



**Zoe Life Academy for Kidz**  
**Address:** No. 287 Eeuvees Street Pretoria North  
**E:** [zoelifeacademy4kidz@gmail.com](mailto:zoelifeacademy4kidz@gmail.com)  
**Cell/ WhatsApp:** 083 947 8372

## **GENERAL OPERATIONAL INFORMATION AND RULES**

### **Operating Days:**

- The school is registered to operate on Monday until Friday. We are closed on public holidays. Parents will be notified if school will be closed on any other day.
- The notification will be done 2 weeks in advance.

### **Drop off and pick up**

- The school hours are strictly from 06:30 till 18:00. Punctuality is requested-particularly in fetching children promptly.
- The gate will be open from 06:30 till 08:30; thereafter we will close the gate because teachers will have to start the daily program. Please ensure that you do not drop off our learner after 08:30. If you do run late, please ensure that our leaner eats from home or communicate that the kitchen keep breakfast for them.
- Half day learners must be fetched by 13:30 and pick-up for full day learners must be collected at 18:00.
- Late collection will be charged at R50 per 15 minutes. This is payable on collection of the child.
- If there will be a change in pick-up time it will be communicated 2 weeks in advance.

### **Daily Schedule:**

<b>Morning:</b>	<b>Mid-day:</b>	<b>Afternoon-aftercare</b>
<b>06.30 – 08.00</b> = Arrive, free-play. Pack away. Toilet routine. <b>08.00 – 09.00</b> = Assembly, weather and birthday chart, Breakfast <b>09.00 – 10.00</b> = Life skills/ literacy/ mathematics/ arts and crafts/workstations <b>10.00 – 10.30</b> = outside play and Toilet routine.	<b>10.30 – 11.15</b> = Crafts / arts / messy play / workstations <b>11.15 – 12.00</b> = Free-play. Toilet routine. Pack away. Hands wash. <b>12.00 – 13.00</b> = Lunch time. Toilet routine. Cleaning up. <b>Half-day children must be fetched at 1:30.</b>	<b>13.00 – 14.00</b> = Nap time / quiet time. Wake up time. Quiet play time. <b>15.00 – 15.30</b> = Snack time. Toilet routine, cleaning up, packing bags. <b>15.30 – 18.00</b> = Fun group activities, closing prayer, free-play. Home-time

### **School Fees**

- Kindly note that school fees are paid in advance and not for the month past. Ensure that the school fees is paid by the 3<sup>rd</sup> of every month.
- An account that is 2 months in arrears will be suspended, meaning that the child will not be allowed in school until the account is rectified.
- Records of payment will be issued on a quarterly basis.

### **Personal Toys**

- Please note that unless requested by the school, no personal toys are allowed at school. These create fights. Broken or lost toys lead to tears and disappointment, and the school cannot be held accountable.

### **School dress code**

- Children learn through activities that are very messy. Please dress your child in clothes that allow them to move freely and that you will not mind if the evidence of their learning is on their clothes at the end of the day.
- School branded T-shirts are available at the office for R100 and can be worn to school on uniform Fridays.
- **UNIFORM FRIDAY:** We want to encourage our older children(Grade R) to get used to the idea of wearing school uniform. So, on Friday we encourage that kids wear the school T-shirt with blue jeans or shorts (weather dependent).
- Please ensure that any clothing item that is sent to school is **marked**. This will assist us in ensuring that the item is returned to its rightful owner.

### **Discipline**

Following a few consultations regarding disciplining children while they are in our care the following approach has been concluded on:

- A child will be kindly verbally reprimanded and redirected towards the desired behavior.
- If behavior persists, time-out will be given in the form of being removed from the situation that aggravates the behavior or asked to sit in a reflection chair formally known a naughty corner.
- Parents are informed of the behavior and are requested to continue the approach at home to establish consistency of expectation.
- A child will never be shouted at, put down or corporally punished.
- Physical, verbal or emotional abuse is not tolerated at Zoe Life Academy for kidz.

### **Practitioners in Classrooms and lesson plans**

- The school works with qualified Practitioners with a minimum National qualification level ECD Level and Practitioners are put in classes according to their experience, qualification and potential. Additional training is provided to improve their skills and understanding of early childhood till development.
- The first month after your child is admitted is used for observation of their skills and cognitive development. For the purpose of formulating an Individual learning planning.
- Our lesson plans are child specific and guided by the National Curriculum Framework.

### **Extramural activities:**

- For additional stimulation and to enrich their skills there are extramural activities provided within the school or outsourced and may carry additional fees. All extramural activities will be communicated before the start, if fees are asked payment should be done directly into the account of the specific activity.
- We currently provide Swimming and Karate for kids. Should you be interested in enrolling your child kindly speak to their teacher for assistance.

### **Child Security**

- Please ensure that you sign your child in and out during drop-off and pick-up.
- It is essential that you inform the school of changes in "going home" arrangements. The school must be advised by parents via a call/writing of any changes in the pick-up arrangements. We will not allow anyone that we do not know to pick up your child. It's the parents' responsibility to contact the school.

### **Medical and hygiene policy:**

#### **One sick child can make 5 others sick; we humbly request that parents do not bring a sick child to school.**

- Please do not bring your child to school if they have a body temperature above 37 °C, a bad cold or was ill the previous night.
- Please keep your child home if they display the following:
  - Fever, lethargy, persistent crying or difficulty breathing
  - An upper respiratory tract illness, such as bronchiolitis or influenza.
  - Severe diarrhoea
  - Vomiting
  - A rash until you get a doctor's note giving your child an all clear. Rashes accompanied by a fever or other symptoms must be investigated.

- Chickenpox- keep your child home for 15 days.
- Head lice
- Bacterial conjunctivitis (pink eye) and yellow discharge from the eye. After 24 hours of anti-biotics your child will no longer be deemed contagious.

**Birthdays:**

- Birthdays are special days and Parents are more than welcome to send cup cakes/cake and box juice to school for the class to celebrate with them. **No party packs are allowed due to the high sugar content in them.**
- Please communicate with the Teacher regarding the number of kids in the class.
- On your child's birthday, (with your permission) a photo of them will be posted on our school WhatsApp group so that the ZLA Community can celebrate with them.
-