

## **Our Mission:**

We are committed to the stimulation and development of learners with intellectual and developmental disabilities. We strive to provide the highest quality service in order to enable our learners to reach their maximum potential.

## **Our current offering:**

- Monday to Friday, from 7:30 to 12:30 daily stimulation.
- We follow the private school terms.
- We set up an Individual Educational & Developmental Plan for each Learner at our Centre.
- Speech, Occupational and Physical Therapy is offered at the Centre (not included in Centre fees)

## **Criteria: (Learners age 3 to 25 years)**

- Physically and Mentally challenged
- Unique Disabilities
- Epilepsy
- Cerebral Palsy

## **Centre Fees (2020) – Tax Deductible:**

- R 1600.00 once off registration fee (non-refundable)
- R 5550.00 payable over twelve months
- R 150.00 Stationary fee payable over twelve months.

## **Parental Involvement:**

Parents and caregivers play a very important part in the learner's development and their involvement is welcomed and essential.

### **HOW CAN WE HELP?**

- Respect the efforts of the principal/teachers/facilitators/therapists.
- To ensure regular communication
- To support and encourage your child in all his/her activities and therapy sessions
- To actively assist the Centre wherever possible and to promote the values of the Centre
- To take part in Parent Social and Support group evenings and workshops
- Assist with Fundraising

## **List of requirements:**

- Pack a healthy snack and lunch
- Ensure a clean change of clothes, nappies and cream (where applicable) is always in the school bag
- Sunblock, cap (summer) and extra jersey (winter)
- All items to be marked
- R150 stationary fee covers items such as: tissues, disposable gloves, sanitizing spray, wet wipes.

**Holidays:**

The Centre follows the private school holiday calendar.

We offer holiday club during the April and August holidays. This is run by our Facilitators and is an additional cost.

**Sick /Absent:**

Please advise us if your child is not able to attend the Centre. Especially if they are admitted to the hospital, in order to offer support wherever possible.

Please remember that it is important to keep sick children at home as they often carry contagious infections that spread quickly throughout the school and affect many of our learners with weak immune systems.

Here is a guideline but not limited to:

- Fever (38C or higher) Children need to be fever free for 24 hours.
- Nausea or vomiting
- Diarrhoea, runny or watery stools ( 2 or more loose stool within last 4 hours)
- Sore throat, loss voice, hacking or continuous coughing, runny nose with coloured discharge
- Lice ( may not return child to care centre until no more nits are spotted)
- Contagious diseases ( Chicken Pox, Roseola, Conjunctivitis ( pink eye), Mumps, Measles, Influenza and herpes virus ( fever blisters)

NOTIFICATION OF A CONTAGIOUS CONDITION IS REQUIRED.

Medication will only be administered with written permission from parent or guardian. Applicable indemnity forms must be signed.

**Injuries:**

Although there is close supervisions at all times, accidents unfortunately may still occur. All minor mishaps on the premises as well as those of a more serious nature have to be recorded. Minor accidents will be appropriately handled and the parents informed on arrival when collecting your child. In serious cases you will be notified immediately. All staff members have been trained in basic first aid. Indemnity form to be signed and returned to centre.

**Safety:**

The learner's safety is of utmost importance to us therefore we would like parents to please inform the Principal/Admin and/or the class teacher if there are any changes with regards to who will be picking up or dropping off your child from school.

**Arrivals and departures:**

Morning arrival times from **07:00 – 08:00**. Departure and collection is at **12:30**. There will be a waiting class for children who cannot be collected at **12:30**. The waiting class will only be until **13:00**. The learners will be supervised during this time. Please inform your class teacher if your child will be staying for waiting class. Please ensure that you sign the class register when dropping off and collecting your child.

**Centre Communication:**

Apricot Tree Parents and Teachers Whatsapp Group.

Monthly newsletters via email and hard copy

Should you need to contact your class teacher during the Centre hours please contact the Admin Office, as the class teachers do not have their phones on them during the day.

**Records and Forms:**

All forms must be signed on or before the first day of attendance.

Please ensure that you have completed and submitted the following documents as soon as possible:

- Application form
- Contract
- Indemnity forms

**Please send copies of the following:**

- Birth certificate
- ID of both parents or Passport
- Medical aid card
- Clinic card

**Notice period:**

As per contract there is a three calendar months' notice period.

**Centre Accounts:**

Centre fees are payable over a 12 month period. Payments are to be received before the 7<sup>th</sup> day of each month. If a learner's Centre Fees are in arrears of 3 months, they will be requested to stay home until fees have been paid up to date.

**Banking Details:**

APRICOT TREE TRUST

ABSA

CHEQUE ACCOUNT

# 407 980 2453

Branch Code: 632005

REFERENCE: Learners Name & Surname or Invoice number.

Thank you,

The Apricot Tree Team



# Admission Policy & Centre Procedures



| 2020 - 3 TERM CALENDAR                |                      |
|---------------------------------------|----------------------|
| TERM ONE                              | DATES                |
| <b>Start</b>                          | Wednesday 15 January |
| <b>Close</b>                          | Thursday 9 April     |
| Half Term                             |                      |
| Close                                 | Thursday 27 February |
| Return                                | Tuesday 3 March      |
| <b>Public Holidays</b>                |                      |
| Saturday 21 March (Humans Rights Day) |                      |
| Friday 10 April (Good Friday)         |                      |
| Monday 13 April (Family Day)          |                      |
| TERM TWO                              | DATES                |
| <b>Start</b>                          | Tuesday 5 May        |
| <b>Close</b>                          | Friday 31 July       |
| Half Term                             |                      |
| Close                                 | Friday 26 June       |
| Return                                | Monday 6 July        |
| <b>Public Holidays</b>                |                      |
| Tuesday 16 June (Youth Day)           |                      |
| TERM THREE                            | DATES                |
| <b>Start</b>                          | Tuesday 1 September  |
| <b>Close</b>                          | Friday 4 December    |
| Half Term                             |                      |
| Close                                 | Thursday 15 October  |
| Return                                | Tuesday 20 October   |
| <b>Public Holidays</b>                |                      |
| Thursday 24 September (Heritage Day)  |                      |

Trustees: E.Treacher. R. Law. S. Grey

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