SMART ME ACADEMY

SMART ME · BRIGHT ME · BRIGHT FUTURE



Parents' Handbook

& Preschool Policy

GRADE R / EARLY CHILDHOOD DEVELOPMENT

Meyerton Park, Gauteng, South Africa

2027

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Academy hours Monday to Friday, 06:00 – 18:00

087 701 4003 / 061 429 9295 · info@smartmeacademy.co.za

01 Welcome to Smart Me Academy

Dear Parents and Guardians,

It is with great joy that Smart Me Academy welcomes you and your child to the Academy family. The Academy is a Christian learning academy dedicated to nurturing young minds and hearts in a safe, loving and stimulating environment. Its tagline — Smart Me · Bright Me · Bright Future — reflects a commitment to academic excellence, character development and a hopeful future grounded in Christian values.

This handbook sets out the Academy's Preschool Policy for its Grade R and Early Childhood Development programmes. It explains the Academy's expectations and procedures, and the partnership it seeks with parents/guardians in each child's education and care. Please read it carefully and keep it for reference throughout the year.

The Academy believes that a strong partnership between home and school is the best foundation for every child's growth, and looks forward to walking this journey with you.

With warm regards,
The Smart Me Academy Team

02 About Smart Me Academy

Smart Me Academy is a Christian learning academy in Meyerton Park, Gauteng. The Academy offers quality education from Grade R through to high school, aligned with the Curriculum and Assessment Policy Statement (CAPS) and, where applicable, the National Curriculum Framework for Early Childhood Development.

The Academy's programmes develop the whole child — intellectually, socially, emotionally, physically and spiritually. In the preschool years,

the focus is on play-based learning, foundational literacy and numeracy, social skills and positive character rooted in Christian principles.

03 Mission, Vision & Values

Mission

To provide a Christ-centred, high-quality education that equips every child to become a confident, capable and compassionate individual who contributes positively to society.

Vision

Smart Me · Bright Me · Bright Future — a community of learners who shine brightly through knowledge, character and faith.

Core values

- **Faith** — Christian values are integrated into daily life and learning.
- **Excellence** — Every child is encouraged to do their best in all they undertake.
- **Respect** — Every person is treated with dignity and kindness.
- **Integrity** — The Academy acts honestly and responsibly.
- **Community** — The Academy works in partnership with parents/guardians to support each child's growth.
- **Joy in learning** — Curiosity and discovery are encouraged and celebrated.

04 Admission & Enrolment

Enrolment is subject to availability and the completion of all required documentation. Priority may be given to siblings of currently enrolled learners and to families who share the Academy's Christian ethos.

All required documents must be uploaded online and submitted to the Academy before the child's first day of attendance. The signed enrolment

form must be handed in at the Academy together with these documents.

Required documents

- Completed and signed application/enrolment form (handed in at the Academy)
- Certified copy of the child's birth certificate or passport
- Proof of immunisation (Road to Health booklet)
- Proof of residential address
- Copies of the parents'/guardians' identity documents
- Recent passport-size photograph of the child
- Any relevant medical or educational reports (if applicable)

A non-refundable registration fee is payable upon acceptance. A placement is confirmed only once all documents have been uploaded and submitted and the registration fee has been paid.

05 Operating Hours

Academy hours: Monday to Friday, 06:00 – 18:00.

The Academy is closed on all public holidays. The academic calendar is set out in the next section.

06 Academic Calendar, Assessments & Reporting

Continuous academic calendar

The Academy follows the South African school calendar for teaching and learning, but operates on a continuous calendar to support working parents and provide a consistent, structured environment. The Academy is fully operational from January to December, including school holidays and the December/January period. It closes only on public holidays and for any designated short breaks or long weekends set out in the annual term calendar.

Assessment scheduling

The Academy offers two programmes: the morning Preschool programme and afternoon individual extra tutoring classes. To protect the quality of assessment, formal CAPS-aligned assessments for Preschool learners are generally scheduled during public school holidays, when the tutoring programme is lighter. This gives each Preschool learner the undivided, one-on-one attention needed for an accurate and fair developmental assessment.

Assessments and absence

- Formal term reports are based solely on each learner's performance and the milestones achieved during the designated assessment periods, which are communicated to parents/guardians in advance.
- A learner kept at home during a designated assessment period will miss the assessments. A formal term report cannot be issued in this case, and the report will reflect "Absent for Assessment" or "Incomplete".
- Because of the scheduling demands of both programmes, catch-up assessments are not offered when an absence is the parent's or guardian's choice.

07 Fees & Payment

The current fee schedule is available from the Academy office. Fees are payable monthly in advance and are due by the 3rd of every month.

Payment methods

- Electronic funds transfer (EFT) — preferred
- ⚠ IMPORTANT Cash deposits (an additional **R50** must accompany every cash deposit)
- Debit orders are not accepted

⚠ IMPORTANT

Late payment attracts a penalty of **R300**. Persistent non-payment may result in the suspension of services or the termination of enrolment after written notice. **Refunds are not given** for absences, holidays or temporary closures.

Please contact the Academy office for banking details and the payment confirmation process.

08 Drop-off, Collection & Attendance

Every child must be signed in and out daily by an authorised adult. Only adults listed on the enrolment form, or authorised in writing by the parent/guardian, may collect a child, and photo identification may be requested.

⚠ IMPORTANT

Please be on time. Late collection is charged at **R50 per 30 minutes** (or part thereof). If you are delayed, please notify the Academy as soon as possible. If a child cannot be collected in an emergency, the Academy will follow the emergency contact procedures provided.

Regular attendance is important for learning and social development. Please notify the Academy of any absence, preferably before the start of the day.

09 School Uniform

To promote equality and a sense of pride in the Academy, all enrolled Preschool learners are required to wear the official Smart Me Academy uniform every day.

- **Summer:** the official summer uniform is worn during the warmer terms.

- **Winter:** the official Academy tracksuit is worn during the colder terms.
- **Civvies days:** casual (non-uniform) clothing is not permitted during Preschool hours, except on designated civvies days.
- **Labelling:** all uniform items, including jackets and shoes, must be clearly and permanently labelled with the learner's name.

10 Health, Safety & Wellness

The health and safety of every child is the Academy's highest priority. The Academy maintains clean, hygienic and secure premises, and Academy educators are trained in basic first aid and child protection.

Parents/guardians are required to

- keep immunisations up to date and provide proof;
- inform the Academy of any allergies, medical conditions or special needs;
- provide emergency contact numbers that are always reachable; and
- update contact and medical information promptly when it changes.

11 Illness, Exclusion & Medication

Children who are unwell must be kept at home to protect the health of others and to allow them to recover. Please do not bring a child who has:

- a temperature of 37.5°C or higher;
- vomited or had diarrhoea within the previous 24 hours;
- an unexplained rash;
- a contagious condition (e.g. chickenpox, conjunctivitis, or hand, foot and mouth disease); or
- severe cold symptoms that prevent participation in activities.

A child must be free of fever and symptoms for at least 24 hours (without medication) before returning. The Academy reserves the right to request a medical certificate, or to exclude a child whom Academy educators believe to be unwell or contagious.

Collection of sick learners

The Academy will not, under any circumstances, provide transport or drive a sick learner home. When notified that their child is ill, the parent, guardian or pre-authorised emergency contact must collect the child from the Academy immediately.

Medication

Medication will only be administered with written authorisation and clear instructions from the parent/guardian. All medication must be in its original packaging and labelled with the child's name. The Academy does not administer the first dose of any new medication.

12 Nutrition & Meals

The Academy encourages healthy eating habits. From Monday to Thursday, only healthy snacks and lunches are permitted — no sugary foods or drinks — and water is the only drink allowed. Friday is treat day, when a modest treat may be included.

Please provide a nutritious morning snack and lunch in a clearly labelled lunchbox. The Academy is a nut-aware environment, so please do not send nuts or products containing nuts.

Water is available throughout the day. Birthdays may be celebrated with a simple treat arranged in advance with the teacher (preferably on a Friday).

13 Curriculum & Daily Programme

The Academy's Preschool programme follows the principles of the National Curriculum Framework for Early Childhood Development and prepares children for formal schooling under CAPS. Learning is play-based, hands-on and developmentally appropriate.

Areas of focus

- Language and early literacy (listening, speaking, emergent reading and writing)
- Mathematics (numbers, patterns, measurement and shapes)
- Life skills and social development
- Physical development and outdoor play
- Creative arts (drawing, music, movement and drama)
- Christian values and character building through stories, songs and daily practice

A typical day includes arrival and free play, circle time, structured learning activities, outdoor play, snack and lunch, rest or quiet time (where age-appropriate) and closing routines.

14 Behaviour Guidance & Discipline

The Academy uses positive behaviour guidance that is respectful, consistent and age-appropriate, rooted in the Christian values of love, patience and respect for every child.

Strategies include

- Clear, consistent expectations explained in simple language
- Positive reinforcement and encouragement of good choices
- Redirection and offering choices
- Natural and logical consequences

- Quiet time for reflection when needed
- Partnership with parents/guardians when challenges arise

Corporal punishment, humiliation and any other form of harsh treatment are strictly prohibited. Persistent challenging behaviour will be discussed with the parents/guardians, and a support plan may be developed. In rare cases involving serious safety concerns, enrolment may be reviewed.

15 Communication

Open communication is essential. Academy educators share observations about each child's progress through informal conversations, written notes and scheduled parent meetings. Parents/guardians are encouraged to raise any concerns promptly.

Official communication channels are the WhatsApp class groups (for announcements), email and the Academy office. Please keep your contact details up to date.

16 Parent Involvement

The Academy values parent participation. Opportunities may include helping in the classroom, special events, fundraising and parent information sessions. Your involvement strengthens the Academy's learning community.

17 Emergency Procedures

In the event of a serious injury or medical emergency, Academy educators will administer first aid and contact the parents/guardians immediately. If they cannot be reached, the Academy will act in the child's best interest, which may include seeking medical attention.

Emergency drills (fire, lockdown, etc.) are practised regularly.

Incident reporting and minor injuries

- **Supervision comes first:** When a minor incident occurs, such as a scrape, bruise or playground disagreement, the child is attended to immediately while the rest of the class remains safely supervised.
- **Notification:** As active supervision takes precedence, notification of minor injuries may be slightly delayed. The Academy will issue an official Incident Report once all children are settled and safe.

18 Child Protection & Confidentiality

All Academy educators are required to report any suspected child abuse or neglect in accordance with South African law. The Academy keeps personal and medical information strictly confidential, sharing it only with authorised persons or as required by law.

19 Termination of Enrolment

⚠ IMPORTANT

Either party may terminate enrolment with **one month's written notice**. The Academy reserves the right to terminate enrolment immediately in cases of non-payment or serious behavioural or safety concerns, or if the placement is no longer in the child's best interest, after consultation with the parents/guardians where possible.

Acknowledgement of Receipt & Agreement

Please sign this page and return it to the Academy office to confirm that you have received, read and understood the Parents' Handbook and Preschool Policy 2027.

Child's full name _____

Parent/guardian's full name _____

Relationship to child _____

Signature _____ **Date** _____

I confirm that I have received and read the Smart Me Academy Parents' Handbook and Preschool Policy 2027, and I agree to abide by the policies set out in it.

Please detach or copy this page and return it to the Academy office.

Notes

Notes



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For the most current information, please contact the Academy office.