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PROSPECTUS

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SNAP ACADEMY

PROSPECTUS

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HISTORY OF SNAP AND SNAP ACADEMY

The Special Needs Adapted Program (SNAP) was developed due to the demand in the Cape Town area for specialized services with children who require exceptional care and teaching with regards to their development and learning. As the waiting list for the children to be assessed and enrolled at the schools for learners with Autism Spectrum Disorder (ASD) grew, the necessity for early intervention became evident.

Annalies van Rijswijk, an experienced senior teacher as well as the leading teacher of the junior section at the Vera School for learners with ASD, was requested to develop a home program for children on the waiting list. She was also responsible for administering and monitoring this program, as she is a firm believer in early intervention for a better prognosis.

The program was aimed at enabling children to progress while still being on the waiting list and, simultaneously, providing the support parents so desperately needed.

The parents were encouraged to become involved as partners as well:

- They were taught the intervention techniques
- They participated in the planning of the program
- They felt they were doing something positive for their child
- Their involvement resulted in insight and understanding of the ASD syndrome and their child.

At the same time the need for an intensive and personalized one-on-one approach with more immediate results arose, due to the fact that the pupil-teacher ratio in the classes at the specialized schools increased.

Annalies founded the SNAP Program in 1998. SNAP quickly grew into a large base of home programs, (catering to families world-wide), as well as a Centre which provides one-on-one therapy, social skills learning, (in the form of High 5 groups), two Grade R classes, an au pair class, support groups for parents, and specialized training for tutors, facilitators, teachers and professionals.

Many children have come through SNAP and have been successfully phased into Grade 1 in local schools. In recent years the need has evolved for a Grade 1 class for those children who are academically ready, but need more time to develop to be able to function in a large group. The SNAP Academy opened its Grade 1 classroom to 8 learners in January 2010. The class has one teacher and one teaching assistant.

MISSION STATEMENT

1. To enable the child with special needs to develop to the best of his/her ability and potential.
2. To empower parents of children with special needs.
3. To improve the quality of life of the whole family: the child, parents, siblings as well as the extended family.
4. To give glory to God.

AIMS AND OBJECTIVES

1. To provide education to children experiencing barriers to learning;
2. To educate children with the intention of integrating into mainstream schools;
3. To provide children with daily educational program and after-care facility;
4. To provide a structured holiday program;
5. To enable children with disabilities to reach and maintain their optimum physical, sensory, intellectual, psychiatric, and/or social function levels long term;
6. To provide children with developmental disabilities with the tools to change their lives and to give them a greater degree of independence, well-being and self confidence;
7. To provide a safe and nurturing environment for the child;
8. To encourage equality and promote change in the attitude towards people with disabilities;
9. To enforce personal dignity and human rights;
10. To provide mechanisms to ensure effective monitoring and evaluation;
11. To co-operate with Provincial Government on matters of policy;
12. To work in line with the Western Cape Education Department.
13. To empower children to help themselves and become independent adults.

ADMISSION CRITERIA

Admissions to SNAP Academy shall be determined by the criteria set out below:

1. SNAP Academy was born out of a need to provide ideal classroom and learning conditions for those children on the Autistic Spectrum who have shown the ability to learn, but who are not ready for a mainstream school environment.

The school admits the following sub-groups:

- Pervasive Developmental Disorder (PDD & PDD-NOS)
 - Asperger's Syndrome
 - High Functioning Autism
2. Children with special needs and developmental delays, having moderate learning difficulties, will also be admitted to the school, provided that one or more of the teachers, the Department Head and Principal have unanimously accepted that the school will be able to assist the child, and provide the best learning environment for him/her.
 3. Final admission will be at the sole discretion of the Principal.

PRE-ADMISSION CRITERIA

Pre-admission will be conducted as follows:

1. Medical records and/or psychological reports to be submitted including all reports.
2. Consultation with family to determine expectations of SNAP Academy.
3. Admission documentation, (Contracts, Agreements and other relevant documents) to be comprehensively completed.

ENROLMENT

Applications for enrolment must be made on the prescribed form. Copies (not originals) of the following must be submitted with the application:

1. Proof of identity (birth certificate/I.D./passport)
2. Previous reports/assessments from previous schools attended
3. Additional reports such as Speech Therapist, Occupational Therapist etc.
4. Additional medical information (if necessary)

PROGRAM OFFERED

The curriculum offered is the National Curriculum and is based on basic principles:

1. Child centred
2. Developmental/Psychological
3. Dynamic/Realistic
4. Functional Analysis
5. Revision
6. Assessment criteria
7. Continuity
8. Autism Spectrum Disorder specific
9. Presented in Dual Medium (Afrikaans/English)
10. A Christian Ethos

SCHOOL HOURS AND ATTENDANCE

SNAP Academy will operate on the same principles as the terms of the Department of Education, linked to normal school holidays and public holidays, as presented by Government Gazette. In school holidays there will be a comprehensive holiday program, including excursions and other fun programs. Every class has a maximum of 8 learners, a Teacher and Class Assistant.

School term hours will be from:

Jnr Prep Class: 08:30-12:00, lunch time 12:00-13:00. ①Tutoring 13:00-16:00.

Grade R: 08:30-12:30, lunch time 12:30-13:00. ①Tutoring 13:00-16:00. ②Homework 13:00-14:00

Grade 1&2: 08:30-13:00, lunch time 13:00-13:30. ①Tutoring 13:30-16:00. ②Homework 13:00-14:00

Grade 3: 08:30-13:30, ①Tutoring 13:30-16:00. ②Homework 13:30-14:30

Fridays: 08:30-13:00, lunch time 13:00-13:30, ①Tutoring 13:30-16:00

①**Tutoring:** if not applicable to your child, ignore.

②**Homework:** The Homework Program runs from Monday to Thursday afternoons directly after school for one hour. The appointed person will help your child with his/her homework, in groups of 2 or maximum 3 children (of the same grade, of course).

③**Aftercare:** is available from 13:00-17:00 Monday to Friday. Any child can sign up for Aftercare by prior arrangement. If you can only fetch your child at 17:00 and his/her tutoring ends at 16:00 or Homework Program ends at i.e. 14:00, then the child can go to Aftercare until you fetch him/her at latest 17:00.

Any deviation must be arranged with the class teacher and/or aftercare supervisor. Children must be brought in or handed to the teacher and must be collected from the teacher or after care supervisor where applicable. SNAP Academy accepts no responsibility for the supervision of children outside of official hours.

Attendance must be regular and punctual. Any deviation from the rule must be brought to the attention of the teacher. This is in order to maximize the effects of programme planning and resource utilization.

UNIFORMS AND APPEARANCE

Specifications regarding uniform:

1. The appearance of learners in uniform must promote the good public image of our school;
2. Comfort, practicality and cost are important considerations;
3. We are proud of our school uniform and it should be worn accordingly;
4. School uniforms are compulsory for all children. All items of clothing must be clearly marked;
5. Gender equality is taken into consideration.

Specific Uniform requirements

Winter : Dark blue long pants (*available at School*) with dark blue long sleeve fleece top available from Woolworths, Ackermans or Pep Stores. Green/Navy Golf Shirt with SNAP Academy Logo (*available at School*) over Dark Blue Long Sleeve top. Any suitable shoes. Hooded Navy Blue jacket with SNAP Academy Logo (*available at School*).

Summer : Dark blue shorts with Green/Navy Golf Shirt with SNAP Academy Logo (*available at School*). Shorts can be bought at any store.

STAFF ALLOCATION

Total staff allocation will be employed, under the Labour Act, by SNAP Academy, as the employer, divided into the following areas:

Principal
Vice-Principal
Secretary
Qualified (SACE registered) teachers
Class assistants
Cleaning staff
Groundsman

PARENT MATTERS

Communication:

Regular communication should take place through a book which is to be kept in the child's school bag. Please sign all messages received.

For serious matters the Principal is available for interview. Appointments to be made in this regard.

If parents prefer, they can refer their problems to the Governing Body. Contact email address is chairperson@snap.org.za

Parent involvement:

Parent involvement is encouraged, especially in support of learners. A certain degree of parent participation and commitment is required for fundraising activities of the school.

School fees:

All parents are required to pay school fees and levies as laid down from time to time by the Governing Body of the school.

The Governing body annually reviews the financial requirements of the school in respect of:

1. Salaries of teaching and cleaning staff
2. Office stationery, equipment, telephone, postage etc.
3. Insurance
4. Maintenance and cleaning of building and grounds, electricity and water
5. Provision of classroom supplies and teaching aids
6. Educational equipment

School fees are to be made via stop order or paid into the respective bank account by the 7th of each month. No cash is to be handed to the teachers or class assistants.

Please notice that a term's notice or equivalent fee is required on withdrawal of a child from the school.

For information as to the amount for the current year, please refer to the enclosed leaflet. All funds are vested in and controlled by the School Governing Body. The school's audited annual financial statements will be available from the office. Any parent is free to discuss this statement with the Governing body of the school.

RECOVERY OF OUTSTANDING SCHOOL FEES

- All parents are obligated to complete a questionnaire at the beginning of the school year according to the regulations of the Schools Act 84 of 1966 as published in the Government Gazette of 16 October 2006. Parents indicate if they are able to pay the school money or if there is a possibility to apply for exemption. An application for exemption is attached.
- Parents that apply for exemption are informed in writing by the financial officer of the results within a few days of receiving the completed application with supporting documents.
- Every parent receives a monthly statement of outstanding school monies. If parents are behind with their payments a process of communication with parents that include SMS, telephone calls and registered letters will take place.
- Legal action will be taken against parents who do not fulfil their obligations.
- The GB would like to avoid these actions therefore the Financial Committee will make themselves available for parents who discuss the merit of every case individually. Parents must please feel free to contact the GB.

ABSENCE FROM SCHOOL

Absenteeism:

This should be kept to a minimum. A letter must be brought to the school the day a learner returns after being absent. It must contain his/her name, the dates when absent, the reason for absence and signed of relevant parent.

Sickness at school:

If a pupil becomes sick at school, the parents will be contacted by the school. Sick children are not allowed to go home on their own. If a child suffers from a particular allergy/medical problem, the school should be informed.

For the sake of other learners, children that are ill should not be sent to school.

The school must be notified in writing of any child requiring any specific medication. With consent of the parents a doctor will be available in case of emergency.

CONCLUSION

We can assure you that we are looking forward to having your child with us and will do our best to promote his/her welfare.