



# THRIVE CHRISTIAN ACADEMY

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## PARENT'S MANUAL 2023

### WELCOMING WORD

Dear **Thrive Christian Academy** parents and guardians

We are delighted to share with you a warm welcome into the Thrive Christian Academy family. We are grateful that you chose to embark on this journey with us and we are honoured that you have entrusted us with the education of your child in 2023.

Our strong desire is to lay a solid foundation of knowledge to your child in order to help him/her grow academically as well as build character based on biblical principles. Thus, we invite you to actively participate in promoting and instilling these values into the life of your child by keeping a close relationship with the school and by modelling exemplary character in your home.

### ABOUT **Thrive Christian Academy**

We at **Thrive Christian Academy** strive for academic excellence with a strong biblical foundation for all children that cross our threshold, regardless of their background. Our purpose is to train, educate, nurture and disciple children in Christ with His Love and Truth.

We believe learning is a process and should be fun, challenging, innovative, creative, interactive and based upon the Word of God. The love and fear of God is the beginning of all knowledge and truth (Matt. 22:37-40; Deut. 6:9-11; Prov. 1:7). By God's grace, we strive to live and teach an unconditional love for all people, recognising everyone is equally created in the image of God (Gen. 1:27; Matt. 22:37-40; Lev. 19:18).

We desire to assist parents and families by partnering with the Body of Christ in the education and training process of their children according to the Scriptures to become disciples of Christ, shining brightly in the world.

### VISION STATEMENT

To create a safe and nurturing learning community where children can THRIVE academically and develop strong godly character

### MISSION STATEMENT

Thrive Academy exists to partner with parents and guardians in raising confident children that can achieve academic success, discover their God-given purpose leading to a life of commitment and service to God.



We want to inspire children, parents and the community to conduct their lives based on the following values:

<b>T</b>	TRUTH
<b>H</b>	HUMILITY
<b>R</b>	RESPONSIBILITY
<b>I</b>	INTEGRITY
<b>V</b>	VIRTUE
<b>E</b>	EXCELLENCE

### **MOTTO**

Training children in Christ's Love and Truth.

### **VALUES**

<b>T</b>	TRUTH	facts emerging from God (Ps. 119:160)
<b>H</b>	HUMILITY	giving more honour to others than to yourself (Phil. 2:3)
<b>R</b>	RESPONSIBILITY	being accountable for one's own actions (Col. 3:23)
<b>I</b>	INTEGRITY	doing what's right, just because it's right (Prov. 10:9)
<b>V</b>	VIRTUE	showing high moral standards (Gal. 5:22-23)
<b>E</b>	EXCELLENCE	giving your very best (Phil. 4:8)

### **SCHOOL TERMS AND OPERATING HOURS**

**Thrive Academy** will follow the school calendar set by the Namibian Ministry of Education.

**School opens:** 07:00 – 17:30

**School hours:** 08:00 - 13:00 (half day)

08:00 - 17:00 (full day)

(Pick up time cannot be later than 13:30 for half day, and 17:30 for full day; every half an hour late will be charged N\$ 50.00)

**Office hours:** 08:00 - 16:00

### **PAYMENTS and FEES**

A non-refundable registration fee must be paid annually in October for the year to come. Should a child join during a current school year, this fee will be payable upon acceptance of your application. The monthly fee includes breakfast, swimming and music lessons.



	<b>Baby class (3-12 months)</b>	<b>Day Care 1 - 2 years old (N\$)</b>	<b>Kindergarten 3-5 years old (N\$)</b>	<b>Grade 0 (N\$)</b>
<b>REGISTRATION (once a year)</b>	700	700	700	700
<b>MONTHLY FEE (half-day)</b>	2500	2 200	2 000	2 000
<b>MONTHLY FEE (full-day)</b>	2850	2 550	2 350	2 350
<b>ONCE OFF (half-day)</b>	28500	25 080	22 800	22 800
<b>ONCE OFF (full-day)</b>	29412	29 070	26 790	26 790

**KINDLY NOTE:**

- For the month of January 2022, payment will be made along with the registration fee for the year.
- Payments must be made in advance **before the 3<sup>rd</sup> of every month, January through December** (inclusive).
- The signed **CONTRACT** with the school is made on a **yearly basis**, thus payments are to be made every month, **including school holidays**.
- Failure to pay the monthly fee will result in the child staying at home and an additional N\$100 fee will be added on late payments. The child may return to school once payments are up to date.
- For any second and subsequent child enrolled in the school a **10% off the monthly fee** will be offered, as follows: N\$ 2200 will be N\$ 1980, N\$ 2000 will be N\$ 1800, N\$ 2550 will be N\$2295 and N\$ 2350 will be N\$ 2115.
- For once off payments, an additional 5% will be discounted (see table above).

Payments can be made in cash, at our office (8:00 - 16:00), or via bank transfer.

REFERENCE in case of bank transfer: Child's full name + School Fees

**Banking Details: (note that we are busy changing the bank account; you will be informed when it is ready)**

THRIVE ACADEMY CC  
Account no: 62275862566  
Bank: FNB  
Branch: KATIMA MULILO 280475

**GENERAL RULES**

- Should your child be absent, please inform the school.
- If your child is sick (e.g. showing symptoms of cold/flu, fever, vomiting, diarrhoea) please keep him/her at home to avoid infecting the teacher or other children as well.
- If your child needs to take any medication during the day, please inform his/her class teacher.



- Please send to school **a plastic bowl, spoon and a cup** to be used for breakfast by your child only.
- Try to pack break-time lunch boxes with healthy snacks (e.g. sandwich, raisins, rice cakes, nuts, fresh/dried fruit, yoghurt) and water or fruit juice. **Sweet treats and gas cool drink will only be allowed on Fridays.**
- For kindergarten, we recommend that your child has an extra set of clothes packed for the day.
- Label all clothes clearly, as well as bags, juice bottles and lunchboxes with the child's name.
- If your toddler is still wearing nappies, please make sure to pack in extra for the day, as well as wet wipes and nappy bags.
- For afternoon naps, please pack **a pillow, bedsheet and blanket**. The school will supply the bed and mattress.

## MATERIALS AND RESOURCES

**At the beginning of each school term**, each child must bring the following items for class/general use:

- Ream of white duplicating paper (500 sheets)
- 1 packet of wet wipes
- 1 box of tissues
- 6 x toilet paper rolls
- 1 bottle of liquid hand soap

The following items are needed for the educational activities and will be used only by your child. Please **label** each stationery item accordingly (e.g. each pencil/crayon).

### Kindergarten (3 - 5 year olds)

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| <ul style="list-style-type: none"> <li>• Jumbo or Triangular wax crayons</li> <li>• Triangular colouring pencils</li> <li>• Pritt/glue stick (±40 g)</li> <li>• Colour project board – 50 sheets (160gsm)</li> </ul> | <ul style="list-style-type: none"> <li>• Blunt nosed scissors</li> <li>• Modelling clay (6 colours)</li> <li>• 70 mm Lever Arch file (blue)</li> <li>• Container to hold stationery (ideally, an empty ice cream box)</li> </ul> |
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### Grade 0 (6 year olds)

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| <ul style="list-style-type: none"> <li>• Triangular colouring pencils</li> <li>• Watercolour paint (Staedler - 12 colours)</li> <li>• Triangular thick HB pencil</li> <li>• Eraser, pencil sharpener (2 holes with container)</li> <li>• Pritt/glue stick (±40 g)</li> <li>• Ponal wood glue/Art &amp; Craft white glue (100 ml)</li> </ul> | <ul style="list-style-type: none"> <li>• Blunt nosed scissors</li> <li>• Modelling clay (6 colours)</li> <li>• A4 72 page unruled exercise books (x6)</li> <li>• Abacus</li> <li>• 70 mm Lever Arch file (red)</li> <li>• Container to hold stationery (ideally, an empty ice cream box)</li> </ul> |
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Should you have any queries or concerns, do not hesitate to contact us.

**Thrive Christian Academy Team**

