

**AMERICAN CHRISTIAN LEADERSHIP ACADEMY**

**(ACLA – ECD)**

**EARLY CHILDHOOD DEVELOPMENT 2023**



**ACADEMIC YEAR: 2023 APPLICATION FORM**

**45 NIKKEL STREET**

**NIRVANA**

**POLOKWANE**

**0699**

**☎ : 065 567 4626**

**✉ : [aclasouthafrica@yahoo.com](mailto:aclasouthafrica@yahoo.com)**

**Facebook : [American Christian Leadership Academy](#)**

**Preamble:**

The **American Christian Leadership Academy** herein referred to as ACLA is an International Private School, including Early Childhood Development (ECD) that is anchored and located in Ward 19, in Nirvana, the City of Polokwane.

The **long-term vision** is based on a fully-fledged institutional Christian and academic school that admits learners from 3 months old to 5 years in the ECD Centre and from Grade R up to Grade 3 in the Foundation Phase from 2021. The (Grades R, 1, 2 & 3), Intermediate Phase (Grades 4 & 5) as well as the Senior Phase (Grade 6 & 7).

The **American Christian Leadership Academy (ACLA)** is a client focused and result driven Christian private school and Early Childhood Development Centre that provides broad based learning approaches and experience.

The **Academy** presents an environment for the:

**A - Academically Curious**

**C - Culturally relevant**

**L - Leading with pride**

**A- Always staying at A+ level of performance**

The ACLA Early Childhood Development (ECD) Centre provide the following:

- ECD South African National Curriculum Framework
- Christian Curriculum
- Recreational and Sport activities
- English Medium
- Technologically advanced teaching materials
- Qualified ECD Practitioners
- Kiddies and TV Video Programmes
- ECD After – Care facilities
- Sport facilities
- Enough Parking for parents
- Educational toys and literatures
- Rich Spiritual Programmes
- Computer Programmes

**PERSONAL INFORMATION OF THE CHILD:**

<b>Surname</b>			
<b>First Name (s)</b>			
<b>Gender</b>			
<b>Date of Birth</b>	<b>Year :</b>	<b>Month :</b>	<b>Day :</b>
<b>ID Number</b>			
<b>Age</b>	<b>Months :</b>		
<b>Date of Registration</b>			
<b>Allergies</b>			
<b>Previous ECD Attended</b>			
<b>If Yes : Provide contacts</b>			

**NB: Attach a certified copies of a Birth Certificate and an Immunisation Card**

<b>PARTICULARS OF PARENTS / GUARDIANS / SPONSORS</b>	
<b>MOTHER</b>	<b>:</b>
<b>Surname</b>	
<b>First Name(s)</b>	
<b>ID Number</b>	
<b>Residential Address</b>	
<b>Postal Address</b>	
<b>Home Telephone Number</b>	
<b>Cell Phone Number</b>	
<b>E – mail Address ( Work or Personal)</b>	
<b>Occupation</b>	
<b>Employer Telephone Number</b>	
<b>Employer Physical Address</b>	

<b>FATHER / GUARDIAN/ SPONSOR :</b>	
<b>Surname</b>	
<b>First Name(s)</b>	
<b>ID Number</b>	
<b>Residential Address</b>	
<b>Postal Address</b>	
<b>Home Telephone Number</b>	
<b>Cell Phone Number</b>	
<b>E – mail Address ( Work or Personal)</b>	
<b>Occupation</b>	
<b>Employer Telephone Number</b>	
<b>Employer Physical Address</b>	
<b>IN CASE OF EMERGENCY/ NEXT OF KIN : No. 1</b>	
<b>Surname</b>	
<b>Frist Name (s)</b>	
<b>Cell Phone Number</b>	
<b>NEXT OF KIN : No. 2</b>	
<b>Surname</b>	
<b>Frist Name (s)</b>	
<b>Cell Phone Number</b>	

## TRANSPORTATION AND COLLECTION TO AND FROM ECD CENTRE:

Surname	
First Name (s)	
Contact Details	
Details of Vehicle used / if any	
Please indicate if you will need Transport from the School or not	

2023 ACLA ECD FEE STRUCTURE FEES			
Category	Monthly	Quarterly (3 Months x 4 quarters)	Yearly (11 Months)
Below 18 Months	R1,695.00	R5, 085.00	R18, 645.00
18 Months to 3 Years	R1, 715.00	R5, 145.00	R18, 865.00
3 Years to 5 Years	R1,860.00	R5, 580.00	R20, 460.00
Grade R (5-6 years)	R1, 960.00	R5, 880	R21, 560.00
Aftercare Programme	R 500		
Day Care Programme	R 150		
Registration Fee	R 500		

\*\*\* The Registration Fee of R500 is non – refundable.

- Please note that our contract is an **eleven months** (11) contract.
- **Please make sure that the school fees are up to date and if payments have not been made by the 10<sup>th</sup> of the month, the child / children will not be allowed to attend school until the fees are paid in full.**

### N.B DISCOUNT RATES:

- \*\*\* Fees paid in advance for 11 months in the first two (2) months of the academic year are subjected to discounts of 10%.
- A R200.00 discount is applicable for two children.

### BUSINESS HOURS

The school opens at 6h30 every morning from Monday to Friday. For Children who are not fetched on time, an after-hour fee of R100.00 per 30 minutes will be charged. The penalty fee must be paid must be paid in cash to the afternoon stuff that will be looking after your child.

Hours: **06h30 am - 17h30 Mondays to Thursdays**

**06h30 am - 17h00 Friday (Strictly)**

Meals Hours: Breakfast – 09h00 am

Lunch 12h00

Nap time 12h30

Snack time and play time 14h30

## **INDEMNITY**

I/We indemnify the school and its employees in title against any claims, liability, proceedings, damages, costs and expenses of whatsoever nature that may arise in respect of my/our child's (children's) participation of any activity of the school – including but not limited to tuition, games, sporting activities, education and excursions.

## **WARRANTIES AND / OR REPRESENTATIONS**

The school undertakes that, through its staff, all reasonable precautions will be taken to ensure the safety and welfare of its pupils. In case of any emergency, and should the principal be unable to contact me and or the doctor nominated by me, I consent the principal using her discretion and agree to hold the school indemnified for any claim which may arise as a result on her action on her part.

## **IMMUNIZATION: PLEASE ATTACH A COPY OF THE IMMUNIZATION CARD**

**Has your child had the following illnesses?**

- Measles YES / NO
- Mumps YES / NO
- Chicken pox YES / NO
- Whooping cough YES / NO

## **TERMINATION**

Written notice of one month is required for termination of any pupil's enrolment at the school, otherwise a full month's notice will be charged in lieu thereof. We acknowledge that the school through its principal or other authorised staff may summarily request the removal, and to keep a child/child at home on any grounds affecting his/her health.

No notice will be accepted after October every year. Should you wish for your child to leave the school after the end of October but before the end of the year then you may do so, but fees will still be payable up to and including November of that year.

I/We the undersigned undertake to immediately and notify the school in writing of any change in address and/or personal circumstances relating to the change in status of either one or both of us and agree that the signature or written authority of both or either of us shall be sufficient authority for any notification or notice of whatsoever nature required in connection with our child.

## **THE SCHOOL'S IMPORTANT INFORMATION**

**IF YOUR CHILD HAS ANY OF THE FOLLOWING SICKNESSES, PLEASE KEEP HIM/HER AT HOME:**

- Fever: this can lead to fever convulsions so we feel it is best the child be kept at home or take to the doctor as this could be a sign of contagious sickness like chickenpox.
- Running tummy: this is also contagious, and it is highly recommended to have it checked.

- Measles, chickenpox. German measles, mumps, and any other concerning sicknesses that as a parent you would deem to need medical attention.
- The teachers should be informed if the child will not be coming into school due to sickness by 10h00 on the day.
- Any injuries occurred at home like cuts and bumps should be made known to the teachers by the parents in order to ensure that proper care is taken for the child.

#### **SIGNATURES:**

**Mother:** \_\_\_\_\_ **Father:** \_\_\_\_\_

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

#### **BANKING DETAILS OF ACLA:**

**ACCOUNT HOLDER: AMERICAN CHRISTIAN LEADERSHIP T/A ACLA**

**NAME OF BANK: STANDARD BANK**

**TYPE OF ACCOUNT: CHEQUE ACCOUNT**

**ACCOUNT NUMBER : 101 255 36036**

**BRANCH CODE: 052548**

**REFERENCE : CHILD'S NAME AND SURNAME**

#### **FINANCIAL AGREEMENT**

##### **PERSON RESPONSIBLE FOR PAYMENT**

FIRST NAME.....

SURNAME .....

I D NUMBER .....

WORK TELEPHONE NUMBER.....

CELLPHONE NUMBER .....

***I hereby agree that:***

- All ACLA – ECD fees should be paid by the **3rd of every month** for the parents who earn at the **last day of the end of the month**. Those that get paid on **15<sup>th</sup> of every month** should pay the fees by the **17<sup>th</sup> of the month**.
- **The penalty of R150 will be charged when payments are not made on the expected dates.**
- All payments must be made strictly via EFT or deposits in the bank and ATM. Having cash on the premises poses a threat to the centre. ***Reference number to be used is Name and surname of the child and the Grade.***
- Registration **Fee and January fees have to be paid in full at the time of registration.**
- One calendar month notice in writing, including the months' notice fees, is required before withdrawal, regardless of attendance record. Notice may not be accepted in November and December.
- In the event of late payment or no payment the school will engage the School fees Payer to enter into an amicable payment plan, however if all else fail, the account will be handed over to our lawyers for debt collection.

**Surname and Initials .....**

**Person Responsible for paying of Fees**

**Contacts: .....**

**Signature.....**

**Date.....**

**Signed at .....**

**Witness .....**

***FOR OFFICE ONLY:***



*Date of receipt of the Application Form: .....*  
*Are all spaces completed (Yes / No): .....*  
*Are all documents attached (Yes/No):.....*  
*Date of Approved Registration: .....*  
*Application Number: .....*  
*Official Responsible for the Application: .....*  
*Signature: .....*  
*Date of Capturing the Application: .....*

### **PARENTS TO SUPPLY THE FOLLOWING**

#### **Age group 1-3**

- *One A5 96-page hard cover message book*
- *1 x A5 Carry folder*
- *2 X 50 Pages Flip file*
- *1 x Tray water paint (Pritt)*
- *Bean bag*
- *A4 500 Sheets paper (ream)*
- *Wooden lift out puzzle*
- *10 x 72 Wet wipes*
- *9 x Toilet rolls for the year*
- *2 x Boxes of facial tissues*
- *Extra clothes*

*NOTE: This is the potty training class, all children must wear soft pull up pants. NO skinny*

*jeans, NO belts and NO pants, No bottles, NO dummies*

#### **Age group 3-4**

- *One A5 96 pages hard cover message book*
- *1x A5 Carry Folder*

- 4 x Quotation folders
- 1 x Large arch leaver file
- 1 Blunt scissors (right-hand/left-hand)
- 1 x Ponal glue
- Bean bag
- A4 500 sheets paper (ream)
- 12-18 Piece puzzle
- 1 x Tray water paint (Pritt)
- 8 x 72 Wet wipes
- 9 x Toilet rolls for the year
- 2 x Boxes of facial tissues
- Extra clothes

### **Age group 4-5**

- One A5 96 pages hard cover message book
- 1 x Large Arch lever file
- Colouring book (not activity book)
- 2 x Pkt 12 Wax twister crayons
- 1 x Blunt scissors (right-hand/left-hand)
- 3 x 43g Glue sticks (big), 2 x Pencil without eraser, 1 x Eraser
- 1 x Ponal wood glue
- 1 x A5 Carry folder
- Bean bag
- 24-30 Piece interlocking puzzle
- 1 x Tray of water paint (Pritt)
- A4 500 Sheets paper (ream)
- 1 x chair bag (denim)
- 8 x 72 Wet wipes

- 9 x Toilet rolls for the year
- 2 x Boxes of facial tissues
- Extra clothes

## **Age group 5-6**

- One A5 192-page hard cover message (1) notebook
- 1 x Large Arch lever file
- Colouring book (not activity book)
- 2 x Pkt 12 Wax Twister crayons
- 4 x 43g Glue sticks (big)
- 6 x HB pencil without eraser, 1 x eraser
- 1 x Ruler
- 1 x Sharpener
- 2L Empty ice cream container
- 1 x Ponal glue
- 1 X Chair Bag (denim)
- Bean bag
- 1 x large tray of water paint (Pritt)
- 60-80-piece puzzle
- A5 PVC envelope with buttons
- 1 x A4 72 Page Croxley drawing book (must have tracing paper)
- 8 x 72 Wet wipes
- 9 x Toilet rolls for the year
- 2 x Boxes of facial tissues
- Extra clothe

## Grade RR

- ❖ WIPES X 8
- ❖ TYPEK
- ❖ COLOURED PAPER (50 SHEETS)
- ❖ FLIP FILE (50 POCKETS)
- ❖ 17MM AND SPECKELED MARGIN EXERCISE BOOK (72 PAGES)
- ❖ POCKET FILE (1) LOOSE
- ❖ SCISSOR X1
- ❖ FACE CLOTH
- ❖ AQUOUS/ VASELINE
- ❖ WAX CRAYONS (STAEDLER)
- ❖ COLOUR PENCILS
- ❖ 2 X PRITT GLUE
- ❖ SANITIZER (QUATERLY)
- ❖ PAINTS AND PAINT BRUSHES
- ❖ PLAY DOUGH
- ❖ TOILET TISSUE (18)
- ❖ COLOURING BOOK (24 / 48 PAGES)
- ❖ 1 MAGAZINE
- ❖ ERAZER WITH A CAP
- ❖ BEAN BAG
- ❖ 24-30 INTERLOCKING PUZZELS
- ❖ 1 ICE CREAM CONTAINER
- ❖ 1 SHARPNER
- ❖ PKT 12 WAX TWISTER CRAYONS (2<sup>ND</sup> QUARTER)
- ❖ 6 PENCILS (JUMBO) 5.0MM WITHOUT ERAZER
- ❖ 1 WATER BOTTLE (SOLD AT SCHOOL)
- ❖ 1 POLAR FLEECE BLANKET (TERM 2)

## ACLA FEE STRUCTURE FOR 2023

CATEGORY	2023	ADDITIONAL OBLIGATIONS			TOTAL		
		GRADUATION FEE	MOVIES X 3	COMPUTER LESSONS			
Below 18 months	R1,680.00	R0.00	R15.00	R0.00	R1,695.00		
18 months to 3 Years	R1,700.00	R0.00	R15.00	R0.00	R1,715.00		
3 years to 5 years	R1,550.00	R95.00	R15.00	R200.00	R1,860.00		
Grade R (5-6)years	R1650.00	R95.00	R15.00	R200.00	R1,960.00		