



RULES AND REGULATIONS

Admission Policy

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Every Child is a different kind of flower, and all together make this world a beautiful garden.

Welcome to each and every child and parent at AIM Edu Centre

A little background the centre started.....

I have been teaching for 18 years altogether. Teaching is my passion; it is not a job description. I promise to always give my best and make sure all my staff give their best to provide a loving, caring facility where your child/children will feel and be safe and loved as much as possible.

It is an honor to look after you child/children during the day. We strive to keep your child happy and comfortable during the day. Your child's safety, hygiene and education are of outmost importance to us. We make sure they are stimulated and educated in an appropriate way to be ready when they leave for university. AIM EDU CENTRE ARE BOTH DUAL MEDIUM, PRIVATE FACILITIES FILLED WITH LOVE AND PASSION FOR EDUCATION.

As the owner, and on behalf of my staff at our facilities;

We strive to provide a loving learning atmosphere for your children. We aim to develop a whole child, a child who is physically, emotionally, cognitively, socially, and spiritually ready to face and meet the challenges of formal learning and university.

We have both online Tutors and class Educators who has a passion and love for children. We believe that our staff will ensure that the attention is given to each individual child. Our Tutor Facility accepts children aged 6 – 18 years.

We ask of you as parents to please tell us about anything that might bother you or if you have any suggestions. We have an open-door policy, so feel free to contact me anytime to discuss anything.

Please read through our rules and regulations carefully and sign where applicable.

Thank you

Madelein Jacobs

Owner

School Policy, rules and regulations

LANGUAGE, CLASS DIVISION

Language of instruction:

Tutor

Instruction is conducted in both English and Afrikaans.
All assessment & progress reports are prepared in English.

Progress reports:

TUTOR - TERMLY

Tutor Centre

Our children share classes as we see fit. A maximum of 20 children per Centre.

CURRICULUM

Instructions and curriculum are both conducted in English and Afrikaans. We make use of an online program and parents can choose between CAPS (English or Afrikaans) or The British International Curriculum (English only).

We aim to create an environment rich in comfort and loving attention, to assist your child's learning. We believe that each child is an individual and may meet their milestones a little earlier or later than their peers and therefore encourage the children to develop at their own pace with our guidance and support.

The process of development involves learning and mastering different skills. Children learn these skills, during different time frames

Children develop skills in different main areas:

1. Cognitive development (the ability to learn and solve problems)
2. Social and Emotional development (the ability to interact with others and to learn self-control)
3. Speech and Language development (the ability to understand and use language)
4. Physical Development (using different body parts to accomplish certain things, also involves sports development)

The Tutor Centre parents receives a termly progress reports.

Outing's activities

AIM Edu Centre children will have **once** a month a social day and during the year we will be visiting Educational places.

School Fees

AIM Edu Centre functions in a 100% private capacity and receives no funds/financial fees from any institution whatsoever

1. Please note that school fees are payable for 12 months of the year

Important notes:

School fees are payable over 12 months, charged monthly and payable in advance

When school fees are paid upfront for 12 months there will be a discount of 10% on the total amount.

School fees are payable during the Public Holidays, in the event of illness and during December & Easter school holidays.

School fees will be revised annual and the increase will be effective 1 January of each year, and the increase will be communicated in writing two months prior to the increase date.

2. Notice of withdrawal:

One calendar month (i.e., 1-31 March) written notice is required, except when notice is given on 1 October, in which case four (4) calendar months written notice is required i.e., October, November, December, January. Please note 1 October is the last date on which notice can be given for the year. Notice cannot be given during November and December and January months. Notice must be given before the 15th of a specific month for the end of the following month (i.e., before 15 July if child is to leave end of August)

Full payment for the notice month(s) will still be made.

4. Non-payment:

Should a parent default on payment, there will be a penalty fee of **R150 per day** and the cost of debt collecting may be added to the outstanding amount.

Arie reserves the right of admission and may refuse any child whose school fees are not paid by the seventh (7th) of each month. Furthermore, penalty charges will be charged for late payments.

AIM Edu reserves the right of admission and may refuse any child who might damage school property or be a danger to other children or for whatever other reason AIM Edu see fit.

Bank Details

M Jacobs

FNB Cheque Acc

62829546425

Reference: "Child Name and Surname" (It is important to please use this reference as specified)

SCHOOL FEES

R2850 half day

R3300 full day

Stationery R400 per year

Discount 10% for 2 or more children in a household.

Curriculum payment due upon enrollment.

GENERAL INFORMATION

1. Documentation required for enrollment:

- Signed and completed application forms
- Signed rules and regulations
- Copies of both parents' ID's
- Copy of child's medical aid card
- Copy of birth certificate
- Proof of address

2. Closing during public and school holidays:

- The Tutor Centre will be closed on all South African public holidays.
- The Tutor Centre is open right through from January till 15 December
- Children working according to their ability, parents can take a holiday anytime during the year
Children work with a digital program and can pick up where they left off.

3. Health Policy:

Please refer to our attached Health Policy for detailed information. To assist the AIM Edu in containing the spread of infectious diseases, we ask that you refrain from sending your child to the Tutor centrum in any of the cases mentioned in our policy. AIM Edu reserves the right to refuse entry to any child with such symptoms, and to call the parents in a case where the child becomes ill during the day.

4. Security

- No Children at the Tutor Centre will be allowed to leave the premises without their parents.
- Please inform your child Educator in advance if anybody other than yourself will be collecting Your child.

From Grade R to Grade 7 we will require such person to sign our collections book, and to produce valid identification on arrival at the Tutor Centre before we will release the child in his/her care.

5. Liability and indemnity

AIM Edu assures all parents that it is our top priority that your child is safe and secure whilst on our premises and in our care. Please ensure that your child is personally handed over to a staff member on arrival.

The owner or personnel cannot accept liability in case of any of the following:

- Any injury your child may suffer while in our care.
- Any loss of property.
- The parking facilities and driveways are used at your own risk, AIM Edu cannot or accept responsibility for any injury or damages that may occur to person or property in this area.

I/we also take note that AIM Edu Centers is now registered with the Department of Health. The department of Health & Social Services visits the school on a regular basis, and we are intact with all the regulations set out by them.

Health Policy

A Private Tutor Centrum is a wonderful place for your children to learn and achieve at their own pace, but It is, however, also an ideal environment for germs to grow and be passed on from child to child. In order to safeguard our children from recurrent illnesses, as best as possible, certain guidelines need to be adhered to.

These are:

Children with potentially infectious diseases must be kept at home. (Below are some examples of infectious childhood diseases which will not be allowed at school. Please note that this list is by no means comprehensive).

If a child becomes seriously ill while they are attending school the parent will be informed and asked to fetch the child immediately, **this includes fever higher than 38 degrees and if they have more than four watery stools. We cannot give a sick child all our attention as needed and not attend to the other children in the class.**

It is the parent's responsibility to be contactable at all times in case of emergency, or to make adequate arrangements for a named adult to be available in their place. The school must be made aware of such person's contact details upon enrolling the child.

An extremely Strict Anti-Bullying Policy is at the center, we do not tolerate it at all!! Parents will be contacted immediately to pick up their child.

Common infectious diseases

Chickenpox

Recognized by an itchy rash which forms small red spots which eventually turns into blisters. It usually begins on the body and then moves to the face. Chickenpox is contagious 1-2 days before the onset of the rash, and until all the lesions have formed crusts. *CHILDREN MAY ONLY RETURN TO THE TUTOR CENTRUM WHEN ALL THE LESIONS HAVE CRUSTED OVER.*

Conjunctivitis

Commonly called pink eye, conjunctivitis is an inflammation of the thin, transparent membrane that covers the whites of the eyes and lines the eyelids. In bacterial infections yellow, sticky pus is seen in the corners of the eyes. In allergic cases the discharge is clear. Bacterial conjunctivitis is highly contagious and hence should be treated with antibiotic eye drops *AT HOME UNTIL THE PUS* has completely disappeared.

Diarrhea & Vomiting

If a child has persistent *LOOSE WATERY STOOLS AND/OR VOMITING HE/SHE SHOULD BE KEPT AT HOME.* Furthermore, the staff is not able to deal with the care of a vomiting child as well as their normal duties. When a child has 4 more watery stools the parents will be contacted to come and fetch the child immediately.

Head Lice

Head lice are small, flat, wingless insects that infest the hair on the human head. The symptoms are intense itching, tiny red spots on the scalp and small pearly white eggs covering the roots of the hair. Special head lice shampoos and nit combs can be obtained from the chemist. The rest of the family must be treated and the child will *ONLY BE ALLOWED BACK AT SCHOOL AFTER SUCCESFULL TREATMENT OF BOTH THE LICE AND THE NITS.*

Impetigo

This is a bacterial infection that is most seen around the lips, nose, and ears. The characteristic rash starts as small blisters, which then break and crust over to become yellow-brown scabs. Although not serious it is highly contagious and must be treated with an antibiotic or antiseptic cream. The child *SHOULD STAY AT HOME UNTIL THE INFECTION HAS CLEARED.*

Measles, Mumps and Rubella

All 3 illnesses are highly infectious but preventable by immunization. Isolated cases can still occur and must be diagnosed and treated by a doctor. No children with *UNIDENTIFIED RASHES OR HIGH FEVERS WILL BE ALLOWED TO COME TO SCHOOL UNTIL DIAGNOSED BY A DOCTOR OR FULLY RECOVERED.* A doctor's letter must accompany the child when back at school.

I /WE _____
PARENTS/GUARDIAN OF _____

**HEREBY CONFIRM THAT I/WE HAVE READ, AND UNDERSTOOD THE FULL MEANING OF ALL THE CLAUSES SET OUT IN THE RULES AND REGULATIONS OF AIM EDU
I/WE HEREBY ACCEPT LIABILITY FOR THE SCHOOL FEES AND ALL THE CONDITIONS AS SET OUT IN THE RULES AND REGULATIONS AND ACCEPT THAT SCHOOL FEES ARE CHARGED FOR 12 MONTHS OF THE YEAR.
I/WE HEREBY AGREE TO PROVIDE AIM EDU WITH THE NOTICE AS SET OUT IN THE RULES AND REGULATIONS**

SIGNED AT _____
ON THIS _____ DAY OF _____
_____ 20 _____

SIGNATURE: _____
MOTHER / FATHER / LEGAL GUARDIAN
NAME: _____
DATE: _____

******* PLEASE SIGN EACH PAGE OF THE RULES AND REGULATIONS AT THE BOTTOM OF THE PAGE*******