



## PROSPECTUS 2023/24

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### 1. Introduction

Thank you for considering Step Up Rynfield Private Academy for your child. We look forward welcoming you to and your child(ren) to the Steppie family. This is a short summary of the most important information about our school.

Step Up Rynfield Private Academy was opened in September 2020, with the sole objective to optimally prepare our precious little people for their futures ahead of them. We strive to create a safe, secure environment where each child is given the opportunity to live his or her individuality and be guided by loving educators and caregivers to develop to their full potential. The school forms part of the Step-Up family of schools and is the 3<sup>rd</sup> one opened since 2013.

### 2. What we believe in

- ⇒ We are a double medium Pre-Primary school, Aftercare and Tutor Center with a Christian foundation.
- ⇒ We encourage children to develop a love for learning through participation in a wide variety of activities which consists of physical, intellectual, and emotional elements.
- ⇒ Our educational program focuses on the physical, intellectual, emotional, social, moral and spiritual aspects of a pre-school child's development. This ensures a firm foundation that involves all aspects of their development.
- ⇒ We strive to create a safe, happy, and loving home-away-from-home environment in which our children feel comfortable and safe for them to develop skills.
- ⇒ We encourage our children to communicate, share and make themselves heard. They are taught to be responsible, respectful, loving and to be aware of each other's unique individuality.
- ⇒ Routine plays an important role in children's lives, so we have a structured routine that encourage confidence.

### 3. Our Values

Our values are based on the four pillars of education, love, respect, trust and quality education. Through our family atmosphere, we promote our children's emotional development. Every child is unique and very special. We take hands with our parents and believe in shared responsibility.

### 4. What we offer

- ⇒ Full day facilities from 6:15 to 17:45 - Mondays to Fridays.
- ⇒ Half-day facilities from 6:15 to 14:00 - Mondays to Fridays.
- ⇒ Aftercare center Gr 1-7 from 13:00 to 17:45

- ⇒ Tutor Center Gr 1-3 from 6:30-13:00 (Impaq Curriculum)
- ⇒ Holiday programs during school holidays
- ⇒ Educational programs in Afrikaans and English – dual medium classes
- ⇒ Ample outdoor play areas – 4 Areas for different age groups
- ⇒ High security
- ⇒ Structured, balanced curriculum (6 months to grade R). Formal school program with weekly themes from 8:00 to 13:00 and free-play afternoons.
- ⇒ Aftercare & Homework classes (Grade 1- 7)
- ⇒ Transport for aftercare from Laerskool Rynfield, Rynfield Primary, Laerskool Northmead, Tutoring for Success and Hoërskool Brandwag

## 5. Educational program

We offer and implement an immersive, structured, and balanced age-appropriate curriculum (3 months to grade R). A formal school program with weekly themes from 8:00 to 13:00 and free-play afternoons. Children are assessed according to the department of education's ELDA's (Early Childhood Development Areas) and the outcomes are CAPS based. Progress reports are done for term 1, while outcome-based assessments are done term 2 and 4.

6. **Extra Mural Activities** – We have a wide range of extra mural activities that takes place at school during school times.

- ⇒ Kinderkinetics
- ⇒ Action Ball
- ⇒ Wiggle & Jam
- ⇒ Little Readers
- ⇒ Soccerstars
- ⇒ Edutumble
- ⇒ Pottery
- ⇒ Swimming (in our own pool on our premises)

## 7. What we eat

- ⇒ Breakfast is provided for babies – Gr RR
- ⇒ We provide two healthy snacks: bread/rolls and fruit or yogurt, jelly, custard, tea, juice and water in the morning and afternoon (Excl Grade R-3).
- ⇒ Healthy cooked lunch
- ⇒ No sweets, chips or fizzy drinks allowed unless it is for birthdays.
- ⇒ We have a tuck shop every Friday – organized by class
- ⇒ We encourage toddlers to drink loads of water - purified water, juice and tea are provided during the day.
- ⇒ Each child to provide 1 waterbottle full daily. This will be filled with water regularly.

7. **Uniforms (compulsory)** – We have a set of 5 t-shirts (one for each day of the week), a summer and winter jacket that can be ordered at the office. Children can wear their own pants and shoes. In winter a shirt underneath the t-shirt is sufficient with the jacket

9. **Security & Safety** - The safety of your child, other than their education, remains our most important priority. Various measures have been taken to ensure that Steppies are safe. Such measures include a gate code system, CCTV camera system and well-trained teachers to deal with all types of situations.

10. **Communication** - Continuous communication between parents/guardians and Step Up is important. The following communication methods are available: Class group WhatsApp, Email and Newsletters

## 11. FEE STRUCTURE

	2023 (PM x 12)	2024 (PM x 12)	Enrolment Fee (New learners)
3 months – Gr R & Tutor Center (Full Day and lunch included)	R3 260	R3 400	R1 000
3 months – Gr R (Half Day no lunch included)	R2 400 (No lunch incl)	R2 500 (No lunch incl)	R1 000
Lunch additional (half day enrolments)	R360 pm	R400 pm	
Aftercare – Primary school (Including Transport and lunch)	R1400	R1400	R700
Daily Fees (Full day, including lunch)	R150	R170	
Discount for 2 <sup>nd</sup> and 3 <sup>rd</sup> sibling	R250		
Swimming	R450	450	
Re-Registration Fees 2023 (current learners) Payable each year			R1 000

11.1 PAYMENT: A non-refundable registration fee is required on registration.

11.2 All monies payable by the parents to Step-Up Rynfield Private Academy (Pty) Ltd. in terms hereof shall be paid timeously on due date.

11.3 Fees are payable strictly in advance by the 3<sup>rd</sup> of every month. Unless otherwise agreed in writing all monthly payments must be made by EFT and Step-Up Rynfield Private Academy (Pty) Ltd. requires proof of the payment on registration.

11.4 Payment via direct deposits, Internet or ordinary banking must include child's name and surname as a reference with the Kidsoft number

11.5 No payment will be accepted on the property for security reasons – card machine is available, and a 2.5% card fee will be charged.

11.6 Please ensure that fees are banked / EFT into our FNB account as stated below.

11.7 Any Cash deposits will be charged at R50 on the parent's account.

11.8 The application form, signed addendum's, supporting documents & proof of payment of **non-refundable registration fee** and monthly payment in advance must be e-mailed to [accounts@stepuprynfield.co.za](mailto:accounts@stepuprynfield.co.za)

## Banking Details:

### Bank details

First National Bank

Account Name: FNB STEPUP PRE PRIMARY CORPORATE (PTY) LTD

Account Number: 6286 3658 939

Branch Code: 252 605

Reference: Child's name and surname & Kidsoft number

## 12. [ALLOWANCES](#)

- 12.1 In the event of two (2) or more siblings, a R250 monthly allowance will be granted on the 2nd or 3rd sibling only and will be cancelled if one sibling leaves Step-Up Rynfield Private Academy (Pty) Ltd.
- 12.2 Parent/s will qualify for an allowance where fees are paid annually in advance.
- 12.3 Parent/s will qualify for a 5% allowance for payments made four (4) months in advance.
- 12.4 One month payment allowance will be made for full year payments (12 month payments upfront) before the 31st of January.
- 12.5 A sibling allowance of R250 will be offered to those parent/s paying per month for children enrolled on a full-time basis. This R250 allowance will be calculated on the second or third child enrolled.
- 12.6 Any allowance allowed will be revoked on any accounts overdue.
- 12.7 Only one (1) allowance is permitted per family. Allowances will not apply simultaneously.
- 12.8 Allowances given for lump sum payments must be paid before the 1st of the month. Fees paid after this date will not be entitled to the 5% allowance. Any lump sum payments will not be refunded.
- 12.9 The non-refundable enrolment fee applies to all children enrolling and there will be no allowances for siblings.
- 12.10 No concession or refunds will be made for children not attending school for extensive periods such as illness, family holidays or any other reasons that may occur.
- 12.11 Monthly fees are payable in advance, by the 3rd of every month. This includes any outstanding amounts from previous months, as well as any extra amounts that may have accrued on the account.
- 12.12 No half day fees are available.
- 12.13 Enrolment fees need to be paid prior to starting date and is NON-REFUNDABLE.
- 12.14 If in the interest of Step-Up, it becomes undesirable to render ongoing service(s) to a parent(s)/guardian(s) or child(ren), it is the sole prerogative of Step-Up Management to suspend such services immediately. Where services are suspended by Step Up, parents/guardians will only be held liable for payment of school fees until the date of cancellation.

## 13. [LATE PAYMENT](#)

- 13.1 Due to the nature of the allowances, late payments cannot be entertained
- 13.2 Step-Up Rynfield Private Academy (Pty) Ltd. will charge R350.00 penalty fee for payments later than the 7th day of the month and a further R350.00 for payments not made by the 15th day of the month.
- 13.3 Step-Up Rynfield Private Academy (Pty) Ltd. reserves the right to charge interest at the maximum rate permissible in terms of the National Credit Regulations which is 2% per month.
- 13.4 Step-Up Rynfield Private Academy (Pty) Ltd. reserves the right at its discretion to insist on the removal of children where accounts become overdue.
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## 14. [Calender 2023 & 2024](#)

**Step-up will close on Friday 15 December 2023, and re-open on Monday, 8 January 2024.** We are open throughout the year, closing on 15 December 2023. We are also closed on the Monday or Friday when a public holiday falls on a Tuesday or Thursday. During July holidays, our teachers take leave, working on a rotation schedule during the 3 week holiday.

## 15. [What to bring](#)

Each class will receive a stationery and consumable/educational resource list to send to school at the beginning of the year. Please make sure you get all the requirements for your child and that everything is clearly marked.

b. 16. What's next

1. If you decide to enroll your little one with us, a detailed Police and Procedure document will be shared.
2. SMS online registration
3. Complete Enrolment form
4. Order uniforms
5. Pay Registration and 1 month fee

We trust you will enjoy your time with us and that you and your little one will enjoy many memorable moments as a Steppie.