Quarterly Fee or Monthly Fee is due by the 01st of January or on enrolment.
- 5% discount will be offered on all Annual payments paid in full before the 01st 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 preferred.
- All Fees must be settled in full by the 01st of October.
- Fees are increased annually.
- Fees are due even if your child is absent.

Thank you again for your enquiry at The Yard.