



WELCOME

We are delighted that you are interested in applying to Oak Hill Academy.

As you become familiar with the school during our guided tour, you will find Oak Hill Academy to be an exciting, challenging, and supportive academic environment that offers each pupil an opportunity to develop to his/her full potential in a loving and secure environment.

We hope that your family will join our great team and help us prove to our children that we believe in them!

OUR SCHOOL

We believe in our pupils! We want to give them the opportunity to grow into their best selves, and to reach out to embrace and empower themselves with the knowledge they will receive from the best education.

Our programme carefully considers all aspects of a child's development: emotional, social, physical, and cognitive. We believe that children can best acquire a rich body of knowledge and the skills needed for future learning through a curriculum that is developmentally appropriate and that builds upon itself year by year. We believe that our curriculum will inspire a love of learning, build self-confidence, and foster in our students the ability and desire to contribute to their community.

We realize that the first years of a child's academic life are crucial ones in establishing positive attitudes and dispositions toward learning. We value a young child's natural desire to learn through creativity and self-expression. We strive to build upon our students' curiosity, while instilling in them a spirit of cooperation, a respect for others and for their ideas, and a satisfaction in personal intellectual growth.

OUR STAFF AND PUPILS

Our teachers are extraordinarily talented, passionate and dedicated people. They are encouraged to select, expand on, modify, and even invent their curricula, fostering an unparalleled sense of ownership and creativity in the classroom. The heart of Oak Hill Academy is the relationship between inspiring, caring teachers and talented, motivated, and engaged pupils. In our classrooms our pupils pursue a rigorous and challenging course of academics that prepares them for success in their future.



INFORMATION FORM

PLEASE KEEP A COPY OF THIS PAGE FOR YOUR RECORDS

Right of admission is reserved

Registration No: 2001/05/2909/23

FEES 2019:

First Enrolment Fee:	Grade R – R500.00	Grade 1-6 – R1200.00
Re-Registration Fee:	Grade R – R300.00	Grade 1-6 – R500.00
Grade R	Half Day R2800.00	Full Day R3550.00
Grade 1-6	Half Day R3200.00 (incl. Sports)	Full Day R4200.00 (incl. Aftercare)
Daily Fee (Gr. 1-6) Aftercare (Afternoons 13:30 – 18:00)	R80.00	
Daily Fee (Gr. 1-6) Aftercare (Full day)	R140.00	

HOURS:

Grade 1-3	07:30 – 13:15	Monday to Thursday	07:30 – 13:00	Fridays
Grade 4-6	07:30 – 13:30	Monday to Thursday	07:30 – 13:15	Fridays
06:30 – 18:00	Full day pupils			

1. PAYMENT:

The rates quoted are payable monthly (excl. December), in advance, on or before the last day of each month. Please note that school fees are payable in full - even when your child is sick or you are going on holiday, to ensure your child's place, when he/she returns. Interest/penalty fees will be levied on any fees paid after the last day of each month.

Should a parent or guardian fail to make payment for a period of one (1) month, the school reserves the right to refuse entry to the child until such time as the school fees have been paid up to date, and the parent or guardian has signed a debit order authorisation or paid the balance of the year's fees in advance. **NB!** – Only Registration Fees and School Fees to be paid into school bank account. All other payments to be made to the office in cash.

2. REGISTRATION FEE:

A Registration fee of R1200.00 (Grade 1-6) and R500.00 (Grade R) is payable on date of first enrolment, and a R500.00 (Grade 2-6) and R300.00 (Grade R) re-registration fee for each subsequent year that your child attends Oak Hill Academy. **NB!** Failure to pay a re-registration fee **DOES NOT** constitute notice that your child will not be returning the following year. This enrolment and re-registration fee is non-refundable.

3. STATIONERY & COPIES:

Each child will require a Grade-specific Stationery pack when starting at Oak Hill Academy and for each subsequent year. Please contact the office for more information.

4. OUTINGS AND ACTIVITIES:

During the year your child will be participating in different activities and go on outings. Please refer to the OHS booklet for fees. Please note that this fee does not include the Grade 4-6 tour.

5. NOTICE OF TERMINATION:

One (1) Government School Term's written notice (letter or email to accounts@oakhillacademy.co.za) is required to remove a Gr 1-6 child from the school (to be acknowledged in writing by the Accountant only). A three (3) calendar months fee will be charged in lieu of notice. One (1) calendar months written notice (letter or email to accounts@littlebean.co.za) is required to remove a Gr R child from the school (to be acknowledged in writing by the Accountant only). A full calendar months' fee will be charged in lieu of notice. Please do **NOT** give verbal notice or any notice letters to your child's teacher.

6. EDUCATION:

The CAPS structured Foundation Phase education & development programme is presented during school terms.



7. MUSIC CURRICULUM:

We have music curriculum for our Gr R-2 pupils. Please note that the music curriculum is compulsory and takes place at school twice a week. The cost for music is R80 per term or R320 per year.

8. SCHOOL HOURS:

Oak Hill Academy opens at 06:30 in the morning and closes at 18:00 in the afternoon. These hours are applicable Monday to Friday. Any late pick-ups will be penalized with a minimum of R75 for every 15 minutes after 18:00. This rule will be strictly adhered to, as our teachers also have homes and families to go to. Parents of children not attending aftercare may make prior arrangements with our secretary for late collection, at a charge of R80 per afternoon.

9. EXTRA MURAL ACTIVITIES :

Netball, Rugby, Soccer, Swimming and Chess are all held on the school grounds.

10. SECURITY:

On enrolment, you will be given a security code to grant you access to the property. Please keep this code confidential, and under no circumstances allow your child to know what the code is. Please escort your child into the property and hand him/her over to the teacher on duty. Do not allow your child to enter the premises unaccompanied.

11. ADMINISTRATION PROCEDURES:

- Oak Hill Academy must be notified immediately of ANY CHANGE IN YOUR ADDRESS OR TELEPHONE NUMBERS.
- Please ensure that all medicines are marked and discussed with the relevant teacher. Oak Hill Academy does not administer any anti-biotics or vitamins to pupils. Please do not leave medication in your child's bag. Children will not be given any medicine (including pain and fever medication e.g. Panado, Stopayne etc.) if the medication file has not been filled in, signed and dated by the child's parent or guardian.
- For the safety of all concerned - no children with contagious illnesses may come to school. Should a child with a contagious illness arrive at the school, the school shall have the right to refuse the child entry or if the child is already at the school, the school shall have the right to phone the parents or guardian to collect the child immediately. The child shall be kept in the office until collected. Also, children with head lice will be sent home immediately, and will require a clinic letter on returning to school.
- Your child's vaccinations must be up to date. **Proof of vaccinations to accompany enrolment forms.**
- Please let us know when someone else will be collecting your child, by phone call or written notification. Only a phone call from parents will be accepted, not from aunts or grandparents etc.
- Please ensure that your child brings his/her school bag and books to school every day.
- Homework needs to be completed and signed every day. No homework will be given on a Friday.
- An annual Edutainment fee is payable for shows and outings during the year. **All fees for shows, activities, outings etc. MUST be paid for in cash to the office and NOT as part of school fees.**

BANK DETAILS:

Oak Hill Academy
Standard Bank (Clearwater Mall)
Branch Code: 001206
Current Account No.: 371049407
Reference: Child's Name & Surname



REGISTRATION FORM

Registration No: 2001/05/2909/23

Starting Date: _____

Grade R – Half Day Full Day

Grade 1 2 3 4 5 6 7 Half Day Full Day

1. CHILDS INFORMATION:

Surname: _____ First Names: _____

Nick Name: _____ Date of Birth: _____ Sex: _____ Age: _____

ID Number: _____ Home Language: _____

Other schools attended and Dates: _____

Other information regarding the family situation which you feel we should understand: _____

2. ADMINISTRATIVE INFORMATION:

Home Address: _____

Postal Address: _____

Home Tel: _____ Mother Cell: _____ Father Cell: _____

Father's Details

First Name: _____

Surname: _____

ID Number: _____

Occupation: _____

Company: _____

Work Tel. No.: _____

Email Address: _____

Mother's Details

First Name: _____

Surname: _____

ID Number: _____

Occupation: _____

Company: _____

Work Tel. No.: _____

Email Address: _____

3. MEDICAL INFORMATION:

Allergies: _____

Any other medical, psychological or behavioural information regarding the child which you feel the school should know about:

Family Doctor: _____ Tel. No.: _____ Address of Surgery: _____

Medical Aid Name: _____ Medical Aid No.: _____

Any person (s) other than parents who could be contacted in an emergency:

Name: _____ Tel. No.: _____ Relationship to child: _____



CONSENT AND INDEMNITY

I hereby give consent for my son/daughter to take part in all the activities at school.

I fully understand and accept that all activities shall be undertaken at my son's/daughter's own risk and undertake on behalf of myself, my wife and my child aforesaid to indemnify, hold harmless and absolve the Management, Principal and Staff of the school against and from any claims whatsoever that may arise in connection with any loss or damage to property or injury to the person of my child aforesaid in any activity, in the knowledge that the Management, Principal and Staff will nevertheless take all reasonable precautions for the safety and welfare of my child.

Name: _____ Relationship to child: _____

Signature: _____

Place: _____ Date: _____

AUTHORITY FOR TREATMENT IN CASE OF EMERGENCY

I hereby authorise Oak Hill Academy to take my child for treatment to the nearest hospital in case of an emergency:

YES / NO (*Please circle appropriate*)

Signature of Parent/Guardian

Date

Registration accepted:

Signature of Principal

Date



Registration No: 2001/05/2909/23

FINANCIAL CONTRACT (Dated _____ / _____ / _____)
(Copy of Identity Document of responsible person and Birth Certificate of child to be attached)

Entered into by and between
Oak Hill Academy
and

Name of Pupil: _____ Grade: _____

Person responsible for the account:

Name and Surname: _____ Title: _____ ID Number: _____

Postal Address: _____ Code: _____

Residential Address: _____

Tel. No.: (H) _____ (W) _____ (Cell): _____

E-mail address: _____

I agree:

- That this account is payable monthly (excluding December) in advance for each month on or before the last day of each month.
- That I will be held liable for legal fees on the attorney and own client scale, to be added to the capital amount outstanding should the account be handed over to our Attorneys for collection.
- That fees will not be refunded or waived for absence through sickness or vacation.
- That a one (1) calendar month notice period, or fees in lieu of one (1) months' notice MUST be given if your child leaves, at any time. A letter of notification must be addressed to and acknowledged in writing by the Accountant.
- To allow Oak Hill Academy management to undertake a credit check and TransUnion ITC or Experian, if deemed necessary. Oak Hill Academy subscribes to **Credit Intel (Pty) Ltd** – should you remove your child from the school without payment of fees, your details will be handed to Credit Intel for follow up. This could affect your ability to enrol your child at another institution and your credit record.
- That Oak Hill Academy management reserves the right to increase fees at any time after giving one (1) months' notice. I undertake to complete a new Financial Contract when necessary, but at the very least once annually. Failure to complete a new contract will not constitute notice.
- To undertake payment of school fees in the following manner (**please tick**):

CASH _____ Electronic Fund Transfer (EFT) _____ DEBIT ORDER _____

Grade 1-6: Registration Fee (first enrolment) R1200 Grade R: R500

Grade 1-6: Re-registration Fee (returning child's annual fee) R500 Grade R: R300

Gr R Half day monthly R2800 if received before last day of month, R3000 if received after the last day of the month

Gr R Full day monthly R3550 if received before last day of month, R3750 if received after the last day of the month

Gr 1-6 Half day monthly R3200 if received before last day of month, R3400 if received after the last day of the month

Gr 1-6 Full day monthly (A/care) R4200 if received before last day of month, R4400 if received after the last day of the month

Should a parent or guardian fail to make an EFT or CASH payment for a period of one (1) month, the school reserves the right to refuse entry to the child until the school fees have been paid up to date, and the parent or guardian has signed a debit order authorisation or paid the balance of the year's fees in advance.

I, the undersigned, accept that I am severally liable for all amounts in terms hereof and that a statement signed by the accountant for Oak Hill Academy certifying the amounts owing shall constitute prima facie proof for all purposes of any amounts owing in terms hereof and that any disbursements included in such amounts were duly made to or on behalf of my child. I understand and accept all terms and conditions annotated on pages one (1) and two (2) of this Registration Form.

Signature of person responsible for account: _____ Date: _____

Signed for Oak Hill Academy: _____ Date: _____

Witness: _____ Date: _____

**PLEASE NOTE THAT THE PERSON RESPONSIBLE FOR THE ACCOUNT MUST SIGN THE CONTRACT.
COPY OF ID MUST ACCOMPANY THE SIGNED AGREEMENT.**



Registration No.: 2001/05/2909/23

BANK DEBIT ORDER INSTRUCTIONS

Name (Debtor): _____

Date: _____

Address: _____

Contract No: _____

Debit Amount: _____

Commencement Date: _____

Contact No: _____

Abbreviated name
as registered with the Bank: **LITTLE BEA**

Dear Sirs/Madams

The details of my bank account are as follows:

BANK: _____

BRANCH/TOWN: _____

BRANCH NO.: _____

ACCOUNT NAME: _____

ACCOUNT NO.: _____

TYPE OF ACCOUNT: _____ (savings, current, transmission)

This signed Authority and Mandate refers to our contract as dated as on signature hereof ("the Agreement"). I / We hereby authorise you to issue and deliver payment instructions to the bank for collection against my / our abovementioned account at my / our above mentioned bank (or any other bank or branch to which I / We may transfer my / our account) on condition that the sum of such payment instructions will never exceed my / our obligations as agreed to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me / us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

On the last working day ("payment day") of every month commencing on _____. If the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the very next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

I / We understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

MANDATE

I / We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned bank as if the instructions had been issued by me/us personally.

CANCELLATION

I / We agree that although this Authority and Mandate may be cancelled by me / us, such cancellation will not cancel the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

SIGNATURE AS USED FOR SIGNING CHEQUES OR CREDIT CARD VOUCHERS

ASSIGNMENT

I / We acknowledge that this Authority may be ceded to or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party. Signed at _____ on this _____ day of _____ 20__

Assisted by:

FOR OFFICE USE

AGREEMENT REFERENCE NUMBER

This Agreement reference number is: _____