



Nota Bene Learning Centre is a friendly, safe and therapeutic environment for learners who require individual and more specific attention.

## Information Booklet 2020

Thank you for considering Nota Bene Learning Centre. Our learning centre caters for learners in Pre-Grade R, as well as Grade R to Grade 7.

### About Us

Nota Bene Learning Centre is a friendly, safe and therapeutic environment for learners who require individual and more specific attention and support. Our focus is to establish a facility which is committed to provide quality education with a holistic approach. We strive to provide a quality programme to enhance the development and skills of each learner with the help of dedicated educators, assistants and therapists. We believe each learner is unique and has the ability to improve within the right environment. We also aim to build a relationship with each learner and his/her family.

The centre boasts with a specialised Edu-Kinetics programme and onsite therapists. The therapy room can also be used daily for our learners' sensory discharges.

Our learning centre provides after care services.

### no·ta be·ne

**Verb Abbr. NB**

Used to direct attention to someone particularly important.  
[Latin notā bene, *note well*: to note + bene, well.]



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## Our wish

That learners will be respected and loved. That each learner will feel “at home” and safe. To create the optimal learning environment where our learners will be happy and where they can develop socially, emotionally and academically to the best of their ability.

For parents – to believe in us and to entrust us with their child. To know that we will take care of each child as if they are our own.

## Our Curriculum

Each learner’s curriculum is determined and implemented through an Individual Educational Developmental Plan (IEDP). We aim to provide a holistic and multisensory approach. We are using the CAPS curriculum; the National Curriculum and Assessment Policy Statement (CAPS) is a single, comprehensive, and concise policy document introduced by the Department of Basic Education for all the subjects listed in the National Curriculum Statement for Grades R to Grade 12. CAPS provides detailed guidance for teachers on what they should teach and how to assess. Not only does the CAPS curriculum allow our teachers to focus more on each learner’s individual educational and development plan, but it also empowers us to adapt the assessments and make accommodations for all our learners' specific needs.

Edu-Kinetics forms part of our programme and two sessions per week is included in our school fees. Our kineticists are highly qualified and registered with the South African Professional Institute for Kinder Kinetics (SAPIK). They are educated and trained in analyzing motor skill development, support technique



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correction and also to determine and support each child's ability to cope with the demands of everyday life and the curriculum.

A qualified Edu-Kinetics therapist works with our learners, in small groups, twice a week to ensure that each child receives sufficient individual attention.

Our curriculum aims to develop cognitive abilities, communication skills, social interactions and relationships, fine and gross motor skills, as well as assisting our learners with regulating their behavior and emotions.

## Admission Criteria

Our learning centre makes provision for learners with different barriers to learning. We accommodate learners with Apraxia/Dyspraxia, Dyslexia, ADD/ADHD, Anxiety, Sensory Integration problems and High Functioning Autism. The requirements for acceptance of a learner is as follows:

-  The learner should be able to function within a small group.
-  The learner should be able to cope with the language of instruction being English and/or Afrikaans.
-  Previous school reports, assessment and evaluation reports from doctors/therapists/other involved parties will be required. Copies of all the relevant reports are required at least 3-days in advance of the compulsory observation period. \*

\*We have a one-week observation period where our team will evaluate each prospective learner to determine at which level he/she is functioning at and to establish if he/she will fit in and benefit from what our learning centre offers.



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The observation period with evaluations are compulsory before any learner will be accepted at the learning centre.

## Enrolment Procedure

If you are interested to enrol your child at our learning centre, the following steps should be followed:

1. Contact us via telephone (067 915 1019) or email ([minette@nbhc.co.za](mailto:minette@nbhc.co.za)). An appointment will be arranged for an interview (we prefer if possible, that both parents attend the interview). At the interview, you will receive our prospectus and information booklet, as well as all other information about how things work at the learning centre. You will also receive the official application form.
2. The completed application form, as well as your child's previous school reports and reports from doctors/therapists/other parties involved, should be returned via email to [minette@nbhc.co.za](mailto:minette@nbhc.co.za).
3. Once the completed application form, with all the relevant documentation and proof of payment of the application/evaluation fee has been received, we will contact you to confirm a date for the compulsory one week observation period. Please take note that the applicaiton/evaluation fee is payable in advance.
4. If both your child's evaluation and observation period is successful, enrolment will continue and in order to secure your child's place, the registration fee of R 1 500.00 must follow. This is non-refundable and will be put towards the purchase of educational material and equipment for the learning centre.
5. Once the registration fee is paid and your child's place is secured, you will contact you with the final information regarding enrolment, like stationary, school uniform, etc.



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Nota Bene Learning Centre reserves the right to hold / grand / decline admission into the learning centre.

## Fees

The school fees, and all other services provided, are payable strictly in advance, by means of monthly electronic fund transfer (EFT) or debit order. The annual centre fees are payable in twelve monthly instalments on or before the 7<sup>th</sup> of each month. Payments received after the 10<sup>th</sup> of the month will carry a late payment penalty fee of 15%, which will be charged to the account in the following month. If the account holder neglects to pay the account, the centre may refuse the learner access to the learning centre.

Notice: The account holder undertakes to give 30 calendar days' notice of termination of the enrolment of the learner, with the liability to pay the full amount of the following month's fee.

The learning centre's fee increases will take place in January of each year.

## Fees for 2020

As from 01 January 2020 our school fees will be as follow:

- *Application and screening evaluation; once off for all new learner applications - R 550.00*
- *Registration of new learners (once off & non-refundable fee) – R 1 500.00*
- *Grade RR to Grade 7 – R 4 200.00 (12x instalments)*
- *Aftercare – R 1 050.00 (12x instalments)*
- *Lunch option – R 500.00 (optional)*



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## Necessities

Parents should supply the following at the beginning of each term:

- Box of tissues
- One ream white copy paper

## Centre Times

Parents may drop off learners from 06h30 in the morning.

Our academic day programme is as follows:

- Grade RR & Grade R: 08h00 – 13h00
- Grade 1 to 3: 08h00 – 13h30
- Grade 4 to 7: 08h00 – 14h15

On **Fridays** our academic programme for all learners will end at 13h00. We offer an **after-care service** until 18h00.

## Enrolment options:

### **Half day:**

- Grade RR and Grade R: 06h30 – 13h00
- Grade 1 to Grade 3: 06h30 – 13h30
- Grade 4 to Grade 7: 06h30 – 14h15

### **Full day:** All learners who are enrolled for aftercare: 06h30 – 18h00

A penalty fee of R100.00 will be charged for late collections (after 18:00). The aftercare will be an additional extra. The centre will be running a holiday programme during school holidays. Carefully planned fun activities each day to entertain our learners. This will be at an additional cost.



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## Group structure

- Grade RR and Grade R
- Grade 1
- Grade 2 and Grade 3
- Grade 4 to Grade 7

## Therapy Sessions

Fees for individual, private speech and/or occupational therapy sessions will be settled with the respective therapists directly.

We will gladly accommodate therapists from outside the centre for individual learner's therapy sessions.

## Parent-Teacher-Therapist Meeting

At the end of each term we will have an individual parent-teacher-therapist meeting where each learner's progress and individual educational and development plan will be discussed.

We have an open-door policy and collaboration and communication is very important to us. The parents, therapists and teachers need to work together for each learner to reach his/her full potential.



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## Terms for the Academic Year 2020

We will be following the school terms as outlined by the Western Cape Education Department. Our learning centre will be closed during school holidays and on public holidays.

\* A holiday programme and care will be available at an additional cost. \*

### Term 1

15 January 2020 – 20 March 2020

### Term 2

31 March 2020 – 12 June 2020

### Term 3

07 July 2020 – 18 September 2020

### Term 4

29 September 2020 – 02 December 2020

If you have any further questions regarding our learning centre or potential enrolment, do not hesitate to contact us at:

067 915 1019 / [info@nblc.co.za](mailto:info@nblc.co.za)



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