



**Willow Tree Academy**  
**Learning. Growing. Shining.**

Address : 14 Anaboom Crescent, Melodie, Hartbeespoort, 0216

Cell & WhatsApp : 072 994 6811

e-Mail: [info@willowtreeacademy.co.za](mailto:info@willowtreeacademy.co.za)

Business Registration Number : 2024 / 404689 / 07

## REGISTRATION FORM 2025

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Full Name & Surname of Learner

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Grade

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Commencement Date

**Please complete the form in full for your registration to be considered.**

## **LEARNERS PERSONAL DETAILS**

SURNAME : \_\_\_\_\_

FULL NAME : \_\_\_\_\_

NICK NAME : \_\_\_\_\_

ID NUMBER : \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_

GRADE : \_\_\_\_\_

HOME ADDRESS : \_\_\_\_\_

NATIONALITY : \_\_\_\_\_

HOME LANGUAGE : \_\_\_\_\_

SECOND LANGUAGE : \_\_\_\_\_

PREVIOUS SCHOOL / INSTITUTION : \_\_\_\_\_

CURRICULUM REGISTERED ON : \_\_\_\_\_

STUDENT NUMBER : \_\_\_\_\_

### LOG-IN DETAILS

USERNAME : \_\_\_\_\_

PASSWORD : \_\_\_\_\_

HAS A GLOBAL PSYCHOLOGICAL ASSESSMENT BEEN COMPLETED IN LAST YEAR? : \_\_\_\_\_

(IF SO PLEASE ATTACH)

SPECIAL DIETARY REQUIREMENTS **OR** ALLERGIES **OR** MEDICAL CONDITIONS : \_\_\_\_\_

\_\_\_\_\_

ANY IMPORTANT INFORMATION INCLUDING LEARNING BARRIERS OR BEHAVIOUR THAT STAFF SHOULD BE AWARE OF:

\_\_\_\_\_

\_\_\_\_\_

TRANSPORT - WHO WILL COLLECT YOUR CHILD :

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**DETAILS OF MOTHER / STEP-MOTHER/ LEGAL GUARDIAN**

TITLE : \_\_\_\_\_

SURNAME : \_\_\_\_\_

FULL NAME : \_\_\_\_\_

NICK NAME : \_\_\_\_\_

ID NUMBER : \_\_\_\_\_

MARITAL STATUS : \_\_\_\_\_

PARENT LIVING WITH CHILD IN ONE HOUSE : \_\_\_\_\_

OCCUPATION : \_\_\_\_\_

BUSINESS NAME : \_\_\_\_\_

TEL (H) : \_\_\_\_\_

TEL (W) : \_\_\_\_\_

CELL : \_\_\_\_\_

WHATSAPP : \_\_\_\_\_

HOME ADDRESS : \_\_\_\_\_

\_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

\_\_\_\_\_

WORK ADDRESS : \_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

(PLEASE WRITE LEGIBLY)

**DETAILS OF FATHER / STEP-FATHER/ LEGAL GUARDIAN**

TITLE : \_\_\_\_\_

SURNAME : \_\_\_\_\_

FULL NAME : \_\_\_\_\_

NICK NAME : \_\_\_\_\_

ID NUMBER : \_\_\_\_\_

MARITAL STATUS : \_\_\_\_\_

PARENT LIVING WITH CHILD IN ONE HOUSE : \_\_\_\_\_

OCCUPATION : \_\_\_\_\_

BUSINESS NAME : \_\_\_\_\_

TEL (H) : \_\_\_\_\_

TEL (W) : \_\_\_\_\_

CELL : \_\_\_\_\_

WHATSAPP : \_\_\_\_\_

HOME ADDRESS : \_\_\_\_\_

\_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

\_\_\_\_\_

WORK ADDRESS : \_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

(PLEASE WRITE LEGIBLY)

**PERSON RESPONSIBLE FOR ACCOUNT PAYMENTS (ACCOUNT HOLDER)**

TITLE : \_\_\_\_\_

SURNAME : \_\_\_\_\_

FULL NAME : \_\_\_\_\_

ID NUMBER : \_\_\_\_\_

CELL : \_\_\_\_\_

WHATSAPP : \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

(PLEASE WRITE LEGIBLY)

HOME ADDRESS : \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF ACCOUNT HOLDER \_\_\_\_\_

**LEARNERS MEDICAL DETAILS – CONSENT**

IN A CRITICAL MEDICAL SITUATION, PLEASE BEAR IN MIND THAT THERE MAY NOT BE TIME TO REFER TO THE CHILD'S RECORDS. WILLOW TREE ACADEMY THEREFORE RESERVES THE RIGHT TO UTILISE THE QUICKEST AND BEST MEDICAL SERVICE AVAILABLE.

I, \_\_\_\_\_ BEING THE PARENT / LEGAL GUARDIAN  
OF \_\_\_\_\_ HEREBY AGREE THAT A MEDICAL PRACTITIONER  
MAY PROVIDE EMERGENCY TREATMENT AS MAY BE NECESSARY.

MEDICAL AID NAME : \_\_\_\_\_

OPTION/PLAN : \_\_\_\_\_

MEMBERSHIP NO. : \_\_\_\_\_

DEPENDENT CODE : \_\_\_\_\_

MAIN MEMBER FULL NAME AND SURNAME : \_\_\_\_\_

SIGNATURE OF MAIN MEMBER \_\_\_\_\_

SIGNATURE OF WILLOW TREE ACADEMY PRINCIPAL \_\_\_\_\_  
(ROELIEN VAN DER WESTHUIZEN)

**DETAILS OF ANOTHER CONTACT PERSON IN THE CASE OF AN EMERGENCY**

**\* MUST BE COMPLETED \***

SURNAME : \_\_\_\_\_

FULL NAMES : \_\_\_\_\_

RELATIONSHIP : \_\_\_\_\_

TEL (H) : \_\_\_\_\_

TEL (W) : \_\_\_\_\_

CELL : \_\_\_\_\_

WHATSAPP : \_\_\_\_\_

HOME ADDRESS : \_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

(PLEASE WRITE LEGIBLY)

## **GENERAL**

This agreement constitutes the whole agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this agreement or any provision or term thereof or of any agreement, bill of exchange or other document issued or executed pursuant to or in terms of the agreement and no settlement of any disputes arising under this agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this agreement or any agreement, bill or exchange or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

### **1. JURISDICTION**

This Agreement is subject to South African Law.

### **2. CREDIT INFORMATION**

The Account Holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the National Credit Act.

In the event where Willow Tree Academy takes legal action against the Account Holder, he / she will be liable for all legal fees on an attorney client scale, collection costs and commission, interest, and tracing fees.

### **3. CANCELLATION**

3.1 The Account Holder undertakes to give **One Month Written Notice** of termination of the enrolment of a learner, failing which and the liability will be incurred for the full amount of the following months fees by the Account Holder. **November and December do not count as notice months.**

3.2 Willow Tree Academy shall be entitled to terminate the enrolment of any learner under the following circumstances:

Summarily and with immediate effect, if the learner is guilty of an offence which, in the sole opinion of Willow Tree Academy, renders his / her continued enrolment at Willow Tree Academy impossible, in which event the Account Holder, will NOT be refunded in respect of such learner. As all fees are non-refundable fees.

\_\_\_\_\_  
SIGNATURE OF MOTHER / STEP-MOTHER / LEGAL GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF FATHER / STEP-FATHER / LEGAL GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF WILLOW TREE ACADEMY PRINCIPAL  
(ROELIEN VAN DER WESTHUIZEN)

\_\_\_\_\_  
DATE

# **WILLOW TREE ACADEMY POLICY AND PROCEDURES**

## **1. PURPOSE OF WILLOW TREE ACADEMY**

To provide a safe environment for all enrolled learners, during the 'school' day. To assist learners with their registered curriculum, in addition to cognitive learning of basic skills and even critical thinking skills, the emotional and social well-being of the child is paramount. Helping children develop in these areas is a key expectation and goal.

Children will remain in the care of Willow Tree Academy until such time they have been collected by the parents, transport, or guardian. The 'school' day starts at 8:00 am and ends at 1:00 pm, Monday to Friday, with two 30 min break times during the day.

Drop-off may commence from 7:00 am and last collection will be at 1:30 pm.

Children will automatically be placed into our Aftercare Service if not collected by 1:30 pm and remain at aftercare until such time they have been collected by the parents, transport, or guardian. Aftercare Fees are R100.00 per day per child ; fees will automatically be added to your monthly bill if the service is made use of.

Our programme is run by Principal Roelien.

## **2. SERVICES OFFERED**

- Gr. R to Gr. 12 'Impaq Homeschooling' and 'Think Digital Academy' Curriculums Supported at Willow Tree Academy. Assisting learners with 'British International' and South African (CAPS) curricula.
- Invigilation of the registered curriculum, assessments, tasks, tests, and/or exams.
- Free Wi-Fi Available.
- Small classes, with 'one-on-one' attention and assistance.
- Qualified and/or registered tutors, special needs and child psychology qualification also applicable.
- Extra-Mural Activities, at an additional cost.
- Aftercare Program, with Holiday Program; at an additional cost, if not part of chosen finance option.

## **3. SAFE ENVIRONMENT**

Willow Tree Academy staff is responsible for a child immediately on arrival of the child and this responsibility will only end when the parents or a designated guardian collects the child, during this time, every reasonable precaution will be taken to provide a safe environment.

Minor injuries will be dealt with in an appropriate manner. Staff on duty have First Aid and CPR Training.

Serious injuries will be handled as follows:

- Paramedics called in.
- Parents immediately notified.
- If hospitalization required, then child will be taken to nearest hospital / clinic.
- Parents will be responsible for all costs.

I agree that Willow Tree Academy, their agents, officers, directors, employees, volunteers, and representatives are not responsible for any death, illness, injury, loss or damage of any kind sustained by any person or learner while they are on the premises of Willow Tree Academy, and all related activities.

The main entrance will be the only entrance and exit point for learners and parents.

Staff will take the register to determine which learners are present.



#### 4. WILLOW TREE ACADEMY PROGRAM

##### Operating Hours:

Monday to Friday from 7:00 am till 1:30 pm

Drop-off May Commence – 7:00 am

Classes Starts – 8:00 am

1<sup>st</sup> Break – 09:00 am till 09:30 am **OR** 09:30 am till 10:00 am

2<sup>nd</sup> Break – 11:00 am till 11:30 am **OR** 11:30 am till 12:00 pm

Classes Ends – 1:00 pm

Last Collection – 1:30 pm

##### Dates Open:

###### • 4 Term – ‘Public School Terms’:

Term 1 : Wednesday, 15 January 2025 – Friday, 28 March 2025 **(Closes @ 12:00 pm)**

Term 2 : Tuesday, 8 April 2025 – Friday, 27 June 2025 **(Closes @ 12:00 pm)**

Term 3 : Tuesday, 22 July 2025 – Friday, 3 October 2025 **(Closes @ 12:00 pm)**

Term 4 : Monday, 13 October 2025 - Friday, 12 December 2025 **(Closes @ 12:00 pm)**

##### Dates Closed:

###### • Public Holidays:

|                        |                        |                        |                              |
|------------------------|------------------------|------------------------|------------------------------|
| Human Rights Day       | Friday, 21 March 2025  | Special School Holiday | Wednesday, 30 April 2025     |
| Good Friday            | Friday, 18 April 2025  | Workers' Day           | Thursday, 1 May 2025         |
| Family Day             | Monday, 21 April 2025  | Special School Holiday | Friday, 2 May 2025           |
| Freedom Day            | Sunday, 27 April 2025  | Youth Day              | Monday, 16 June 2025         |
| Public Holiday         | Monday, 28 April 2025  | Women's Day            | Saturday, 9 August 2025      |
| Special School Holiday | Tuesday, 29 April 2025 | Heritage Day           | Wednesday, 24 September 2025 |

###### • 4 Term – ‘Public School Holidays’:

End of Term 1 : Monday, 31 March 2025 – Monday, 7 April 2025

End of Term 2 : Monday, 30 June 2025 – Monday, 21 July 2025

End of Term 3 : Monday, 6 October 2025 – Friday, 10 October 2025

End of Term 4 : Friday, 12 December 2025

#### 6. CLOTHING AND POSSESSIONS AT WILLOW TREE ACADEMY

- Learners may have a change of clothes, a hat and water-bottle.
- All clothes and possessions must be clearly marked with your child's name.
- Each learner must have a suitable bag for all items.
- No toys from home are allowed at Willow Tree Academy as staff cannot be responsible for the toys. Any toys or cell phones brought to Willow Tree Academy is the sole responsibility of the learners.

##### Cell Phone Policy:

Cell phones are NOT allowed at Willow Tree Academy at all during the week. We are busy with classwork or studying.

If a cell phone is seen during the week, it will be confiscated, and the parent can collect it from Principal Roelien.

All learners registered on ‘Think Digital Academy’ has a Laptop or Tablet to use for classwork and homework.

If your child needs to contact you during the day, for whatever reason, they can come to Ma’am Roelien, and she will contact a parent for the learner.

Cell phones may ONLY be brought to Willow Tree Academy on a Friday or during ‘Holiday Program’ when there is no classwork or homework to be done. Any cell phones brought to Willow Tree Academy is the sole responsibility of the learner, Willow Tree Academy staff cannot be held responsible for any lost or damaged cell phone.

## 7. DISCIPLINE

Willow Tree Academy Rules should be followed, at all times.

If there are disciplinary problems, the learner will be taken aside for correction and placed in a 'time-out'.

The staff members will attempt to enforce consistent, fair discipline when necessary, so that each learner will learn respect and self-discipline. Parents will be contacted with more difficult cases.

### Basic rules:

The following basic rules apply:

NO BULLYING – BULLYING WILL NOT BE TOLERATED AT ALL AND WILL BE SEEN AS A SERIOUS OFFENCE

NO FIGHTING – FIGHTING WILL NOT BE TOLERATED AT ALL AND WILL BE SEEN AS A SERIOUS OFFENCE

### Buildings:

- No running in any building
- No playing in any building
- No shouting / excessive noise in any building
- Tidy-up after yourself where you have been sitting

### Playground:

- No excessive shouting
- No climbing trees
- No throwing sand in or out of sandpit
- No playing on tables or chairs
- No standing on swings
- No pushing each other on swings
- Only one learner at a time on a swing
- Only one learner at a time on the trampoline

### Bathroom:

- No playing in the bathroom
- No climbing on toilet seats or hanging on doors or towel racks
- Only one learner at a time in a bathroom
- Learners must always flush the toilets after they have used it, and wash their hands

### Dress Code:

- No breasts showing
- No bum hanging out under short-shorts or miniskirts
- No tummies showing
- If your child is wearing a skirt or dress, please put pants on underneath, especially for those playing on the jungle gyms and trampoline
- No offensive or obscene prints on shirts
- No underwear showing or shining through

## 7. COMMUNICATION

Good communication is essential for good relationships.

If you are arriving after 1:30 pm a phone-call or message will be appreciated.

Please contact Willow Tree Academy to inform the relevant staff about:

- Attendance / Absence
- Aftercare Service Attendance Needed
- Change in a child's co-curricular activities
- Medication to be administered
- Any changes at home which could affect a learner's behaviour at Willow Tree Academy. (Within reason)

## 8. PARENT GRIEVANCE PROCEDURE

- All grievances should first be discussed between the parents and staff member on duty in a spirit of understanding and forgiveness with the aim of resolution and restoration of the relationship.
- If the grievance has not been resolved between the parties concerned, the matter will be referred to the Willow Tree Academy owner and principal, Ma'am Roelien, and feedback given to the parents.
- Any discussion should aim to resolve the issue and restore the relationship.

## 9. FEE STRUCTURE

Registration Fee : R400.00 **Once Off , Per Learner** - Fee paid to register, enrol, and sign up to Willow Tree Academy.

Half Day Attendance - 7:00 am till 1:30 pm ('School' Day ONLY)

Full Day Attendance - 7:00 am till 5:30 pm ('School' Day and Aftercare Service)

OPTION 1 – Gr. R - **Half Day Attendance - Monthly Fee @ R1400.00 Per Month , Per Learner**

- billed in advance and is prorated for the full month.

OPTION 2 – Gr. R - **Full Day Attendance - Monthly Fee @ R2400.00 Per Month , Per Learner**

- billed in advance and is prorated for the full month.

**Extra - Mural Activities Transport @ R300.00 Per Month , Per Learner**

OPTION 3 – Gr. 1 to Gr. 12 - **Half Day Attendance - Monthly Fee @ R1900.00 Per Month , Per Learner**

- billed in advance and is prorated for the full month.

OPTION 4 – Gr. 1 to Gr. 12 - **Full Day Attendance - Monthly Fee @ R2900.00 Per Month , Per Learner**

- billed in advance and is prorated for the full month.

**Extra - Mural Activities Transport @ R300.00 Per Month , Per Learner**

OPTION 5 – **Flexicare @ R100.00 Per Day , Per Learner (For Half Day Attendance ONLY , Gr. R to Gr. 12)**

- billed in arrears for the random days attended, ONLY on prior arrangement with Principal Roelien.

OPTION 6 – **Flexicare @ R200.00 Per Day , Per Learner (For Full Day Attendance , Gr. R to Gr. 12)**

- billed in arrears for the random days attended, ONLY on prior arrangement with Principal Roelien.

- **Fees are payable over 12 months, January to December.**
- All fees are payable by the third (3<sup>rd</sup>) of every month.
- Accounts in 30-day arrears will result in your child being suspended from Willow Tree Academy.
- Sibling Discount Available, enquire upon enrolment with Principal Roelien.

### **Banking details:**

Bank : FNB

Account Type : Business Account

Account Holder : Willow Tree Academy

Account Number : 63110 476 438

Ref # Allocated Account Number – Account Number will appear on monthly invoice

Please send a Proof of Payment to [finance@willowtreeacademy.co.za](mailto:finance@willowtreeacademy.co.za)

## 13. CANCELLATION OF SERVICE

- One month's written notice must be given if a learner is to be removed from Willow Tree Academy.
- Please e-Mail your termination to [info@willowtreeacademy.co.za](mailto:info@willowtreeacademy.co.za)
- Only once a 'confirmation of receipt' e-Mail has been returned to the Account Holder will the service be terminated.
- November and December do not count as notice months.

## **11. REQUIRED DOCUMENTATION**

Please ensure the following documentation is attached :

- Most recent report card
- Birth Certificate
- Immunization card, if possible
- Any assessments and reports from specialists within the last year
- Visual test report, if completed  
(if no report, tests may be completed through Willow Tree Academy – cost to be advised)
- Audiologist report, if completed  
(if no report, tests may be completed through Willow Tree Academy – cost to be advised)
- Dyslexia test report, if completed  
(if no report, tests may be completed through Willow Tree Academy – cost to be advised)
- Copies of parents'/guardians' ID documents

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## **WILLOW TREE ACADEMY AFTERCARE SERVICE POLICY AND PROCEDURES**

### **1. PURPOSE OF AFTERCARE SERVICE**

To provide a safe environment for all enrolled learners, whose parents cannot or prefer not to collect him/her immediately after regular 'schooling' hours. The aftercare programme offered, commences directly after the end of the 'school' day, at 1:00 pm and runs till 5:30 pm. It can be used full time or on a casual "day-to-day" basis. Our programme is run by Principal Roelien.

### **2. ADDITIONAL SERVICES OFFERED**

- Healthy Lunch
- Refreshments / Afternoon Snack
- Help with homework, tasks, projects and studying for tests / exams.
- Creative, social, and other play activities.
- Holiday Program

### 3. SAFE ENVIRONMENT

The aftercare staff is responsible for a learner immediately on arrival of the learner and this responsibility will only end when the parents or a designated guardian signs to collect the learner, during this time, every reasonable precaution will be taken to provide a safe environment.

Minor injuries will be dealt with in an appropriate manner. Staff on duty have First Aid and CPR Training.

Serious injuries will be handled as follows:

- Paramedics called in.
- Parents immediately notified.
- If hospitalization required, then child will be taken to nearest hospital / clinic.
- Parents will be responsible for all costs.

I agree that Willow Tree Academy, their agents, officers, directors, employees, volunteers, and representatives are not responsible for any death, illness, injury, loss or damage of any kind sustained by any person or learner while they are on the premises of Willow Tree Academy, and all related activities.

The main entrance will be the only entrance and exit point for Aftercare learners and parents.

Staff will take the register to determine which learners are present.

Parents, guardians or transport is required to sign the learner out, on the Aftercare Register, and the Aftercare Staff will indicate the time the learner was collected.

### 4. LUNCH / REFRESHMENTS / AFTERNOON SNACK

- Lunch will be served by 2:00 pm daily. Lunch menu available upon request.
- Refreshments are provided in the form of clean drinking water, available always, and water-based cold-drink.
- Each learner will be encouraged to eat a piece of fruit as an afternoon snack, at around 3:30 pm.

### 5. HOLIDAY PROGRAM

During all 'school' holidays Willow Tree Academy Aftercare Centre will be open and operational, doing Holiday Program. As such, **Aftercare is billed in full over 12 months.**

#### Operating Hours:

Monday to Friday from 7:00 am till 5:30 pm

#### Dates Open:

- **4 Term – 'Public School Holidays':**

Start of Term 1 : Monday, 6 January 2025 – Tuesday, 14 January 2025

End of Term 1 : Monday, 31 March 2025 – Monday, 7 April 2025

End of Term 2 : Monday, 30 June 2025 – Monday, 21 July 2025

End of Term 3 : Monday, 6 October 2025 – Friday, 10 October 2025

End of Term 4 : Friday, 12 December 2025

Start of Term 1 : Monday, 5 January 2026 – Tuesday, 13 January 2026

#### Dates Closed:

- **Public Holidays:**

|                        |                        |                        |                              |
|------------------------|------------------------|------------------------|------------------------------|
| Human Rights Day       | Friday, 21 March 2025  | Special School Holiday | Wednesday, 30 April 2025     |
| Good Friday            | Friday, 18 April 2025  | Workers' Day           | Thursday, 1 May 2025         |
| Family Day             | Monday, 21 April 2025  | Special School Holiday | Friday, 2 May 2025           |
| Freedom Day            | Sunday, 27 April 2025  | Youth Day              | Monday, 16 June 2025         |
| Public Holiday         | Monday, 28 April 2025  | Women's Day            | Saturday, 9 August 2025      |
| Special School Holiday | Tuesday, 29 April 2025 | Heritage Day           | Wednesday, 24 September 2025 |

## 6. CLOTHING AND POSSESSIONS AT WILLOW TREE ACADEMY

- Learners may have a change of clothes, a hat and water-bottle.
- All clothes and possessions must be clearly marked with your child's name.
- Each learner must have a suitable bag for all items.
- No toys from home are allowed at Willow Tree Academy as staff cannot be responsible for the toys. Any toys or cell phones brought to Willow Tree Academy is the sole responsibility of the learners.

### Cell Phone Policy:

Cell phones are NOT allowed at Willow Tree Academy at all during the week. We are busy with classwork or studying. If a cell phone is seen during the week, it will be confiscated, and the parent can collect it from Principal Roelien. All learners registered on 'Think Digital Academy' has a Laptop or Tablet to use for classwork and homework. If your child needs to contact you during the day, for whatever reason, they can come to Ma'am Roelien, and she will contact a parent for the learner. Cell phones may ONLY be brought to Willow Tree Academy on a Friday or during 'Holiday Program' when there is no classwork or homework to be done. Any cell phones brought to Willow Tree Academy is the sole responsibility of the learner, Willow Tree Academy staff cannot be held responsible for any lost or damaged cell phone.

## 7. DISCIPLINE

Willow Tree Academy Aftercare Service Rules should be followed, at all times. If there are disciplinary problems, the learner will be taken aside for correction and placed in a 'time-out'. The staff members will attempt to enforce consistent, fair discipline when necessary, so that each learner will learn respect and self-discipline. Parents will be contacted with more difficult cases.

### Basic rules:

The following basic rules apply:

NO BULLYING – BULLYING WILL NOT BE TOLLERTATED AT ALL AND WILL BE SEEN AS A SERIOUS OFFENCE  
NO FIGHTING – FIGHTING WILL NOT BE TOLLERTATED AT ALL AND WILL BE SEEN AS A SERIOUS OFFENCE

### Buildings:

- No running in any building
- No playing in any building
- No shouting / excessive noise in any building
- Tidy-up after yourself where you have been sitting

### Playground:

- No excessive shouting
- No climbing trees
- No throwing sand in or out of sandpit
- No playing on tables or chairs
- No standing on swings
- No pushing each other on swings
- Only one learner at a time on a swing
- Only one learner at a time on the trampoline

### Bathroom:

- No playing in the bathroom
- No climbing on toilet seats or hanging on doors or towel racks
- Only one learner at a time in a bathroom
- Learners must always flush the toilets after they have used it, and wash their hands

Dress Code:

- No breasts showing
- No bum hanging out under short-shorts or miniskirts
- No tummies showing
- If your child is wearing a skirt or dress, please put pants on underneath, especially for those playing on the jungle gyms and trampoline
- No offensive or obscene prints on shirts
- No underwear showing or shining through

## **8. COMMUNICATION**

Good communication is essential for good relationships.

If you are arriving after 5:30 pm a phone-call or message will be appreciated.

Please contact the Aftercare Service to inform the relevant staff about:

- Attendance / Absence
- Change in a learner's extra-mural activities
- Medication to be administered
- Any changes at home which could affect a learner's behaviour at Willow Tree Academy. (Within reason)

## **9. PARENT GRIEVANCE PROCEDURE**

- All grievances should first be discussed between the parents and staff member on duty in a spirit of understanding and forgiveness with the aim of resolution and restoration of the relationship.
- If the grievance has not been resolved between the parties concerned, the matter will be referred to the Willow Tree Academy owner and principal, Ma'am Roelien, and feedback given to the parents.
- Any discussion should aim to resolve the issue and restore the relationship.

## **10. LATE COLLECTION**

Aftercare operates from 1:00 pm to 5:30 pm; any late collection thereafter will be billed as follows:

R 100.00 - Learners collected between 5:30 pm and 6:00 pm

R 150.00 - Learners collected after 6:00 pm and onwards

**Late collection fee is payable in cash, upon collection, to the staff member on duty.**

**IF the Late Collection Fee is not paid in cash upon collection, it will be added to the monthly bill, with an additional R20.00 service fee charged.**

## **11. SIGNING OUT**

Parents, guardian or transport is required to sign the learner out on the Aftercare Register and the Aftercare Supervisor will indicate the time the child was collected.

## 12. CANCELLATION OF SERVICE

- One month's written notice must be given if a learner is to be removed from Willow Tree Academy Aftercare Centre.
- Please e-Mail your termination to [info@willowtreeacademy.co.za](mailto:info@willowtreeacademy.co.za)
- Only once a 'confirmation of receipt' e-Mail has been returned to the Account Holder will the service be terminated.
- November and December do not count as notice months.

I \_\_\_\_\_ the parent of \_\_\_\_\_

in Gr. \_\_\_\_\_ have read and understand the policies and procedures of Willow Tree Academy.

SIGNATURE OF MOTHER / STEP-MOTHER / LEGAL GUARDIAN \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF FATHER / STEP-FATHER / LEGAL GUARDIAN \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF WILLOW TREE ACADEMY PRINCIPAL (ROELIEN VAN DER WESTHUIZEN) \_\_\_\_\_

DATE \_\_\_\_\_



## WILLOW TREE ACADEMY

### Homeschooling & Aftercare Centre

Address : 14 Anaboom Crescent, Melodie, Hartbeespoort, 0216

Cell & WhatsApp : 072 994 6811

e-Mail: [info@willowtreeacademy.co.za](mailto:info@willowtreeacademy.co.za)