

# Helen's Ark Christian Learning Academy

0 -6 years



*God gives children wings we teach them to fly*

4 Wilger Ave  
General Alberts Park  
Alberton  
1449

011 864 7522  
Cell: 072 763 4521 - Helen Muller  
Babies , Toddlers  
3 year old playgroup  
Getting ready 1 and 2 ( equivalent to grade 00 and 0)

Please read through this Information Sheet and once you have decided this is the right educational program for your child, kindly complete the attached Forms and return same to the administrative office as soon as possible with your deposit to ensure that you have a place for your child.

- ❖ Helen's Ark Christian Learning Academy brings a new concept to child care for children from birth to 10 years.
- ❖ We dedicate our efforts and resources toward ensuring top rated care giving service coupled with high activity based learning environment based on 40 years research into childhood development in the USA.
- ❖ We respond to the needs of the parent and children with the **HIGHSCORE** curriculum which is based on strong Christian principles. We encourage a flexible approach to the curriculum presented each year.
- ❖ We are strongly committed to accessibility to all children to the program.
- ❖ We are committed to taking a leadership role, provision of cultural diversity and the formation of the leaders of tomorrow.
- ❖ We provide a wide range of integrated programs, services and innovated modules of care.
- ❖ Children to care giver ratio is 10 children to 1 developmental specialists this ensure that your child is nurtured in a loving caring environment.
- ❖ Owned by Helen Muller who has 32 years nursing and risk management experience. Therefore a high emphasis on infection control, primary health and education through play is implemented.
- ❖ Keith Jacobsohn is the spiritual leader of the program.

### **Mission Statement:**

- ❖ To develop children who attend Helens Ark Christian Learning Academy through strong Christian based curriculums that include active play and learning.
- ❖ Provide quality child developmental care in a safe, secure, friendly, positive and developmentally appropriate environment.
- ❖ Focus on literacy, numeracy, science and life sciences.
- ❖ To encourage creativity and independence.

### **Age Acceptance:**

- ❖ Children from newborn to Grade (R).
- ❖ Kindergarten and intermediate phase classes 10 per tutor
- ❖ Aftercare: - Children from Grade 0 (R) to Grade 7. Children are provided with a light meal and home work and test / exam preparation in supervised. Children are encouraged to work independently and assisted to gain knowledge required to perform at school.

### **Business Hours (Monday to Friday):**

- ❖ Helen's Ark Christian Learning Academy is open from 06h00 and closes strictly at 17h30.
- ❖ A fine of R200.00 and hour or part there of will be payable by you to the staff member waiting for your child to be collected. As well as ensuring the staff member gets home safely

### **Holidays / Closure:**

Helen's Ark CHRISTIAN LEARNING ACADEMY is closed on all Public Holidays AS WELL AS ACCESSION DAY and for a break in December to ensure that all staff get their holidays (15 December to 4 January ).

**Fees:**

- ❖ A R2200.00 (non refundable) deposit once off
- ❖ R 500.00 enrolment fee is required with the enrolment forms and will ensure a space for your child at the school.
- ❖ Fees paid in full by the end of November including January fees, are granted exemption on increases. Annual Increase of fees occurs in January each year.
- ❖ Fees are payable in advance each month on or before the 1st of each month, either by cash or via EFT (preferred) (proof of payment to be provided to the office), Irrespective if the child is sick, on holidays or absent. **FAILURE TO PAY SCHOOL FEES BY THE 2ND WILL RESULT IN THE CHILD BEING SENT HOME.**
- ❖ Fees are divided over a 12 month period.
- ❖ Daycare fees that are paid in full for the year will be liable for a month's discount on annual fee.
- ❖ Late fees will be subject to interest of prime rate plus 3 %
- ❖ For the period January 2020 to December 2020, school fees will be charged as follows, per month:
- ❖ Full-Day: .....R2200.00 p/child
- ❖ Half-Day (until 13h30): .....R1100.00 p/child
- ❖ After-School Centre (full day Holiday care included): .....R800-00 p/child excluding transport
- ❖ Day visitors:.....R120.00 p/child

**Transport:** Palm Ridge, Eden Park, Thokoza, Katlehong, Vosloorus contact person is Daniel 072 1156 190

**Banking Details:**

<p><b>Bank:</b> First National Bank  <b>Account Holder:</b> Helens Ark Christian Learning Academy  <b>Branch:</b> Alberton  <b>Account type:</b> Cheque  <b>Account Number:</b> 62638928179</p>	<p><b>Reference:</b> Name of child and School reference Number  <b>Proof of payment to be sent to:</b> 072 7634521</p>
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**Siblings:**

10% discount of the fees of 1<sup>st</sup> sibling ( brother or sister)thereafter 5%.

**End of year Christmas Events:** will include Play, Talent Competition and photographs

(5) will cost R300.00 which is payable at the beginning of September.

Graduation class will raise funds to cover the graduation ceremony. The cost for Grade R children is R800.00.

**Fund raising:**

Fund raising activities are compulsory

Each child is expected to raise 250.00 a year through participation of different activities.

Grade R Class is expected to raise R 600.00

**Termination of service:**

One calendar month written notice, on or before the 1st of the month must be given, prior to taking the child out of Helens Ark Christian Learning Academy.

Failing this, you will be held liable for payment until notice is given (no exceptions will be made). November and December will not be accepted as a notice months.

### **Rest Time:**

Written notification is to be given to HACLA if you prefer your child not to sleep during 'Rest Time'. Your child will however have to stay in the playroom during this time and pursue a quiet activity.

### **Aftercare Centre:**

- ❖ Only 2 places available per year. We will supervise home work and do test / exam preparation with the child's cooperation.
- ❖ Children are to be provided with a pencil case with a pen, pencil, pencil crayons, wax crayons, ruler, eraser, scissors, glue and any other requirements to complete their home work in a satisfactory manner.
- ❖ Children are to have a set of play clothes to change into.
- ❖ Children will be subjected to our code of discipline while on the premises.

### **Holiday Program:**

Is provided, there may be a minimal charge depending on planned activities.

### **Medicine Chart (please find in your flip file)**

- ❖ In compliance with health regulations, parents are required to fill in the medicine chart should specific medication be administered during school hours. Failure to fill in the chart will result in the medication not being administered by the staff.
- ❖ Please note that we will not accept any child suffering from a contagious ailment or fever or diarrhoea therefore these children must please be kept at home until a medical practitioner has confirmed that the child is no longer contagious. This letter of conformation is to be submitted to Program Director.
- ❖ If your child suffers from a medical problem please include the treatment action plan provided by the Health care provider so that the action plan can be used in the event of an emergency.
- ❖ If Medication is sent to school it must be in a cooler bag with a ice pack.

### **Lost Property:**

- ❖ HACLA staff cannot be held responsible for lost property. To avoid any unnecessary conflict or confusion all personal belongings (i.e. bags and clothing) must be clearly marked with your child's full name.
- ❖ Items not collected from the lost property after a prolonged amount of time, will be donated to Amcare.

### **School Bag**

- ❖ It is essential that you send a bag/suitcase to school each day for your child.
- ❖ Must be clearly marked with your child's full name and class.
- ❖ Please ensure that the bag can accommodate an A4 flip file.

### **Toys**

- ❖ Please do not send toys to daycare toys are not allowed at daycare to avoid conflict situations.
- ❖ For smaller children up to the age of 2 a comforting soft toy is permitted to facilitate the transition from home to daycare.
- ❖ We supply ample toys and other equipment to develop the children.
- ❖ We are responsible for maintaining toys in a good condition and will replace toys that have been subjected to normal wear and tear. However if a toy is broken by a child intentionally, the toy will need to be replaced by the parent.

## Parent Days:

On the last Friday of each month between 3 and 6 pm. This gives you're the opportunity to actively participate in your child's education.

## Supplies

This is not an optional extra requirement it is expected that each child will provide these requirements. If not supplied by the 2<sup>nd</sup> of each month these items will be invoiced to you each month.

Admission Pack
Hand towel
Face cloth
A4 20 pocket Display File
Book pack (drawing book, writing book, home work book)
Tooth brush
Tooth paste

**Requirements** the following are to be placed in your child's bag every day.

**Change of clothes** placed in a large ziplock bag to be placed in the child bag every day for the use in the event of spills or bathroom emergencies. **NB: The daycare staff is not responsible for washing soiled clothes they will be rinsed and placed back in the child's bag.**

Daily Requirements 0 -3 years	Daily Requirements For all age groups
Formula that child has at home enough for 4 to 5 feeds	Sun hat and sun screen
5 x nappies if the correct amount of nappies is not put in the bag we do not accept liability for nappy rashes.	Clothes for outside mud and sand play
Barrier cream of choice	Nail clipper if you wish staff to cut your child's nails
Nappy rash cream of choice	Clean change of clothes for going home
Teething powders	Warm jersey coat in case it gets cold
Dummy with holder and container	

### Daily Activities:

Activity	Time
Breakfast	08h00 to 08h30
Toilet /Hand washing / Dental care	08h30 to 08h45
Bible story praise and worship	08h45 to 09h00
Developmental program	alternate small group time and large group time every 20 min till 11h45
Midmorning Snack	10:20 - 10:30
Toilet /Hand washing	11h45 - 12h00
Lunch:	12h00 to 12h30
Toilet /Hand washing / Dental care	12h30 to 12h45
Rest	12h45to 14h30
Tidy up toilet and hand washing	14h30 to 14h45
Afternoon Snack	14:45 to 15h00
Extra Mural Activity	15:00 to 16:00
Tidy Up for going home	16:00 to 16:30
Free play till home time	16:30 to 17:30

### Extra Mural activities

These activities are inclusive of the price of day care and are therefore compulsory.

Monday	Dancing
Tuesday	Funky Art Compulsory for all children including aftercare.
Wednesday	Action For Kids.
Thursday	Modeling / Drummies
Friday	Drama

*If you have any further queries please do not hesitate to speak to Program Director.*

*Thank you for considering our school to care and educate for your precious gift.*