

# CONCORDIA / NERINE Pre Academy

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## ADMISSION POLICY FOR 2019

Nerine Pre Academy is a school that is run according to approved guidelines. No student will be denied on account of race, colour or religion.

Nerine Pre Academy is a double-medium school. English and Afrikaans is the teaching medium of the school.

If students are admitted at Nerine Pre Academy, the parents undertake to uphold the ethics (spirit and character) of the school. Gr. R Pupils are welcome to attend any Primary School of their choice.

## OUR MISSION

Is to lead the young child in his totality to adulthood. We strive towards effective and loyal teachings. The child and his interests are always placed as priorities.

The standard of our buildings, grounds and equipment is dependant on parent co-operation and support.

## OUR VISION

Nerine Pre Academy is highly regarded in the Boksburg community and Nerine Pre Academy's first-rate service will continue to exist with raised standards in training and the development of each child. Each child's happiness and development is in the forefront of our list of priorities. We strive to serve the community of Boksburg for many years to come.

## GOVERNING BODY

Nerine Pre Academy has a Governing Body that has an interest in the future of the school and they oversee every child's interest, development and happiness.

## GROUP DIVISION

Children are divided into groups according to age and language.

Toddler Class

Junior Class

Middle Classes

Senior (Grade R) Classes

## SCHOOL HOURS

The gate is open from 07h00. **All children MUST be in their classes by 08h00.**

Children must be taken to classes and are not allowed to be dropped-off at the gate.

The gate will be locked at 08h00 for the safety of the children.

**The gate will be opened at 12h30 for half day children. For the safety of your children we do not open the gate before 12h30.** If a child is fetched earlier, please arrange with teacher / office beforehand. No child will be allowed to leave the school grounds alone. **Full day children please need to be picked up by 17h30.** (please see "AFTERCARE AND HOLIDAY CARE")

## SCHOOL FEES

### SCHOOL FEES ARE PAYABLE OVER 11 MONTHS !

Half day fee: R2040.00 p.m x 11 months

Full day: R2800.00 p.m. x 11 months

Enrolment fee of R450 - once-off per year.

Registration fee of R400– existing students

Enrolment fee/ Registration fee includes 1 T-shirt (class t-shirt for Fridays or to wear when shows/outings) and a face cloth.

**Fees are payable strictly in advance.** All cash paid must be in a sealed envelope. Please include the following details on the envelope: child's name, class, amount included as well as what the money is for. Please pay PROMPTLY. All fees must be paid by the 5<sup>th</sup> of each month.

Money **can preferably** be paid in electronically. Our bank details are: **ABSA; Branch code 632005; Cheque account in the name of Laerskool Concordia with Account number 230 750 262. Reference : NER + Child's Name.**

Neglecting to pay by the 7<sup>th</sup> will result in service being terminated, as well as being handed over to the attorneys for collection. Please note that your credit record will be affected negatively.

If fees are paid in full for the year by the end of January 2019, a 10% discount will be given. If fees are paid in full for the year by end of February 2019, a 5% discount will be given. If two or more children are enrolled, you will receive a monthly discount.

Fees include the following: Snacks at 10h30; as well as shows at school, outings, groceries, stationery and toiletries.

Aftercare children receive lunch as well as a sandwich and cold drink in the afternoon. Full day children also have holiday care.

Babies: Bring own cereal/purity/milk formulas/bottles/ nappies / creams etc.

## **TERMINATION OF SERVICE**

A written month's notice (with one (1) month notice payment) need to be given when leaving the school. **NO VERBAL** notice will be accepted. **NO MONTH'S NOTICE is accepted for November / December !**

## **EXTRA-MURAL ACTIVITIES**

These activities are presented in addition to the curriculum.

Seeing as there is such a great variety of activities taking place, please refer to the Extra-Mural Activities option list and complete. Children are allowed one activity per day.

Demonstration lessons will be presented from Monday 14 January. Activities commence on Monday 4 February 2019.

These fees are determined by the individuals and are to be paid in separate from the school fees. Please enclose the money in the provided envelopes. Please include the correct amount – no change will be given from the school staff. **These activities do not have any bearing to the school whatsoever.** We only provide the grounds for them to present their activities.

## **THERAPISTS**

A Speech Therapist is available, for your own account, for children who need to make use of this service. Enquiries can be made by your child's teacher or in the office.

## **WAITING CLASS**

Waiting class children must be fetched by 13h30, at the latest. No food is provided. If you would like your child to eat, the fee is an additional R350.00 per month.

## **AFTERCARE AND HOLIDAYCARE**

### Aftercare:

The aftercare starts at 12h30.

**Lunch is provided for the aftercare children, as well as a biscuit and cold drink later in the afternoon. The aftercare facility closes promptly at 17h30. If children are fetched late a fine is to be paid. R20.00 for the first five minutes or part thereof, thereafter R50.00 per five minutes. This money is due when the child is dropped-off at school the next morning. Your child will not be allowed to attend aftercare unless the fine has been paid!**

**If you do not want to make use of the aftercare facility any longer one-month's written notice is required.**

### Holidaycare (only for full day children):

It is available from 7 January 2019, April, July and September holidays. December holidays until the 15th. Please take note that the school will be closed on Public holidays, as well as specific school holidays as determined by the Education Department.

## **LETTERS BOOK**

Every child receives a book. Any correspondence between the school and you will be pasted or written in the book. Please check daily if the book is in your child's bag. Correspondence must please be signed so that we know that the letter has been read. This book must please be returned to the school immediately so that further correspondence can take place if necessary.

## **CLOTHING**

Please send your child to school with old clothing that may get dirty. Children must be allowed to experiment and discover new things during play. Also please send an additional set of clothing with, especially with the junior group. Accidents happen so quickly! **Please mark all clothing, shoes, sandals, etc clearly.** The child must also have a suitcase or bag to put his belongings into.

## **ABSENTEEISM**

**Please let us know telephonically that your child will be absent.** If a child has been absent for 10 days without notifying us, their place will be automatically lost. You will still however be responsible for the fees.

If a teacher is absent, the following arrangements are applicable: every teacher makes a list – a visiting list- this list will be put on her door. The children of that class will then be divided between the other classes. The teacher tries to keep friends grouped together.

The absent teacher's children will then "visit" by the specific class mentioned on the visiting list.

## **REFRESHMENTS**

Please ensure that your child eats a healthy breakfast in the morning. We provide a light meal at 10h30 which consists of a sandwich with a fruit or vegetable and something to drink. Lunch is provided at 12h30 for full day students. Please let the teacher know of any allergies.

**Please do not send any food / refreshments to school**, as it causes fighting between the children. We provide the necessary refreshments / food.

## **BIRTHDAYS**

A birthday is a big event in any child's life. We present a special birthday circle where perception and numeracy is developed and furthered. If you decide to send something to eat with, it makes the day so much more special. Please arrange beforehand with the teacher.

## **OUTINGS**

The school does "innings" (shows at school) or outings per term. **Parents receive an indemnity form which must please be completed and signed by both parents. Send the form back to school as soon as possible.**

## **MEDICINE**

**PREFERABLY ALL MEDICATION TO BE ADMINISTRATED AT HOME.  
NO MEDICINE IS ALLOWED TO BE IN THE POSSESSION OF A CHILD.**

If urgent medication needs to be administrated at the school, for example antibiotics, please complete the medicine list in your own handwriting.

The best policy is of course: if a child is so sick that he needs to drink medicine often, rather keep him / her at home.

## **PARENTS EVENING**

A get-to-know-each-other parents evening is held in the first term, and a parent's afternoon in the second term. Please feel free to discuss your child's progress or any problems with the class teacher at any time. Appointments are made with the Grade R children's parents where the teacher deems it necessary.

## **REPORTS**

Children receive a progress reports at the end of the first, second and fourth terms. Gr. R children receive a assessment report every term.

## **FUNCTIONS**

One function per term is held for the purpose of fundraising.

## **CHANGE OF DETAILS**

If you change of address or receive a new telephone number, please inform the teacher immediately so that we can keep the details updated. Please ensure that we have a contact number for you so that we are able reach you if necessary.

## **TOYS**

**NO** toys are allowed to be brought to school as it causes a considerable amount of difficulties.

## **EMERGENCY PLAN**

The school has an emergency plan which is practised regularly with the children.

## **INVOLVEMENT OF PARENTS**

Involvement of parents at our school is of utter importance. Without the co-operation and help of the parents we will not be able to deliver such an excellent service. At the beginning of the year we form a Parent Committee. During outings and fund raisers we rely on the help of these members. Any parents who would be interested to serve on this committee, please enquire at the teacher or office.

## **DIVORCED PARENTS**

For your child's sake: Please ensure that the other parent receives all correspondence, reports, etc pertaining to the child. Should you prefer to receive communication per E-mail, please contact the office.

## **Gr 1 ENROLMENTS AT PRIMARY SCHOOLS**

It is the parent's duty (of Grade R learners) to enrol their child at Primary School, on time. Many Primary Schools send us information about their schools, but it still remains the parent's duty and responsibility to enrol their child on time.

## **GRADUATION**

Only children who will be attending Grade 1 in 2019 participate in the Graduation.

## **PHOTOS**

Individual toddler photos and family fotos (for the parents account) are being taken once a year by a professional photographer. The Grade R learners also have photographs taken for the graduation.

We hope that your ties with Nerine Pre Academy and its staff are a positive experience for both you and your child!

## **MANAGEMENT**