

# Angels Academy

Day Care Centre & Pre-Primary School

076 271 1787 / 012 653 8035

c/o Willem Botha and Frederiche str, Wierda Park, 0157

Email : [angelsmanagers@gmail.com](mailto:angelsmanagers@gmail.com) Website: [angelsacademy.co.za](http://angelsacademy.co.za)

Facebook: [Angels Academy & Baby Centre](#)



## ENROLLMENT AND INFORMATION PACK

### Dear Parents/Guardian

I would like to wish you a warm welcome to Angels Academy Day Care Centre and Pre-Primary School. Thank you for choosing us to take care of and develop your child with our quality services offered. At Angels Academy we have an open door policy and the management of Angels Academy is always available to discuss any matter concerning your child. I can assure you that our environment is safe and healthy and at our school we strive to provide a home away from home for your child, and our aim is:

- ☺ To deliver a quality service with friendly and warm staff,
- ☺ To physically and intellectually develop each child to his/her full potential,
- ☺ To develop each child's social and emotional skills and,
- ☺ To do all of the above with positive leadership and discipline.

It is also important to mention that we are proud members of the **SA Childcare Association** and we also have certificates from the City of Tshwane for Health and Safety and Acceptability for Food Preparation on our premises.

Please don't hesitate to contact me at any time.

Kind Regards,

*Siska Cilliers*

Principal  
0762711787

## School Rules and Protocol

### Arrival and Collection

Staff will be on duty from Monday – Friday: We operate from **STRICTLY** 6:30am until 17:45pm for full day, with half day care ending at 2:00pm. NO parents will be granted access to the property before 06:30am. Upon arrival, parents must hand over their child to the caregiver in the relevant classroom.

Breakfast is served from 8:00am. Please notify the respective teacher if breakfast must be kept for your child, as well as any food allergens, we will also refer to the contract where necessary, so please complete in full.

**Please ensure that all children are present by 8:15am as this is when the daily program begins as well as their daily evaluations.**

***A non-negotiable Penalty fee of R100,00 for every 15 minutes after the relevant time will be payable upon late collection to the Teacher on duty.***

We have very **strict rules** around collection of children; safety is a priority at the school. In case of an emergency and the designated person (you have mentioned in the contract) is unable to collect your child and you have not informed the teacher as to who is the alternative person, you will be contacted first for verification before any child is released from the school.

### List of Necessities

**ALL TO BE MARKED – OTHERWISE WE MARK WITH A PERMANENT MARKER**

#### Sweetie Pies - Babies

- |                        |                           |                    |                       |
|------------------------|---------------------------|--------------------|-----------------------|
| - 5 Nappies            | - 2 extra sets of clothes | - Dummy            | - A5 Hard cover book  |
| - Bum Cream            | - Warm jacket             | - 3 Bottles        | - Blanket & Pillow    |
| - Mosquito cream/spray | - Bib                     | - Formula separate | - Wet Wipes bi-weekly |
|                        | - Hat & Sunscreen         | - Purity           | - Marked Facecloth    |

#### Lollipops – 1 year

- |                        |                           |                    |                       |
|------------------------|---------------------------|--------------------|-----------------------|
| - 5 Nappies            | - 2 extra sets of clothes | - Dummy            | - A5 Hard cover book  |
| - Bum Cream            | - Warm jacket             | - 2 bottles        | - Blanket & Pillow    |
| - Mosquito cream/spray | - Hat & Sunscreen         | - Juice bottle     | - Formula             |
|                        |                           | - Marked Facecloth | - Wet Wipes bi-weekly |

#### Jelly Beans – 2 years (Potty Trainers)

- |                        |                          |                       |                       |
|------------------------|--------------------------|-----------------------|-----------------------|
| - 4 Nappies            | - 1 extra set of clothes | - A5 Hard cover book  | - Marked Facecloth    |
| - Extra underwear      | - Warm jacket            | - Blanket & Pillow    | - Flip File 50 pg x 1 |
| - Mosquito cream/spray | - Hat & Sunscreen        | - Wet Wipes bi-weekly |                       |

#### Smarties (3 yrs), Cupcakes (4 yrs), Candy Canes (5 yrs)

- |                          |                   |                      |
|--------------------------|-------------------|----------------------|
| - 1 extra set of clothes | - Warm jacket     | - A4 Hard cover book |
| - Extra underwear        | - Hat & Sunscreen | - Marked Facecloth   |
|                          |                   | - Blanket & Pillow   |

#### Stationery (3yrs)

- |                       |                                 |
|-----------------------|---------------------------------|
| - Big Pritt Glue x2   | - 1x Plastic Dough Scissor      |
| - Liquid Glue x2      | - <b>THICK</b> triangle Crayons |
| - 500 Sheets A4 paper | - Flip File 50 pg x 1           |
| - A4 Hardcover book   | - Empty 2lt Ice-cream Tub x1    |

#### Stationery (4 & 5 yrs)

- |                        |                                |
|------------------------|--------------------------------|
| - School Scissor       | - <b>THICK</b> triangle Crayon |
| - A4 Hardcover book x1 | - 500 sheets A4 paper          |
| - Large Pritt Glue x3  | - Flip File 50 pg x 1          |
| - Liquid Glue x3       | - Empty 2lt Ice-cream Tub x1   |

### Allergies or religious preferences

As mentioned if the child has any sort of allergy or religious preference, Parents need to indicate it clearly on the registration form, notify management and staff and we will attempt to accommodate where possible.

## Angels Academy Menu

At Angels Academy, we serve breakfast, lunch and 2 snacks daily. Our menu has all the needed daily nutrition for your child. If there is any dietary concern such as: Allergies / Medical / Religious reasons regarding your child, the Parents will supply own food and indicate it on the registration form. No discount is applicable in these instances.

### **EXAMPLE of Menu:**

	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
Breakfast	Maltabella	Oats	Maltabella	Oats	Porridge
Snack/Fruit*	Orange	Banana	Apple	Watermelon	Paw-Paw
Lunch	Mince	Chicken aLa King	Fish Fingers	Beef Sausage	Vienna
	Rice	Rice/Pasta	Mash Potatoes	Mash	Pasta
Vegetable*	Sweet Potato	Carrots	Bake Beans	Pumpkin	Butternut
Snack	Sandwich*	Sandwich*	Sandwich*	Sandwich*	Sandwich*

*Fruit\* = seasonal and availability of the week*

*Vegetable\* = based on selection and availability of the week*

*Sandwich\* = Brown Bread with Butter & Jam or Peanut Butter dependent on availability*

## Classroom Ratios

The classroom ratio allows our staff to give utmost individual care and attention to the babies and children in our care. This assists our staff to develop effective and meaningful relationships with all children in our care, resulting in more engaged, happy and relaxed children.

Young children need to form a secure emotional bond with the personnel caring for them. Higher child-to-staff ratios mean that staff would find it harder to deal with each child's individual needs. If one member of staff is the key worker for many children rather than a healthy ratio with less, the chances of them having to deal with many distressed children at once is higher. Our focus point at Angels Academy is to keep a healthy personnel/child ratio to make sure your child gets the best attention that they need.

### **Staff/Child Ratio:**

Babies	1:5	in our Baby Centre
1 Year	1:10	per class
2 Year	1:10	per class
3 Year and older	1:10	per class

*Staff ratios may not be maintained in the following rare exceptions:*

- When staff are off-sick and Angels Academy cannot find a replacement
- During toilet, tea and lunch breaks
- During drop-off and pick-up times
- When there is staff that needs to go on training, workshops or exams

*(Any bottle tops, scoops, Ice-cream and yoghurt containers/cups with lids, Ice-cream sticks, chopsticks, old cd's, wool, old puzzle pieces, old Christmas wrapping paper and*

## Class activities

Parents are encouraged to be involved in their child's programme. Each week a new theme is taught and we ask parents to send along any recyclable material that will help them to understand and enjoy the theme of the month to the fullest. This can be handed in to the Admin office.

## Absentees

It is essential that children attend school regularly in order to achieve optimal results. In the event that a child is absent from school, it will be appreciated if the parent contact the school or sends a text message to advise us of his/her absence.

## Security

We have a Security Guard on duty all day. We also have electrified fencing, a 24-hour armed response link to a security company and CCTV's. The gates are closed and access is gained through a pin code which is changed often and parents are notified when this happens. Entry into the classes also requires the same pin code.

## Birthdays

Birthdays are exciting and very special in every child's life, therefore parents are more than welcome to bring cupcakes / party packs to school, however there is no obligation. We often send the party packs home with the children for later and the class celebration happens during mid-morning snack time.

## Personal Belongings

All children's **clothing, shoes, bottles, cups, blankets, pillow, dummies and accessories/toiletries** needs to be marked clearly. Angels Academy will not be held responsible for the loss of any of these items. Where Items are not mark Teachers will mark with a permanent marker. Children are **not allowed** to bring the following to school: **Sweets, Gum, Toys, Books, Ipads/Tablets, phones or CD's.**

## Sick Children

A child that has any of the following illnesses (included but **not limited**) will not be allowed on the school premises: Foot and mouth, pink eye, chicken pox, mumps, measles, German measles, rubella, Scarlet fever, hepatitis, RS Virus, tonsillitis, gastro, high temperatures, vomiting, diarrhoea, severe headaches and LICE. **Please note that sending a sick child to school places a huge risk on the child, teacher, friends and our staff. Do NOT bring your child to school if he /she suffer from any of the above as you will be called to collect him/her immediately.**

## Medication

Under no circumstances are any teachers or staff from a school qualified to administer medication (especially and including Antibiotics). **NO medication may be kept at school or in school bags.**

In rare instances where medication must be administered during certain times a teacher will only administer the medication if;

- the medication is in the child's name as well the dosage and **it's in its original bottle.**
- the medication is written in the register *by the parent in their handwriting* and is placed in the labelled medication box *by the parent* in the relevant class. Otherwise it will not be administered.

Date	Medication	Dosage	08:00	Teacher Sign	12:00	Teacher Sign	Parent Sign

- a parent has provided the necessary syringe or measuring spoon.

For safety reason **NO antibiotics** will be administered at school and **NO child may be at school for the first 3 days of being treated with antibiotics** in case of allergic reactions. And only medication relevant to the child's age group will be administered and no medication will be administered for longer than the recommended time period as per the bottle's dosage and direction of use.

In case of a child not feeling well a parent will be notified immediately by the teacher the time and temperature as well as the symptom. The Teacher will try to manage the symptoms to the best of her ability until the child is collected. It is always recommended that should a child have a high temperature and or have severe symptoms that it should be collected from school.

## School Fees

	2020	2021
• Registration fee ( <i>per child once off, non-refundable</i> <b>New Parents Only</b> )	R 900.00	R 1 000.00
• Administration fee ( <i>per child annual by end of February</i> <b>All Parents</b> )	R 400.00	R 500.00
• Monthly full day fee <b>06:30-17:45</b> (1 Child)	R 3 300.00	R 3 450.00
( <i>discount for additional siblings</i> ) (2 <sup>nd</sup> Child)	R 2 800.00	R 2 950.00
• Monthly half day fee per child <b>06:30-14:00</b>	R 2 700.00	R 2 850.00
• Day fees per child	-	R 170.00

Schools Fees to be paid monthly by the 5<sup>th</sup> of each month, this includes December. **December is seen as a full calendar month. No notice may be given in November for December.**

No refunds will be given for days missed, sick days or public holidays etc. **No late payments will be tolerated, unpaid arrears accounts will lead to your account being handed over to TPN Credit Bureau and should your schools fees be not brought up to date as per the agreement it will result in the removal of your child from our school and you will be blacklisted as per the National Credit Act.**

We prefer EFT payments, below is our banking details, we do not issue receipts for eft payments, statements will be provided on request by the accounts office. If you wish to pay cash you may do so at our accounts office, they will provide you with a receipt. A quarterly printout of your statement will be emailed to you, so please ensure your email details are accurate with us at all times.

***A discount of 7.5% is given for 12 month upfront payment.***

### Angels Academy Banking Details:

Type of Account: Business Cheque  
Bank: FNB  
Account Nr: 62316034727  
Branch Code: 258 – 155  
Branch Name: Olympus Plaza  
Reference: "child's name and age" e.g. *Alice Baker 5*

### CONSENT CLAUSE:

*The debtor consents to and authorises Angels Academy, as the case may be, to:-*

- a) *contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor; and*
- b) *provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.*

### NOTICE regarding Invoice/Statement:

*Angels Academy is affiliated to TPN Credit Bureau, a registered credit bureau, all account payment profiles, patterns and behaviour is recorded monthly with the credit bureau for the purposes as per the National Credit Act.*

## Extra-curricular activities

Angels Academy has a relationship with many external extra-curricular services e.g. Dance Mouse – Hip Hop & Ballet, Rugby, Cricket, Karate or other martial arts, Music box, drama, gymnastics, swim, cooking classes, golf etc.

You need to enrol your child separately with each relevant activity and their accounts are payable to them directly. These activities take place during school hours according to each activity's independent calendar and where necessary some activities take place at school and others transport is arrangement by the services themselves. Please ask your relevant Teacher for more information and pamphlets.

## Evaluation & Progress Reports

Reports are given out in the 2<sup>nd</sup> and 4<sup>th</sup> term. We do however have parents evening and you will be notified timeously to attend to follow up on your child's progress however our policy is that parents are welcome to contact the school at any time and to make an appointment with the relevant teacher to discuss the child's progress.

## Fundraising

We keep fundraising very low-key and monies raised get used for Grandparents Day, Shows, Graduation and extra educational equipment, etc. Parents will be informed timeously of any events and if there is a minimal and affordable fee, the events have no obligation but parents are reminded that it's not ideal to have any child left feeling out.

Makro Cards: If you would like to link your existing Makro card to our school please do so online, once a year we get a voucher from, which we use for our resources for the school, Thank you to parents who swipe already for us.

## Communication and Social Media

Angels Academy is both an English and Afrikaans medium pre-school and Sepedi is also taught at the school. All our correspondence and notifications will be done in English.

We have a website [www.angelsacademy.co.za](http://www.angelsacademy.co.za), which has all the necessary information about our school for existing and prospective parents. We also have a Facebook page and **CLOSED** group for parents - Angels Academy (Parents) which we update regularly and post fun photos. **If you do NOT want any photos of your child to be posted, please let us know in writing (email) and we will respect your wishes.** If we don't hear from you, then we will assume that you will not object to us using suitable photos on the website and Facebook pages. Thanks

As mentioned earlier we have an open-door policy and parents are welcome to chat to their child's teacher or Siska, the Principal or even email or phone the above contacts at any time. In the future we will be sending out newsletters by email and important notifications with WhatsApp in an effort to become environmentally friendly and paperless. So please ensure your email details are updated with us at all times and it will not be shared with any 3<sup>rd</sup> parties.

## Cancellations

For the cancellation of any child, management will need a written request and one month notice. In the event that this is not possible then 1 month school fees are to be paid in lieu of notice, this is **not negotiable**.

**NB: NO NOTICE MAY BE GIVEN IN NOVEMBER!!**

## Smoke Free

Angels Academy falls under academic facilities as well as a public place and we ask parents to please not smoke in our parking lot or leave the remains of their cigarettes in our parking area.

## **Holidays**

Angels Academy is open for all school holidays with the exception of the year-end break and all public holidays. The school will have a long weekend whenever a public holiday falls on a Tuesday or a Thursday. We will close for the December holidays usually at the end of the second week of the month and re-open that same time as normal schools in January. Unless there are exceptions which will be indicated in the child's communication books. We will however endeavour to send out timeous reminders. During the holidays we follow a relaxed and fun programme.

## **Toy donations and Scrap paper are ALWAYS welcome!!!**

**I, THE UNDERSIGNED, HEREBY ACCEPT ALL ABOVE MENTION RULES AND REGULATIONS OF ANGELS ACADEMY PRE-PRIMARY SCHOOL.**

\_\_\_\_\_  
**Father/Guardian**

\_\_\_\_\_  
**Mother/Guardian**

\_\_\_\_\_  
**Date**

## Registration form to Angels Academy Pre-Primary School

Details of child:	
Enrollment Date:	
Full day/Half day:	
Name and Surname:	
Age:	
Date of Birth:	
Copy of child's Birth Certificate	YES / NO
ID no:	
Language:	
Allergies:	
Any serious Medical History:	
Copy of Immunisation Chart	YES / NO
Copy of Medical Card <i>(for use in case of emergency only)</i>	YES / NO
Home address:	
Person dropping off child:	
Person collecting child <b><u>(if not the parents)</u></b> :	YES / NO
<p>Authorisation letter, ID and photo of the person collecting your child : Parents need to notify the relevant teacher, in the event of someone else collecting the child from school.</p>	

\*In the case of Custody issues, Angels Academy will only release a child to the person that signed our contract. Any other persons need a Rule 43 from the Courts. Angels Academy must be notified and receive copies of custody and visitation agreements. Kindly ensure that ALL parties are aware of any arrangements or limitations put in place.



**Parental/Guardian Information**

<b>Father:</b>	<b>Mother:</b>
Full Name and Surname:	Full Name and Surname:
First Name:	First Name:
ID no:	ID no:
Marital Status:	Marital Status:
Cell no:	Cell no:
Home/Alternative Tel no:	Home/Alternative Tel no:
Employer:	Employer:
Work Tel no:	Work Tel no:
Work address:	Work address:
Work Fax no:	Work Fax no:
E-mail address:	E-mail address:

**Contact Person in case of an emergency:**

Name and Surname:
Relationship:
Contact number: Cell Phone:
Contact Number / Alternative:

**Angels Academy's**  
**Indemnity & Consent Form**



I (Parent) \_\_\_\_\_

I.D.no \_\_\_\_\_

of (Child) \_\_\_\_\_

I.D.no \_\_\_\_\_

**I/We the undersigned understand that the principal and employees of Angels Academy are not obligated to administer non-prescription medication to alleviate pain, nausea, vomiting, upset stomach and distress and if necessary Parents will be notified if non-prescription medicines need to be given.**

**Prescribed medication will be administered as per the contract protocol on page 5. Under no circumstances will antibiotics will be administered at school.**

**I/We understand and accept that the Angels Academy and employees cannot be held liable for any damages that I/we might sustain as a result of attendance at Angels Academy Pre-Primary School.**

**During attendance at Angels Academy or in the case of emergency medical treatment, I/we hereby indemnify and hold harmless the employees and third parties where applicable, e.g. the volunteers and extra-curricular activities personnel, against all loss or damage from any cause arising from any accident, injury or any other unforeseen circumstances which may occur to my child.**

**In the event of an emergency I/we give permission to transport my child to a hospital for medical treatment. If it is possible and my child's life is not in grave danger I/we wish to be advised prior to any treatment by a doctor or hospital at the numbers supplied in the contract. In the case of critical medical situation, I/we are aware there may not be time to refer to my child's records. If you are unable to reach me/guardian the school therefore reserves the right to utilise the quickest and best medical services available.**

**Therefore I/we the undersigned hereby agree that a medical practitioner may provide emergency treatment as may be necessary on my child and that I/we will be responsible for all costs that arise therefrom. I/We hereby acknowledge that I/We have read and understood the conditions and obligations of application and enrollment.**

Signed at:

(City) \_\_\_\_\_ on (Day) \_\_\_\_\_ of (Month) \_\_\_\_\_ In the Year (Year) \_\_\_\_\_.

\_\_\_\_\_  
**Father/Guardian**

\_\_\_\_\_  
**Mother/Guardian**