

# Out of the Box Academy

Stand Tall and Proud

Where children are encouraged to learn through  
exploration, story and play

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## Welcome to Out of the Box Academy

### Enrolment Form for 2024

#### Grades Grade R - 7

Today's date: \_\_\_\_\_

Where did you hear about us? \_\_\_\_\_

Child's Full Name: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Known as/Nickname: \_\_\_\_\_

Proposed Date of Enrolment: \_\_\_\_\_

Grade going into: \_\_\_\_\_

Female/Male: \_\_\_\_\_

Home language: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Previous School: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Siblings and dates of birth: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Home Address: \_\_\_\_\_

I.D. number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Is email an effective way of communicating with you? Yes / No: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Home Address: \_\_\_\_\_

I.D. number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Is email an effective way of communicating with you? Yes / No \_\_\_\_\_

Marital Status: \_\_\_\_\_

**MEDICAL HISTORY:**

Medical Aid Name: \_\_\_\_\_

Medical Aid Number: \_\_\_\_\_

Main members name: \_\_\_\_\_

Allergies: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Emergency Contacts other than the above:

Name: \_\_\_\_\_

Tel no: \_\_\_\_\_

Relation: \_\_\_\_\_

Name: \_\_\_\_\_

Tel no: \_\_\_\_\_

Relation: \_\_\_\_\_

**HOME ROUTINE:**

Are there any areas of concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RELIGIOUS BELIEFS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BIRTH HISTORY:**

Was baby:                      Premature / Due date / Late (please circle)

Complications during birth:

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Complications after birth:

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**Milestones:**

Started crawling at \_\_\_\_\_ months.

Started walking at \_\_\_\_\_ months.

Started talking at \_\_\_\_\_ months.

**THERAPY AND PAST ASSESSMENTS:**

Please indicate whether your child has participated in or received any of the following therapies or assessments:

Educational Assessment: Yes/No \_\_\_\_\_

Name and contact details of Educational Psychologist: \_\_\_\_\_

Occupational therapy: Yes/No \_\_\_\_\_

Name and contact details of therapist: \_\_\_\_\_

Physiotherapy: Yes/No \_\_\_\_\_

Name and contact details of therapist: \_\_\_\_\_

Speech therapy: Yes/No \_\_\_\_\_

Name and contact details of therapist: \_\_\_\_\_

Other: \_\_\_\_\_

**COLLECTION CONSENT FORM**

We, \_\_\_\_\_ (Parent's names)

Hereby consent that the following persons are able to collect our child/children

\_\_\_\_\_ (child/children's name)

from Out of the Box Academy if we, the parents, are unable to.

1. Name: \_\_\_\_\_

Tel: \_\_\_\_\_

2. Name: \_\_\_\_\_

Tel: \_\_\_\_\_

3. Name: \_\_\_\_\_

Tel: \_\_\_\_\_

## CONDITIONS OF ENROLMENT

### FEES FOR 2024

The following is to be paid upon application:

A non-refundable R400 registration fee. In addition, a non-refundable deposit, equivalent to one month's school fees is required (see below prices). The deposit goes towards the development fund and maintenance of the school.

Please note that we **do not** accept annual payments.

Out of the Box Academy is run according to the Government school terms. There are 4 terms in the school year and fees are payable over a 12-month period.

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Method: \_\_\_\_\_

There is a 5% discount on the youngest siblings fees excluding the deposit.

### The fees for 2024 are as follows:

<b>Grade</b>	<b>2024</b>
Preschool	R4500
Grade R	R5900
Grade 1	R6700
Grade 2	R6700
Grade 3	R6700
Grade 4	R7400
Grade 5	R7400
Grade 6	R7400
Grade 7	R7800

### BANKING DETAILS:

**STANDARD BANK**

**ACCOUNT NAME: OTB ACADEMY PTY LTD**

**ACCOUNT NO: 2830 326 18**

**BRANCH CODE: 051 001**

Person responsible for fees: \_\_\_\_\_

Person responsible Direct tel. \_\_\_\_\_

Other contact numbers: Work: \_\_\_\_\_

Home: \_\_\_\_\_

In the case of absence from the school, owing to illness or holiday, the term's fees must be paid if the child's place is to be kept. Please ensure payments are made on or before the 28<sup>th</sup> day of every month and your proof of payment is sent through to [shannon.otb@gmail.com](mailto:shannon.otb@gmail.com)

### **NOTICE OF DEPARTURE:**

One full term's notice in writing is required, failing which a full term's (three months) fees are payable.

### **LATE/NON-PAYMENT:**

Fees are to be paid in advance on or before the 28<sup>th</sup> day of every month. Payment made after the 7<sup>th</sup> will incur a late charge of R100 per day until full payment is received. If the fees are not paid after 30 days this contract, as well as your child's tuition will be terminated, and legal action will be taken.

**I agree to pay the school fees on time.**

**Signature:** \_\_\_\_\_

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

### **WHAT IS INCLUDED IN THE FEES?**

We have various intra mural activities that are included in the school fees. They form part of our diverse curriculum and are a huge benefit to your child's holistic development.

All intramurals are performed during the school day.

#### **DANCE MOUSE: - Foundation Phase**

Dance Mouse teachers a variety of different dance styles including gymnastics. The benefits to your child are incredibly diverse which include improved co-ordination, balancing skills, core strength, fitness, proprioception and spatial awareness.

#### **SURVIVAL OF THE FITTEST - Intermediate Phase**

Akale Loren Scott has taught Cubs and Scouts for over 30 years and now eagerly shares her passion and expertise with our children, exposing them to all sorts of 'life' skills. This prepares them for independence, self-reflection, confidence, team building techniques and survival.

#### **SPORT - All phases**

Sport is a very big part of our curriculum and all the children are exposed to a variety of games during school hours. We focus on the rules, sportsmanship, equipment, court positions and more. We incorporate new sports every 6 weeks to make sure that the children are exposed to as much as possible. We have a very well stocked sports equipment room.

Intermediate phase - Coach Kelly teaches a variety of sports over and above P.E. such as netball, basketball, rounders, cricket, rugby etc. A match is held at the end of each term in the various sports where all the children in the intermediate participate.

***'It's not about winning or losing; it's how you play the game!'***

### CODING AND PROGRAMMING: - All phases

This is incorporated into our curriculum across all phases, using state of the art robots that have been imported from the UK. It forms a good foundation to coding and programming.

### TERMLY IN-HOUSE SHOWS/OUTINGS - All phases

Outside educational companies perform shows on the school property. These vary from Reptile shows to educational puppet shows. They enrich your child's learning and add meaningful experiences and knowledge to our curriculum.

We also visit educational places which enhance the learning of various concepts.

### TOILETRIES:

All toiletries are included in the school fees.

### PLEASE PROVIDE:

- A suitable bag with your child's name on it. (No wheelie bags)
- A change of clothes must be put in your child's bag in case of accidents or spillage.
- A bottle of sun cream must be provided and be kept at school where it will be applied daily.
- A water bottle with your child's name written on it.

### STATIONERY, WORKBOOKS, TEXTBOOKS AND RESOURCES: GRADE 00 - 7

- Please supply a zip up reading bag for your child's reader and library book
- Children in Grades 0 - 7 must please contribute R1800.00 per child for stationery, workbooks and any further resources needed for the year. All textbooks will be provided by the school.

### SCHOOL TIMES:

The school is open from 6.45am. The school day starts promptly at 7:30am. The school day ends for foundation phase at 12:45pm and you may collect until 13:00. For intermediate phase the day ends at 1pm and collection is from 13:00 to 13:30pm.

**Please ensure that you collect your child/children promptly. Late collections will incur a fee of R70 for every cumulative 10 minutes after 13h30 and will be added to your monthly invoice.**

### HOLIDAYS:

Out of the Box Academy is closed during the school holidays and on Public Holidays.

Term	Start	Finish
Term 1	Monday 15 <sup>th</sup> January	Wednesday 20 <sup>th</sup> March
Term 2	Tuesday 2 <sup>nd</sup> April	Friday 14 <sup>th</sup> June
Term 3	Monday 8 <sup>th</sup> July	Friday 20 <sup>th</sup> September
Term 4	Monday 7 <sup>th</sup> October	Friday 6 <sup>th</sup> December

## **Public and School Holidays 2024**

1 January: New Year's Day  
21 March: Human Rights Day  
29 March: Good Friday  
1 April: Family Day  
27 April: Freedom Day  
1 May: Workers' Day  
16 June: Youth Day  
17 June: Public holiday  
9 August: National Women's Day  
24 September: Heritage Day  
16 December: Day of Reconciliation  
25 December: Christmas Day  
26 December: Day of Goodwill

## **FOOD:**

Please supply a healthy lunch for your child in a labelled lunch box. For Grade 00 and 0, please provide a little snack that they will have at 10am as well as lunch that they will have at 12. Please provide a water bottle for your child. Every classroom has filtered water for the children to access throughout the day. No sweets, chips, chocolates etc. are allowed to be brought to school. Please make sure your child has a healthy breakfast prior to coming to school.

## **CLASSES**

We believe that every child deserves to be noticed and given the undivided attention and care that they deserve. We do not have more than 12 children per class. The foundation years are from Grade 00 to Grade 3, the children will have one teacher that will teach all subjects. Our intermediate grades move from one subject teacher to another. Our lesson plans are differentiated for the children which enables the teachers to close gaps and/or exceed levels depending on your child's ability. No two children learn at the same time or in the same way and so our teachers make sure that we teach the way your children learn.

## **TOYS:**

Toys are provided at school. Please do not encourage your child to bring their own to school as it disrupts the rest of the class and they may get damaged.

## **UNIFORM**

The OTB uniform is available to order through the school. This is compulsory. Boys' and girls' uniform are identical. You will be able to order a T-Shirt, Fleece and a hat from the school. You will need to source navy/black shorts for summer and navy/black tracksuit pants for winter. Black takkies and white socks are to be worn in winter. Black or blue sandals/flip flops may be worn in summer, however barefoot is best!

Hair - must be tied up for girls and boys should be neat and tidy. No shaved designs nor hair dye is allowed.

Earrings: only studs or sleepers will be allowed. No nail polish is allowed.

Children must appear neat and tidy at all times and show respect and pride for their uniform.

## CURRICULUM

Out of the Box Academy follow the CAPS curriculum which is the South African Schools' Curriculum. (Curriculum Assessment Policy Statements)

We then add our own personal imprint to it and make it come alive making sure that our children are exposed to a high level of education. Our children have the opportunity to learn by using a hands-on approach, by learning by doing, encouraging problem solving skills and utilising all their senses to help them understand, retain and form a love for learning. Every child has an IEP (Individual Education Plan) which helps us create and develop an understanding of where your child is holistically and what we can do to help them reach their potential and overall academic and individual success.

## SECURITY & FIRST AID/CPR

Out of the Box Academy is linked to Night Guard Security. We have panic buttons around the school, and we are situated 100m from the boomed access point. Every car that enters the boomed area is scanned in and all Parents are given a sticker for their car, to allow them entry into the school. All our staff are first aid and CPR trained. We are very blessed to have Felix, who is full time, and he is there to aid our security, help with traffic flow and parking as well as general maintenance at the school. We also have cameras installed for security.

## REPORTS:

**Primary School - Grade 0 -7**

Four reports will be emailed (1 per term) on the last day of the respective terms.

## PARENT/TEACHER TALKS

Two parent/teacher talks will be held during the year. They will be held in the 1<sup>st</sup> and 3<sup>rd</sup> term.

## BIRTHDAY RINGS:

Each child will celebrate his/her birthday with a special birthday ring. Parents are invited to attend this very special occasion. Please arrange this with your child's teacher in advance.

## HOMEWORK

Homework is sent home every Monday in a homework book and must be returned on the Friday. We cover English, Afrikaans and Math. The occasional project will be sent home within a different subject area. Homework is there to reinforce concepts that the teachers are doing in the classroom.

TV, laptops, tablets, computers, cell phones, etc. play a big part in our evolving world, however they should be limited. Children need to experience boredom and learn through play.

***Boredom encourages imagination and creativity, develops problem-solving skills, helps children form relationships, builds confidence, improves mental health and it creates a sense of belonging. Don't stunt their natural growth!***



## **READING**

All children in Grades 0- 3 will receive a reader every day as well as a reading record. Please read this with your child every day and fill in and sign the reading record daily. We encourage grades 4 - 7 to read every day at home too. Books do not need to be read in one day, if your child has not completed the book, please write the page number in the reading record and you may keep it for another day. This should be an interactive time with your child to encourage the love of reading. We do not expect the children to read their books independently, you don't even need to read the text. You can discuss the pictures, talk about the author and illustrator, ask your child what they think it might be about, change the ending, look for certain letter sounds and/or words. This should be fun; it should not be a chore! Make it exciting and instil the love of reading and books in your child.

## **SHOW AND TELL**

All the children in Grade 0 - 3 participate in Show and Tell every Friday. Please encourage your child to bring in something of interest to share with their class i.e. a shell from the beach, a plant they grew, a photo, a poster, a book etc. **NO TOYS ARE ALLOWED!!**

Show and Tell is a very important activity for your child to participate in. It builds confidence, increases memory, builds self-pride and self-esteem, promotes language skills and exposes them to presenting to an audience etc. Please spend time with your child each week to prepare them for this important lesson.

## **LIBRARY**

We have a wonderful, well stocked library with a delightful selection of books. Please teach your child to respect and look after our books. Every child will have the opportunity of visiting the library every Friday and will choose a book to take home for the week. They need to be returned every Friday, where a new book will be chosen by your child. If your child does not return the library book, your child will not be issued with a new one. If the book is damaged, broken or lost, you will need to replace it with a similar book at your own cost.

## **PHOTOS, SOCIAL MEDIA, ADVERTS, NEWSPAPER ARTICLES ETC.**

We love capturing your children's learning and day to day learning experiences. Please indicate below whether you give us permission to share/post photos of your children either via social media platforms such as Facebook, or for advertising purposes as well as being featured in the local newspaper.

I the parent/guardian of \_\_\_\_\_  
(do) or (do not) (please circle one) give permission for my child's photograph to be published on the above platforms.

I the parent/guardian of \_\_\_\_\_  
agree to the above conditions of enrolment.

Parent/Guardian Signature: \_\_\_\_\_

**INDEMNITY:**

I, the undersigned (print): \_\_\_\_\_  
being the Parent/Guardian of (child): \_\_\_\_\_

do hereby indemnify and hold harmless Out of the Box Academy and its employees, or anyone entrusted to help out at the school, against all claims for damages arising out of any injury or loss sustained by reason of the use of the School's premises or equipment or as a result of anything not maliciously done or omitted by the said School or any of its members, or entrusted parties, during such time as my said child attends the school, on or off the premises. Furthermore, I give permission for the school to take medical action if, in the event of an injury or illness, the school is unable to contact me.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Should you require further information, please do not hesitate to ask.

Thank you for your support and we look forward to a long and fulfilling relationship with you and your child at OTB.

Kind Regards

**Out of the Box Academy**