JABULANE CHRISTIAN ACADEMY

Guiding Students in the Discovery of God's Truth

JCA

PARENT AND LEARNER HANDBOOK

Bethesda OUTREACH
Compassionate Care for African Orphans

A Ministry of Bethesda Outreach ministries international

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Jabulane Christian Academy Policies and Procedures

For the school to operate effectively, we request that all parents familiarise themselves with the policies and procedures of Jabulane Christian Academy. If assistance is needed to access the policies, please contact the JCA office. The following policies are available on D6 Connect and the School Website:
https://jcaschool.co.za/policies/

A. Admissions Policy
B. Code of Conduct Policy
C. Medicine Policy
D. Cell phone and Electronic Devices Policy
E. Locker Policy
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G. Homework Policy
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1. OVERVIEW

Jabulane Christian Academy (JCA) is an independent Christian primary school, situated in Hammanskraal, on the doorstep of the Dinokeng Game Reserve allowing for an abundance of nature at its best. Early winter mornings bless us with beautiful African bushveld sunrises, and in turn, during summer mornings we are greeted with songs of various bird species.

Our School is registered with the Gauteng Department of Education and accredited by Umalusi. We are a member of ACSI Southern Africa, who supports independent Christian schools, with the vision to strengthen Christian schools and to equip Christian educators as they prepare learners academically and inspire them to become devoted followers of Jesus Christ. The mission of the ACSI is to unite, equip, and strengthen Christian schools worldwide.

We offer high quality education from Grade R through Grade 7 where we teach the curriculum from a Biblical worldview.

JCA is part of the larger organisation, Bethesda Outreach Ministries (www.BethesdaOutreach.org). Our school provides education to children living in the care of Bethesda Outreach as well as to children from the local community.

2. REASONS TO CHOOSE JCA

- **Guiding Students in the Discovery of God's Truth**

  Children spend approximately 1 600 hours per year at school. During their primary school years this adds up to almost 13 000 hours of a child's life spent being trained, taught, and disciplined by a school. Proverbs 22:6 tells us, *"Train up a child in the way he should go; and when he is old, he will not depart from it."*

  Being a Christian school means developing children's minds and helping them grow academically while promoting a worldview in which God has His rightful place. It is more than just teaching academic material through the lens of a Biblical worldview, (i.e. teaching God's truth regarding evolution in a science textbook or learning about good stewardship while solving money problems in math class). It involves the holistic development of a child and shaping character.

  We also see corrective teaching and discipline as an opportunity to point our children to Christ our Saviour, and to disciple them throughout their journey of sanctification. Children here gain a knowledge of God, His world, and His Word and know that their teachers pray for them.

  Staff members aim to be encouraging role models to learners, and are God's instruments with the opportunity to build into learners' lives. They aim to guide them in the discovery of God's truth, which, according to John 14:6 is, Jesus, who is *"the way, the truth, and the life…"*

  Developing skills in children is important in helping them reach their God-given potential and using their talents to glorify God, whether in class, on the soccer field, or on stage during a music concert.

  When learners grow into disciples of Jesus, families, communities, cities, and even nations are impacted!

- **High-Quality Education**

  Jabulane Christian Academy follows the guidelines prescribed by the National Curriculum Statement (CAPS) in accordance with legislation and Umalusi directives. We are registered with the Association of Christian school International (ACSI). We aim to not only meet but also exceed the Department of Education's curriculum requirements. Computer class is offered as a subject, and technology is further integrated into other subject areas and lessons.

- **Small Class Sizes**

  It is JCA policy to place a maximum of 25 learners per class to ensure that learners can receive quality education and personal attention from their teachers during lessons. Our teachers are also encouraged to build close relationships with the learners in their class in order to mentor and disciple them not only academically, but also spiritually.

3. HISTORY OF BETHESDA OUTREACH AND JABULANE CHRISTIAN ACADEMY

Bethesda Outreach Ministries was born out of a desire to show compassion to children in Africa who had been orphaned as a result of HIV/AIDS. The desire resulted in a survey trip being made to Africa in May of 2000 by a group from Evangelical Baptist Missions (EBM). Property was purchased north of Pretoria in Hammanskraal and in 2003, Bethesda obtained status as a non-profit, tax-exempt organization and our first houseparent couple moved onto the property and began caring for children.

Bethesda's Orphan Care Development Ministry was begun in 2004, with the purpose of providing teaching, training resources, and education support to those in the surrounding churches and communities who wish to gain expertise in caring for orphans within their area. Currently, there are five Bethesda families caring for orphan children within the children's village.

In January 2005, **Jabulane Christian Academy (JCA)** was established as a ministry of Bethesda Outreach, as a result of a need for high quality education for the children residing at Bethesda Outreach. The School began operating from a garage from one of our Bethesda childcare houses in Renstown. We started with just 3 teachers, one principal and 20 students. The school used Accelerated Christian Learning (ACE) materials and before switching to over to traditional classrooms. After selling the property in Renstown, JCA moved to the current property.

The Lord has blessed our ministry over the years; we have grown to currently accommodate approximately 300 learners and 25 staff members. Our school is open to learners from the community as well as to our own Bethesda children.

SCHOOL GOVERNANCE

Jabulane Christian Academy is governed by a board. Bethesda Outreach and the JCA board share responsibility for all of the operations, principles and policies of Jabulane Christian Academy. All activities, policies and procedures fit within the stated goals and objectives of Jabulane Christian Academy and Bethesda Outreach. The Bethesda and JCA Board is made up of servant minded people with experience in many different areas.

4. VISION, MISSION AND CORE VALUES

Vision: By God's grace and for His Glory, Jabulane Christian Academy exists to guide learners in the discovery of God's Truth.

Mission: Jabulane Christian Academy seeks to prepare children educationally for life by

- Providing an academic education taught from a Biblical Worldview.
- Presenting the gospel and giving each learner the opportunity to submit to the Lordship of Jesus Christ.
- Instilling in the learners a desire to gain knowledge, skills and Christian values.
- Discipling the learners so they can meet the challenges of life with Godly wisdom.

Core values:

Christian leadership - Biblical characteristics of a leader, leading by example, authority of a leader, servant attitude, communication, reliability, submission to authorities.

Self-discipline - Obedience, self-control, contentment, thoughtfulness, moral purity, controlled thoughts, financial, physical, stewardship, modesty.

Individual responsibility - At school: learning and homework, toward others; At home: relating to the family; In the church: responsibility and trust.

Personal integrity - Honesty, respect, thankfulness, kindness, gentleness, trustworthy, patience.

Good citizenship - Being a peacemaker, unity, fairness, love, compassion, service, decision making, problem-solving, and relationship skills.

Excellence - Diligence, hard work, fruitfulness, goal setting, guidance, holiness.

5. GENERAL SCHOOL INFORMATION

SCHOOL HOURS:

Grades	School Hours	JCA Office Hours	Admin Office Hours (all payments)
R – 3	07:30 – 13:15 (Mon - Fri)	07:00 – 15:00 (Mon - Thu) 07:00 – 14:00 (Fri)	08:00 – 16:00 (Mon - Fri)
4 – 7	07:30 – 13:45 (Mon – Thu) 07:30 – 13:00 (Fri)		

MORNING CARE:

There will be a teacher on duty to supervise learners from 07h00. No learner should be dropped off before this time.
Learners should arrive at school between 07:00 and 07:20. A learner is considered late if he/she is not at morning line up by 07:30.

AFTER CARE:

There are no formal aftercare services available at JCA. Learners must be picked up immediately after dismissal, within 30 minutes of school ending each day. The ending times of extra-mural activities will be taken into consideration.

TRANSPORT TO/FROM SCHOOL:

Parents are responsible for arranging transport for their children. At the beginning of each school year, parents need to complete a Transport Form to keep the school informed about who each learner's regular driver will be. This is for safety reasons.

Parents are solely responsible to get learners to and from school on time. Learners should be fetched **immediately (max 30min)** after school, extra classes or extra-mural activities. If a learner's transport arrives more than 30 min after school dismissal, the learner will be charged with a transport penalty fee, which will be debited to the learner's account at the end of the month. The penalty will be R25 per 30 minutes or part thereof.

If a learner has not been fetched, the school office will attempt to contact parents telephonically after the first hour in order to notify parents to follow up with the learner's transport.

ABSENTEEISM:

Good attendance plays a vital role in achievement. Absences create extra inconveniences for learners and teachers alike. For this reason, we anticipate a commitment to punctuality and regular attendance. It is expected that family trips, and dentist or doctor's appointments will be scheduled with this consideration. When a learner is absent during a formal exam or test, a sicknote will be required in order for the learner to be allowed to complete the test on a different day.

SICKNESS:

A written excuse signed by a parents/caregiver or guardian must be presented to the teacher/school office on the day when a learner returns to school after an absence. **If the child is sick for more than 3 days, a medical certificate will be required.**

It is the parent/caregiver's responsibility to contact the teacher for the daily work schedule that has been missed. The learner is expected to catch up on any work that has been missed. Unwarranted absenteeism and erratic school attendance will be reported to the principal, who will take the necessary action.

Parents/caregivers wishing to take their children out for appointments during the term must:

- Obtain permission from the principal.
- Understand that permission will only be given in urgent situations.
- Report to the school office before collecting the children.
- All absences will be noted in the learner's record and sent to the Department of Education.

It is important to keep learners at home if they are contagious in any way. Parents and school staff must teach, as well as ensure that learners regularly wash their hands, especially when they are ill. All learners must be fully immunized when they enroll in school.

Severe Allergies and Asthma

Parents/guardians are responsible for informing the school of any allergies, food intolerances or life-threatening illness a learner may have.

Parents/guardians must send emergency medicines (e.g. a spare asthma inhaler or allergy medication) for individual learners to be safely stored in the office. These medicines need to be clearly labelled with the learner's name and surname, as well as include emergency procedures to be followed.

Illness that develops at school

If a learner at school complains of illness or if a staff member notices any signs of illness, the learner is taken by the teacher or assistant to the school office. The administrative assistant phones the parent to collect the learner. The administrative assistant takes care of the learner in the office until the learner is fetched. **If the learner is seriously ill, the learner may not spend the whole day in the office or classroom but must be collected immediately by the parent or an appointed caregiver.**

Any suspected cases of infectious diseases must be reported to the office immediately. Parents of learners with infectious diseases will receive communication from the school requesting that the learner is kept at home until their doctor has given a doctor's letter stating that the learner's condition has cleared.

Illness that gives cause for learners to be kept at home

A learner who is ill for any of the following reasons, MUST be kept at home:

- Vomiting and/or diarrhoea:
  A learner who has been vomiting (more than three times in 12 hours) and/or has had diarrhoea should remain at home for at least one day and until all symptoms have disappeared.

- Fever:
  A learner who ran a temperature (38°C or above) during the night must remain at home the following day, even if they beg to come to school. This includes any after school activities when extra murals and extra classes take place. Often learners feel well early in the morning, but the fever returns later in the day.

- Colds and flus:
  If a learner has a nose with *thick mucus* and/or a *cough* with lots of *phlegm*, they should not be at school. Respiratory infections are contagious, and children are not able to focus on schoolwork when they feel miserable.
  Learners on *antibiotics* must stay away for at least 48 hours after which they may return so long as they do not have a fever.

- Childhood diseases (Chicken Pox, Mumps, Measles, etc.)
  Children may not come to school if diagnosed with any childhood diseases that are contagious. Chicken Pox is contagious until all the spots have dried up and no new spots have occurred for two days. This usually takes about two weeks, but with a clearance certificate from a doctor, a learner may return earlier than the stated two weeks, provided all the pox have dried completely.

- Skin rashes and infections:
  Any unexplained rashes must be diagnosed by a doctor before a learner is sent to school. Some rashes may be allergic reactions, but others may be contagious.
  Ringworms must be treated with an anti-fungal ointment as well as medication should the ringworm persist. The affected area must be covered if the learner attends school.

  Impetigo must be treated by a doctor with antibiotics and must be covered if a learner returns to school as it is highly contagious.

- Conjunctivitis (pink eye):
  Conjunctivitis is very contagious. The eyes must have been treated, have no discharge and must no longer be pink before the learner returns to school.

- Nits or head lice:

Learners may not come to school with nits or lice. A learner who has nits or lice, may only return to school once a full treatment has been carried out, and all visible signs of nits and lice have been removed.

MEDICAL SERVICE:

All precautions are taken to prevent injuries. Teachers on duty supervise learners during outside activities.

Minor injuries and illnesses will be dealt with by the school staff until the parents/caregivers can be contacted. A first aid kit is kept in each classroom. In case of serious injury, arrangements will be made for the child to be taken to a local doctor or hospital, and parents/caregivers will be immediately notified. Parents/caregivers must ensure that work, cell and home phone numbers are up to date and correct.

The learner's immunisation record must be up to date and proof of immunisation is required when applying to the school.

By law, the school is not allowed to administer medication to learners. Special conditions may also apply when a parent provides written permission for the school to administer a prescribed medication. The learner needs to submit the doctor's prescription for medication, or the prescribed medication needs to be labelled by the pharmacy with the current date, the learner's name and the instructed dosage. Prescribed medication must be handed in at the school office for safe keeping throughout the day.

DRESS CODE & APPEARANCE (GENERAL RULES):

OVERKRUIN OUTFITTERS is the official supplier of all JCA uniform.
Contact number : 012 546 5718.
General enquiries : sales@overkruinuitrusters.co.za
Physical address : 227 Emily Hobhouse street, Pretoria North.
Operating hours: Mon to Fri 08:30 – 17:00, Sat 08:00 – 13:00.

*The JCA golf shirt and navy long sleeve shirt is also **for sale at the JCA office** until stocks last. From 2027 the NEW PE shirt can also be ordered online or at the office.*

- ***General Uniform rules (Boys & Girls):***

- All learners must be dressed in the official school uniform each day unless specific permission has been given for a learner not to be in uniform.
- The learner's name must be written on each item of clothing.
- No tekkies or running shoes will be allowed except for sport or physical education classes.
- No school shoes may be worn for sport or physical education classes.
- Shirts must be tucked in at all times.
- When shoes or tekkies are required, they must always be on and laced up completely.
- Beanies may only be worn during the winter season (terms 2 and 3).
- Hoodies (caps) or drimacs may not be worn inside the classrooms.
- *Trousers: No stitching down of the seams to make skinny or tight-fitting pants.*
- Skirts, skorts and shorts must be of an appropriate length. *Skirts are not allowed to be shorter than 4 fingers from the ground when standing on the knees. Skirts must be loose fitting and not too tight or too small.*
  ***Teachers will have authority to use their discretion in this area of modesty and neatness.**

- ***Physical Education (PE) Uniform (Gr R-7)***

Learners should arrive at school wearing their PE uniform for the entire day when they have PE class.
The PE uniform consists of:

- JCA PE Shirt
- JCA Navy shorts
- White socks
- Tekkies
- JCA Cricket/Bucket hat (optional)
- In addition, the JCA track suit, drimac, and jersey are allowed during the winter.

Dress Code & Appearance (Girls):

Summer (Term 1 & 4) **GR R**	Winter (Term 2 & 3) **GR R**
JCA golf shirt or PE shirt on PE days	JCA golf shirt or PE shirt on PE days
Navy Blue shorts (Does not have to be JCA branded)	The navy long sleeve T-shirt may be worn underneath the golf shirt
Grey Socks	Navy Tracksuit Pants (Does not have to be JCA Branded)
Tekkies (White or Black)	Navy dri-mac on rainy days
Hair accessories only navy, light blue, gold, white	Navy scarf & Navy beanie
Summer (Term 1 & 4) GR 1-7	**Winter (Term 2 & 3) GR 1-7**
JCA golf shirt	JCA golf shirt
Grey school skirt (black or navy ski-pant underneath) or Grey skort or grey trousers	The navy long sleeve JCA T-shirt may be worn underneath the golf shirt (Available at School office for R100)
Grey socks (short / long)	Grey skirt with thick grey stockings or
Black school shoes	Grey long trousers with grey socks
Navy jersey or pullover	Black school shoes
Navy dri-mac on rainy days	Navy jersey / pullover / dri-mac
Hair accessories only navy, light blue, gold, and white.	Navy scarf
	Navy beanie
	OR
	Full tracksuit
	JCA golf shirt
	The navy long sleeve JCA T-shirt may be worn underneath the golf shirt (Available at School office for R100)

Girls Appearance:

- ***Hair styles & Hair accessories:***
  - Braids / plated extensions may be worn if it is professionally done and neat and matches the natural hair colour. No extravagant beads, only transparent or light blue beads neatly fastened will be accepted.
  - Hair must be fastened if it is long enough to touch the collar. Hair must be out of the face and not interfere with daily school tasks. Hair/fringe must not fall in eyes.
  - No coloring or bleaching of hair.
  - No excessive hairstyles that will draw unnecessary attention.
- ***Jewelry or accessories:***

- The following jewelry or accessories are **NOT ALLOWED** at school: rings, armbands, bangles, traditional or religious bands, necklaces, tongue studs or body piercing, body art, tattoos, tooth decoration. The navy blue "WWJD" bands are allowed.
  - Watches: watches are allowed, but learners should not wear watches that are very expensive as it can get damaged or stolen. No smart watches.
  - Earrings: only plain gold/silver studs (no stones / pearls); small thin rings (12mm sleepers) are allowed. Not more than one sleeper or stud may be worn in each ear lobe and must be worn in the lower part of the earlobe only.

- **Nails:**
  - No nail polish is allowed.
  - Nails must be short and neat.

- **Make-up**
  The use of make-up is not permitted. This includes lip gloss and coloured shiny lip ice, eyebrow pencil, eye liner, and mascara.

Dress Code & Appearance (Boys):

Summer (Term 1 & 4) **GR R**	Winter (Term 2 & 3) **GR R**
JCA golf shirt or PE shirt on PE days	JCA golf shirt or PE shirt on PE days
Navy Blue shorts (Does not have to be JCA branded)	The navy long sleeve T-shirt may be worn underneath the golf shirt
Grey Socks	Navy Tracksuit Pants (Does not have to be JCA Branded)
Tekkies (White or Black)	Navy dri-mac on rainy days
	Navy scarf & Navy beanie

Summer (Term 1 & 4) **Gr 1-7**	Winter (Term 2 & 3) **Gr 1-7**
JCA golf shirt	JCA golf shirt
Grey school shorts	The navy long sleeve JCA T-shirt may be worn underneath the golf shirt (Available at School office for R100)
Grey socks (short / long)	Grey long trousers with grey socks
Black school shoes	Black school shoes
Navy jersey or pullover	Navy jersey / pullover / dri-mac
Navy dri-mac on rainy days	Navy scarf
NB! For trousers no stitching down of the seams to make skinny or tight-fitting pants. Trousers are not allowed to be shortened.	Navy beanie
	OR
	Full tracksuit
	JCA golf shirt
	The navy long sleeve JCA T-shirt may be worn underneath the golf shirt (Available at School office for R100)

- ***Hairstyles:***

  - Hair must be neatly combed and short. Not allowed to touch eyebrows, ears or collars.
  - Must not draw attention. For example, no Mohawks or Afros.
  - Sideburns should not be lower than the centre of the ear hole.
  - The following is not allowed: non-natural hair colouring; bleaching; dreadlocks; extensions; hair gel. Sharp edges of the hairline are not allowed to be coloured. Hairline needs to be natural.
  - Cuts/stripes may <u>not</u> be shaven into hair or eyebrows, for example, lightning strikes are not allowed.

- ***Jewelry or Accessories:***

- The following jewelry or accessories are **NOT ALLOWED** at school: rings, armbands, bangles, traditional or religious bands, necklaces, earrings, tongue studs or body piercing, body art, tattoos, tooth decoration. The navy blue "WWJD" bands are allowed.

- <u>Watches</u>: watches are allowed but learners should not wear watches that are very expensive as it can get damaged or stolen. No smart watches.

- ***Nails:***
  Nails must be short and neat.

<u>HOMEWORK:</u>
Parents are requested to check and sign their child's diary every day after school to make sure their child completes all the given homework. Refer to the complete homework policy on the school website for more information.

<u>Foundation Phase:</u> A reasonable amount of formal homework is given in this phase. Repeating class work at home ensures that learners learn more quickly and commit to memory what they have learned. Parents/caregivers must check and see that homework is done, and sign to say that they have done so.

<u>Intermediate and Senior Phase</u>: Homework will be given in the various subjects whenever needed according to the homework

policy.

PROGRESS REPORTS:

Progress reports will be issued once a term. These will reflect both the child's academic progress as well as their social and behavioural development.

Parents/caregiver's meetings or conferences will be scheduled at regular intervals. Parents/caregivers are also welcome and encouraged to make an appointment to see the teacher or principal concerning any aspect of their child's progress. Appointments must be made through the office.

COMMUNICATION:

Communication is very important and will aid both the learners and the teachers in achieving the highest level of academic excellence. Parents are encouraged to keep in regular contact with teachers regarding their learner's progress academically, socially, and in matters of classroom discipline and behaviour.

Jabulane Christian Academy uses the D6 Connect app to share relevant important notices, calendar events, resources, etc. It simplifies communication as it is directly integrated with our administrative system and is free to download for Android and iOS devices. Please contact the school office if you need help to get connected.

CONTACT WITH TEACHERS:

Parents are requested to sign their child's diary every day after school. Letters to and from teachers are to be written in the diary. Parents can also communicate with teachers via email, and teachers are expected to respond within 24 hours during weekdays between 07:00-15:00. Teachers' email addresses are available on request from the school office.

Teachers may not be phoned while they are teaching, between 07h45 and 13h45 each day. Phone messages may be left at the school office for teachers, especially if it is an emergency. The office will ask the teacher to respond to the message as soon as possible.

PARENT CONFERENCES:

In the best interest of the learners, Parents/Caregivers are expected to stay in good communication with the teachers. Mandatory parent/caregiver and teacher conferences will be scheduled each term. In Term 1 and 3 will be mandatory conferences for all parents. In Term 2 and 4 there will be optional conferences that may be requested either by the parent/caregiver or the teacher to discuss the child's progress. Information will be sent home for scheduling these meetings.

Teachers are expected to be available during each term for formal or informal conferences with the parents regarding their children.

FIELD TRIPS:

The school will aim to plan a field trip at least one full month in advance to allow enough time for parents or caretakers to budget. The field trip will be academic of nature and learners will be accompanied by a teacher. A signed permission/ indemnity form is required of each learner before they are allowed to participate in any field trip.

CIVVIES DAYS:

Approximately twice a month, learners are given the privilege of paying R5 to allow them to wear civvies to school. Learners are to be neatly and modestly dressed, promoting the values of JCA. Items of clothing bearing liquor, cigarette, or political advertising, or bad or suggestive language are not acceptable. If dress is not acceptable, the learner will be sent to the office to collect appropriate clothing from lost property, and this should be returned to school the next school day. **Normal rules for hairstyles and make up applies for civvies days.**

Learners will also be allowed to wear civvies on **their register teacher's birthday**, as well as on the **principal's birthday**. These days will be announced and placed on the school calendar.

LEARNER BIRTHDAY POLICY

Jabulane Christian Academy loves celebrating learners' birthdays with them at school, giving glory and thanks to God for the gift of their life. The purpose of this policy is to celebrate birthdays in a safe and orderly manner at school.

Procedures
It is not expected of parents/caregivers to send any treats to school, and it can be done according to the discretion of each parent/caregiver. However, should a parent/caregiver wish to send any treats for the classroom to enjoy, the following procedures should be followed:

- Contact the register teacher (telephonically, via email or send a written note in the diary) at least two days in advance to arrange a suitable time for the delivery of the treats.
- Treats should be delivered to school BEFORE break time since academic time cannot be used for class parties. Parents/caregivers should first report to the school office and not take the delivery directly to the classroom.
- We request that parents/caregivers rather send cupcakes. Please do not send large cakes that need to be cut.
- Please limit treats to only one cupcake and one packet of chips or sweet per child. Too much sugar affects children's concentration levels, which makes it difficult to have an educational day.
- Please send paper plates and serviettes.
- Cool drinks should be individually packed for each student (e.g. a juice box) and not a 2L which needs to be poured into cups.
- Please refrain from bringing any decorations, such as balloons or whistles. These cause distraction during school time.
- Candles and matches or lighters should not be sent to school since this could be a safety hazard.
- Avoid sending food which contains raw nuts, peanut butter, peanuts etc such as cupcakes topped with nuts, due to food allergies.
- Do not send a knife to school to cut any food, it is a safety hazard.

6. LEARNER SUPPORT

Although JCA is a Mainstream school we acknowledge that many learners struggle academically, mainly because of language barriers. The following support is available for learners that are not achieving at their full potential

- Subject Specific extra classes on Wednesday afternoons after school. These classes focus on core subjects like English, Afrikaans and Mathematics.

- Remedial lessons are offered for learners who need more assistance. This is a weekly one on one lessons with a Remedial Therapist and happens during school hours. This service is charged at an extra fee. Learners are evaluated by the Remedial therapist to determine their level of competence and help needed.

- School Based Support processes are facilitated by the school should the need arise for a learner to apply for concession at the Department of Education or if a learner needs to transfer to a LSEN school.

7. FINANCIAL INFORMATION

SCHEDULE OF FEES POLICY

The Schedule of Fees information is updated on a yearly basis based on the cost-of-living increase and any projected increases financially. The goal is to keep the fees as low as possible yet high enough to maintain a quality programme. The JCA Board makes the decision for the adjustment of fees for each year, and that information is communicated via the "Terms and Fees Schedule" document that is included with all new and returning registration applications.

See the "Terms and Fees Schedule" to see the current information.

School Fees
In order to administer the finances of the school in a wise and efficient manner we would remind you of the following:

1. **School fees are payable in advance by debit order and are due** on the 1st day of the month.
   A monthly statement will be sent emailed on or before the 26th of each month.

2. **If school fees are outstanding**, you will receive a letter, or other form or electronic communication reminding you of your outstanding balance. **All fees must be current, and no learner will be allowed to begin any new term if the outstanding amounts are not paid in full.** No progress reports will be given to the learners at the end of the term or at the end of the school year until all accounts have been settled.
3. In the event of a parent/guardian **failing to pay the required fees** by the due date, **a R100 penalty fee will be charged to the account for all payments that are 7 or more days overdue.**
4. JCA Finance Policy states that fees are to be paid by **Debit Order.** Should any other payment be made, the Jabulane Christian Academy bank details are as follows:
   Account Name: Jabulane Christian Academy
   First National Bank
   Branch Code: 250655
   Account Number: 63123643537
   Please use your unique 6-digit account number as reference on all direct deposits.
5. School fees are to be paid on an **11 month plan** from January to November. *This does not include registration, re-registration or Baseline Assessment fees.*
6. An annual **non-refundable** registration fee, which includes a textbook amount, will be charged to reserve the learner's space for the following year.
7. A full **30-day written notice must be given for a learner who will be leaving the school.** If this is not done, parents/caregivers will be liable to pay a full month's fees. No letters of transfer or learner records will be sent to a new school until all accounts have been settled.

   See the Terms and Fees information for more details.

Re-Registration Fee
For learners returning to JCA, a non-refundable re-registration fee will be charged. This fee includes textbooks for the school year. This fee will be kept to a minimum and will be adjusted from year to year. No child will be allowed to begin school until this re-registration fee has been paid in full. Each year a form must be completed in order to update parent/caregiver details.

Other expenses
Stationery: Parents/caregivers have to pay for stationery, supplies, pencil boxes, etc. Lists of these requirements are available for each grade. Equipment and stationery lost or used during the year will need to be replaced immediately.

Travel expenses
Transport to sporting events or field trips will be arranged by the teacher accompanying the learners as well as any parents/caregivers who are able to assist. Travel costs will have to be paid for these outings.

Outing fees
The cost of admission fees for an outing arranged by the school will have to be paid by the parent/caregiver before the outing. If this is not done the learner will not be allowed to join in on the outing.

All money for these events must be placed in a sealed envelope marked with amount, the child's name, class and its purpose.

8. SPORT, ARTS AND CULTURE

Jabulane Christian academy offers the following extra-mural Activities, free as a part of the school routine.

Sport

- Athletics Gr 1-7 - Term 1 & 4 (Sprints, Long distance, shotput, javelin and long jump)
- Mini Netball Gr 1-3 – Term 1 & 2
- Netball Gr 4-7 – Term 1& 2
- Mini Soccer Gr 1-3 – Term 1 & 2
- Soccer Gr 4-7 – Term 1 & 2
- Cross Country Gr 1-7 Term 2&3
- Mini Cricket Gr 1-7 – Term 3
- Volleyball Gr 6&7 – Term 2& 3

Arts and Culture

- Choir Gr 1-7 – Term 1-4
- Chess Gr 1-7 – Term 1-4
- Spelling Bee Gr 1-7 – Term 3

Extra –Curricular activities contracted to outside vendors at a cost to the Parent includes

- Monkeynastix and Supernastix
- Soccer Academy
- Ballet

SCHOOL ADDRESS AND CONTACT INFORMATION:

Physical Address:	Jabulane Christian Academy Plot 13 Klipdrift 0400
Postal Address:	Jabulane Christian Academy Bethesda Outreach PO Box 2643 Hammanskraal 0400
Landline:	012 711 0087 (option #1)
Email:	jabulane@boi.org (Office) accounts@boi.org (Finance)
Website:	www.jcaschool.co.za