

# SMART START TUTORING

## 1. WHAT MAKES US DIFFERENT?

**We are not a school and we do not sell ourselves as one.**

We may be the new kid on the block, but we are definitely not inexperienced. Both founding partners have ample experience in the tutoring and home-schooling support areas!

Emphasising small group lessons will be key. We will be delivering these lessons to groups on a daily basis. Our open-plan learning area can seat 60 students in total. Staff will be available for support between 08:00 & 13:00 to assist with any problems.

By delivering this service, we will aid home-schooling parents to ensure top quality education for their children!

## 2. WHAT WE DO

Unfortunately, the mainstream schooling curriculum does not cater to all abilities, and many learners battle to reach their full potential in large mainstream classes. Due to this, many parents choose to home-school their children instead. The average parent is not skilled in all academic areas and this is where we provide academic support. We assist students and their parents to become academically successful and support them in achieving an accessible alternative to mainstream schooling.

At Smart Start Tutoring, we provide educational support services to learners following the CAPS aligned curriculum, IMPAQ and those who opt to follow the GED® route.

### 2.1 IMPAQ

IMPAQ is a CAPS aligned curriculum that provides an academic framework that allows each learner to work at his or her own pace. This is especially effective for learners who require more intensive academic support. Our learning environment makes provision for all learners, also those who experience barriers to learning. We accommodate learners with Aspraxia, Dyslexia, ADD/ADHD, developmental delays, sensory processing disorder and high-functioning ASD. Learners from grades R – 12 can complete their schooling using IMPAQ's CAPS-aligned products, but also have the option of returning to a mainstream school at any stage of their schooling career as the curriculum is aligned with the DBE and therefore students are issued with a valid report card.

### 2.2 GED® Support

The GED® offers an alternative to the conventional NSC. The GED® credential has become increasingly popular during the last few years due to the affordability and flexibility it provides. Students are eligible to write the GED® at the age of 17 and obtain their certificate. The program equips the student with a matric equivalency certificate, NQF 4, which is on the same level as a standard NSC.

It is also an ideal quick fix for adults needing a matric certificate.

Students study 4 subjects via Essential Education's GED® Academy, a virtual classroom. These are: English, Science, Social Studies and Mathematics. The virtual content can be accessed from any PC, tablet, or smartphone. No textbooks, no tasks, and no Afrikaans!

Since this is not a DBE aligned product, there are no assessments, or tasks. Each student will receive a system generated Progress Report which will show their readiness to sit for the GED® examinations.

There is one exam, per subject, at the end of the program. Exams are payable only at the end. Upon successful completion of all 4 GED® examinations, students are issued with their GED® credential.

# SMART START TUTORING

### 3. Special Needs

A child with special needs might need a different approach to help them perform and participate independently within the environment and expectations of society.

We support:

- ADD
- ADHD
- High Functioning Autism Spectrum Disorder
- Learning Difficulties
- Sensory Processing Disorder
- Anxiety
- Depression

### 4. ADMISSION PROCESS

Parents or guardians who are interested in making use of Smart Start Tutoring can follow the steps below:

#### 4.1 Complete our APPLICATION FORM:

Complete our application form by clicking on the link below, upload all relevant documents on the link provided on the application form.

#### 4.2 Make an APPOINTMENT to visit our Centre:

Come view our facilities and get to know our team. During this appointment, we will be able to answer any questions that you might have regarding financial, educational, and curriculum aspects.

#### 4.3 Assessment day/s for the student:

The student will visit the Centre for two days for an assessment. We will send a feedback report with our recommendations within 48hrs after the assessment day.

#### 4.4 Acceptance Status

Smart Start Tutoring will let you know your status of acceptance within 48 hours of assessment.

### 5. FEE STRUCTURE (July 2021 – June 2022)

Each learner is registered with their designated curriculum provider and receives a full access to curriculum material for their age/grade-level. **The annual IMPAQ/ GED® Academy registration fees are not included in tutor fees.** Our fees will increase in July 2022 with +-8% - all increases will be communicated via email and invoice will be adjusted accordingly.

# SMART START TUTORING

MONTHLY FEE	R2850.00/MONTH	Payable in advance and must be paid before or on the 1 <sup>st</sup> of each month.
ANNUAL ONCE OFF PAYMENT	10% discount of annual fee if paid prior to December.  5% discount of annual fee if paid prior to end of February.	Pro-rata annual amount, payable upfront with enrolment.

## REGISTRATION FEE:

REGISTRATION FEE FOR NEW STUDENTS	R1500.00	This can be paid over three months.
-----------------------------------	----------	-------------------------------------

- Smart Start Tutoring reserves the right to suspend a learner without further notice should the account not be settled in accordance with our terms and conditions, and we exercise our right to claim interest and compensation for debt recovery costs.
- One month's written notice must be given if your child will no longer make use of our services. The full monthly fee will still be charged minus the registration fee in the notice month.
- **December will be seen as a full month and the full monthly fee will be charged.**

## 6. CENTRE TIMES

- Smart Start Tutoring follows IMPAQ's prescribed academic calendar.
- Parents may drop off learners from 07:00 in the morning.
- Our academic tutor program runs from 8:00 – 13:00.

## PLEASE NOTE:

Please do not drop your child at the gate in the mornings; ensure he/she is safely inside and the staff on duty is notified of his/her arrival. Children are not allowed to be taken from the premises by anyone other than the parents/guardian or prior-arranged lift service without permission.

Please inform the staff on duty when you fetch your child.

## 7. PARENT AND TUTOR RESPONSIBILITIES

- 1) Smart Start Tutoring is **NOT A SCHOOL**, but a tutoring and support service that provides educational services to home-schooled learners and their parents. As tutors, we provide academic support in the form of tutor sessions and extra classes.
- 2) Parents remain primarily responsible for the direction of teaching and learning for their child. The parent of a home educated learner determines whether the learner should progress to the next grade or not.
- 3) A tutor may, at a parent's request, support with the administration of assessments and provide services to parents such as invigilation and marking.
- 4) To provide optimum support, tutors and parents form a team and work together closely to ensure each child reaches their full potential.

# SMART START TUTORING

## 8. MEDICATION

- 1) Children who are ill **MUST** be kept home.
- 2) If a child has a contagious disease Smart Start Tutoring must be notified as soon as possible.
- 3) If a child is on medication the medicine must be clearly marked with the child's name. The medication and the time of dosage must be recorded on the medicine register.

## 9. ADDITIONAL REQUIREMENTS

- 1) Each learner will be provided with a stationery list at the time of enrollment. All items are to be brought to SST at the start of the academic year.

We believe that everyone learns differently! Just because student A likes to summarise, student B does not automatically grasp things in the same way. At Smart Start Tutoring we encourage diversity in all aspects. Students receive weekly goals, and they work accordingly. We strongly enforce a low tutor to student ratio to ensure individual attention and better performance.

Communication is key and we insist on keeping an open line of communication with all parents. Since we are combining forces, with the parents, by providing educational assistance to the students, both form part of our family here. Our fully trained tutors are available to answer any questions or solve any problem.

It is not all work and no play; students need to understand balance and that is why we host as many social activities as possible.

*We are excited to welcome you to the Smart Start Tutoring family! Please do not hesitate to contact us if you have any questions.*