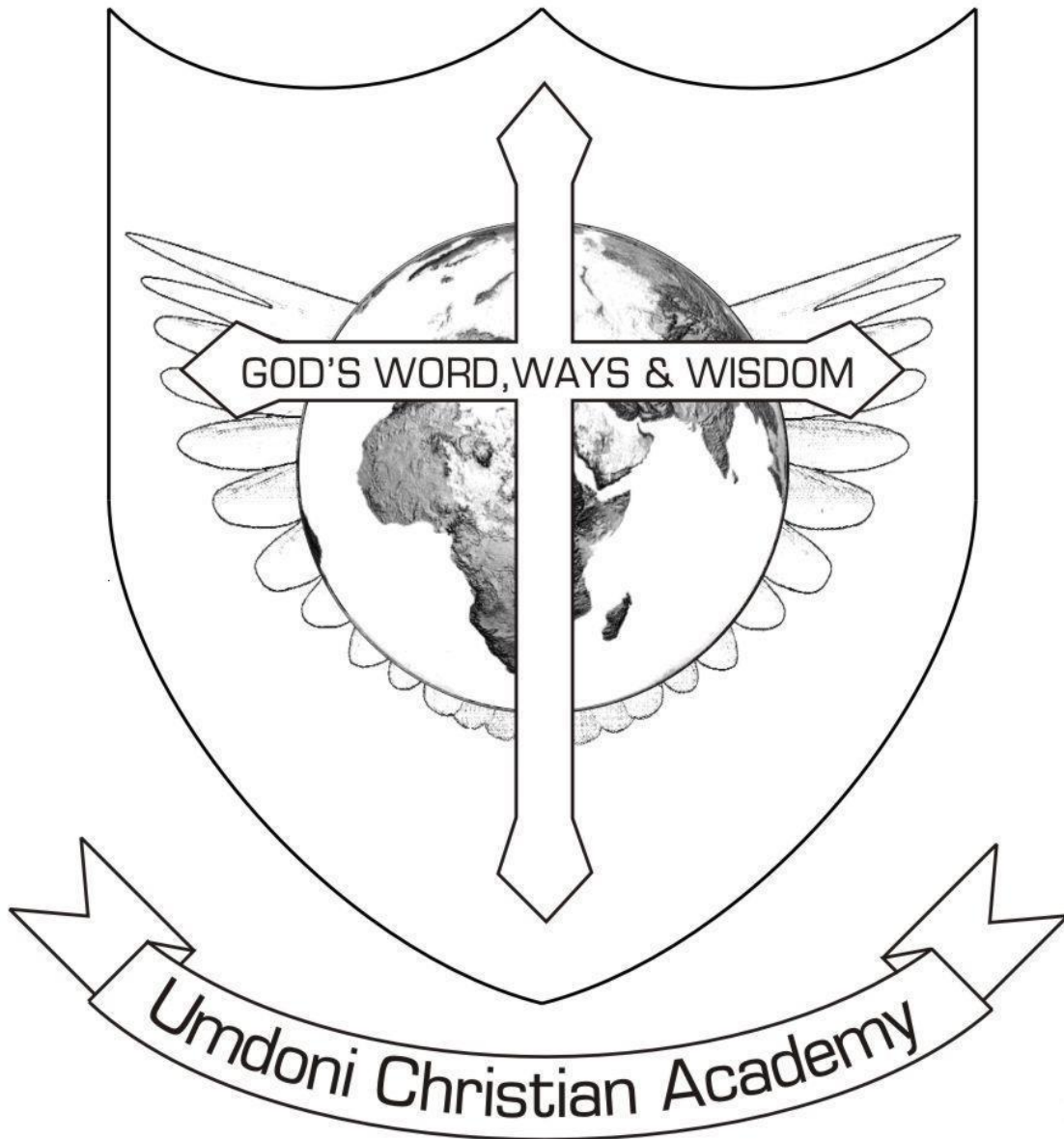


Umdoni Christian Academy



2014

INFORMATION MANUAL

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UMDONI CHRISTIAN ACADEMY INFORMATION MANUAL

Baby Day Care, Preschool, Primary and High School

Our vision:

The Vision of the School is to provide children with a Christian based education in an environment that protects and uplifts them.

Our mission:

The Mission of the school is to train, equip and educate children with Godly wisdom, knowledge, life skills and character.

What we are offering:

- **BABY DAY CARE: 6 MONTHS – 2 YEARS**
- **PRESCHOOL AGES 2 – 5 YEARS OLD**
- **FOUNDATION PHASE EDUCATION (GRADE 0 – 3)**
- **GENERAL EDUCATIONAL AND TRAINING (GRADE 4 - 9)**
- **FURTHER EDUCATION AND TRAINING (GRADE 10 – 12)**

We use the following curriculum:

- YWAM – Biblical foundation for early Development
- Step by Step by Judi Carnegie
- Revised National Curriculum Statement using **Accelerated Christian Education (ACE)** as our main Learner Teacher Support Material (LTSM'S)
- Futurekids (computer mastery education)/ Skillspro

Our Curriculum is centered around Individualised, Bible Based, Mastery Learning. Each student's educational needs are tailor-made using the principles of ACE.

Our programme integrates Academics, Character Development, Sport, Technology, Creative Arts, Music and Student Leadership. The foundation phase has Gymbokids offered during school time as an extra mural activity and is included in the school fees (Annual registration is for the Parents account). Our Grade 0-12's are registered with KZNCSSA (KZN Christian School Sport Association) and SACCSA (South Africa's Christian School's Sports Association) which allows our students to take part in the following recognized sports: Bakers Mini Cricket (Preschool to grade 4), Swimming (grade 0-12), Athletics (grade 0-12), Winter Sports (Soccer, Netball, Hockey, Volleyball, Touch Rugby, Cross Country and Chess (grade 3-12)) and Cricket (grade 3-12) at Local, Provincial and National level.

We are officially registered with the following entities:

The Education Department as an independent school. **Emis No. 448181**

The School of Tomorrow (Accelerated Christian Education)

Department of Social Services as a Non Profit Organisation. **NPO No. 063124** and as a Public Benefit Organisation (**PBO 930012164**)

The local town Council and Social Welfare Department.

**Children's lives built on
God's Word, Ways and Wisdom.**

MANAGEMENT BOARD:

The following members represent UCA as the Management Board as governed by our Constitution.

- | | |
|-----------------------|---------------------------|
| 1. Doreen Desfontaine | School Pastor / Chairlady |
| 2. Jenny Page | School Principal |
| 3. Tanya Clarke | Church Elder |
| 4. JP Nel | Parent Representative |
| 5. Marius Marais | Parent Representative |
| 6. Henriette Otto | Secretary / Treasurer |

STAFF

ADMINISTRATION

Our administrative department consists of the School Principal, Secretary, Admin Clerk and Cleaning Staff

PRE-SCHOOL

We will endeavor to give as much individualized attention as possible to Pre-School children with the aim of not letting our classes grow bigger than **15 per class** with the exception of the baby group which will at this stage not grow to more than 8 while the babies are so small. Each Preschool class (if bigger than 8) has a qualified Preschool teacher and a teacher's assistant.

SCHOOL

Our school is broken up into Learning Centers each catering for between 18-24 students. Each learning center is lead by a qualified teacher (Supervisor) and assistant (Monitor). The Grade 1 Learning Center is known as our ABC's learning center and will always be on its own. From Grade 2 we can group students into multigrade classes as best to fill up the classrooms. Traditionally we have a grade 2-3 class called the Foundations Learning Center and our grade 4-7's in the Junior Learning Centre and our high school is grouped as the Senior Learning Center.

EXTRA MURALS / GROUP CLASS

Additional Full Time Staff serving at UCA include our Afrikaans teacher, Technology teacher and Sports Co-Ordinator.

Our high school learners are taught using the Skillspro programme. Skillspro teaches Information and Communication Technology (ICT) training at Secondary schools and corporate level.

Primary and High School classes may grow up to 24 per class with a qualified teacher and teacher assistant.

SCHEDULE – School Times

Preschool times will be from 8:00 a.m. until 12 p.m. Grade 0-1 until 12:00, Grade 2 until 13:00 and Grade 3-6 until 14:00 and Grade 7-12 until 14:30. Aftercare is from 12:10 – 17:00. On Fridays Grade 3-12 finish one hour earlier.

Terms will not necessarily run concurrently to the KZN school terms calendar. Please ensure you have the correct term dates for UCA.

SCHOOL FEES for 2014

Please pay careful attention to the Financial Policy and Fee Agreement that you have to sign. School Fees are payable over 10 months (February to November for students enrolled at 1 January of each year).

REQUIRED UNIFORM: Available from *the school office*.

Preschool	<u>Summer:</u>	Black shorts and School group t-shirt (relevant to the group colour of their class)
	<u>Winter:</u>	Track suit pants and top (relevant to the group colour of their class)

Please ensure your child's uniform is clearly identifiable.

Primary School	Girls:	
	<u>Summer:</u>	Navy and white check gingham dresses, black school shoes with short white sock, navy jersey or v neck sleeveless pullover if cold.
	<u>Winter:</u>	School Tracksuit, white school T-shirt and navy jersey. Navy stockings if needed.
	Boys:	
	<u>Summer:</u>	Navy school shorts with white collared shirt with school badge, black school shoes with long navy socks.
	<u>Winter:</u>	School Tracksuit, white school T-shirt and navy jersey. Black school shoes
High School	Girls:	
	<u>Summer:</u>	Navy skirt, white shirt with piping and school badge on pocket, black school shoes with short white 'anklet' socks.
	<u>Winter:</u>	Navy skirt with white collared long sleeve shirt and tie, black school shoes with long navy socks and navy jersey. Navy stockings if needed. Navy school blazer.
High School	Boys:	
	<u>Summer:</u>	Navy school shorts with short sleeve open neck shirt with school badge on pocket or navy long pants with white collared shirt with school badge and tie, black shoes with long navy socks, only a navy or black belt may be worn with school uniform.
	<u>Winter:</u>	Navy school long pants with white collared long sleeve shirt with school tie, black shoes with long navy socks, only a navy or black belt may be worn with school uniform and navy jersey. Navy school blazer is compulsory.
Sport	Primary:	Blue school shorts, navy blue golf school shirt and primary school tracksuit.
	High:	Blue school shorts, white golf school shirt and high school tracksuit.
	Swimming:	Navy/Black Speedo costume and a light blue swimming cap. (We will represent UCA at all galas in our school tracksuits)

FOOD and LUNCH: School breaks are from 9:40 -10:00 for Grade 1-12 and at 12:00-12:30 for Grade 2-12. Preschool has snack time at 9:30.
Each child is requested to bring a snack and juice daily, in clearly marked and identifiable containers.
Children may not bring sweets to school, with the exception of a Child's birthday where parents may provide a small party if they wish to do so.

Tuck-shop: We have a Tuck-shop which operates twice a week.

NOTEBOOK: Each child needs to bring their school diary/homework book in their bag each day.

OUR STATAMENT OF FAITH

Umdoni Christian Academy believes in:

- 1) The inspiration of the Bible, equally in all parts and without error in its origin.
- 2) The One God, eternally existent Father, Son and the Holy Spirit, who created man by a direct immediate act.
- 3) The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ.
- 4) The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation.
- 5) The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

STATEMENT ON DISCIPLINE (Take note of the Discipline Policy)

Umdoni Christian Academy will endeavor to cultivate an environment that is stable, happy and disciplined. Learners are ambassadors of our school and need to represent us in word and action during school hours and after school hours, on the school grounds or away from school. UCA is a part of each learner's life and endeavors to be an extension of a Godly home. It is a school offering high quality character training, but it is not designed to be a correctional institution for problems arising beyond those usually encountered at an average school. While we love delinquent and emotionally volatile children the school is not equipped to meet their needs. The following behavior will **not** be accepted:

- ✦ Foul language / Profanity
- ✦ Fighting, verbally or physically
- ✦ Defiant behavior
- ✦ Ridicule or scornful behavior
- ✦ Littering (Preschoolers still being taught)
- ✦ Willful destruction of property
- ✦ Premeditated disruptive behavior
- ✦ Temper tantrums
- ✦ Inappropriate, ungodly play
- ✦ Worldly music and/or slogans
- ✦ Obscenity in word or action
- ✦ Dishonor to the Godhead and the word of God
- ✦ Disrespect to the staff or other elders

What is accepted and expected:

- ✦ Punctuality
- ✦ Politeness
- ✦ Helpfulness
- ✦ Self-discipline
- ✦ Responsibility
- ✦ Accountability

If the child does not respond to any correction, parent intervention may be required. Any consistent unruly behavior will be reported to the guardian either verbally or in the child's note book. High school students are under strict control and may be reported to the principal by teachers, peers and parents. The principal may consult with the school pastor on appropriate disciplining or counseling.

Good behavior is encouraged and rewarded. **Preschoolers** are motivated by means of a reward system.

Primary and High School: A system of demerits are used for negative behaviour, 3 demerits constitute a detention and 3 or more detentions, child referred to Principal, where parent intervention may be sought. A variety of motivational tools are implemented such as: extra break, days off and half days off, civvies days, video or computer time and in exceptional cases approved music may be brought to school. Field trips and outreach activities are also used to promote community awareness.

AS PARENTS, YOUR RESPONSIBILITIES ARE:

- ✦ Attend all parent functions (AGM, Once a term General Parents Meetings and Parent Teacher Conferences)
- ✦ Pray for the teachers and staff of the school.
- ✦ Co-operate with staff in discipline issues.
- ✦ Lay a spiritual foundation through Godly behavior in our home.
- ✦ Support the school's character training.
- ✦ See that my child arrives on time.

- ✂ Send written excuses for absence or tardiness.
- ✂ Train my child to respect school property and pay for abuse of the same.
- ✂ Assist in positively publicizing the school and its program among friends.
- ✂ Assist with fundraising (UCA Family Fun Day is a compulsory school event)
- ✂ Read weekly/ monthly newsletters

As parents it is vital that you take ownership of the school. UCA is a family, we all contribute to the environment at UCA. It is important that staff, parents and learners remain in unity and iron out any queries or concerns as quickly as possible.

We look forward to serving your child as we fulfill the call to “Train up a child in the way he should go, so when he is old, he will not turn from it” Prov. 22:6.

*Please note that UCA implements the Accelerated Christian Education Methodology, which is based on Individualised (self paced), Bible Based, Mastery Learning. This methodology is very unfamiliar and misunderstood. We therefore make it compulsory that parents do **PARENT ORIENTATION** when their child is enrolled at UCA. The orientation is an ideal way to engage parents onto the system.*

This manual is for your reference; please ensure we have the following signed documents returned:

- ✓ **Application Form (Signed and completed in full)**
Once accepted:
- ✓ **Proof of residence (Utility bill)**
- ✓ **Parents Cautionary Grievance Policy**
- ✓ **Code of Conduct for Parents**
- ✓ **Code of Conduct for Students (Signed by students 10 years and up)**
- ✓ **Character Guidance Agreement**
- ✓ **School Fee Agreement (Reminder that this is renewed annually and re-enrollment fees apply)**
- ✓ **Copy of both parents ID documents**
- ✓ **Medical Aid details (Copy of card)**
- ✓ **Any previous reports (school or professional reports)**

Acceptance of an application form by the school does not imply enrollment into the school.