



EL ROI ACADEMY CONTRACT 2026

Details:

Owner: Elaine van Staden

Impaq Tutor number: H5894

Contact number: 076 306 0814

Email address: Queries: elroi.akademie@gmail.com
Finance : elroi.akademie3@gmail.com

To ensure the proper functioning of **El Roi Academy** and to eliminate any uncertainties, PLEASE:

- Read
- Complete
- Initials all the pages (**NB!**)
- Sign at all the spaces marked: (_____)

Send copies of the following document to **El Roi Academy**: Father's/guardian's ID

- Mother's/guardian's ID
- Father's/guardian's ID
- ID's of persons that may pick up the learner from school
- Learner's birth certificate/ID
- Learner's previous report card (if applicable)
- Medical aid card

Make sure to make copies of the document for yourself

PLEASE MAKE SURE THAT A SIGNED COPY OF THIS CONTRACT IS HANDED IN, LATEST 14 JANUARY 2026 (Or emailed to elroi.akademie@gmail.com) before 14/01/2026). No learner will be allowed to attend classes, if we do not have the signed contract.

Enrolment Form 2026

Details of student

Full name and surname _____

Nick name _____

ID number _____

Date of birth _____

Grade (2026) _____

Permission for photos Yes No

(See photo addendum)

Details of Mother / Guardian :

Name _____

Surname _____

ID Number _____

Profession _____

Church relation _____

Address _____

Cell nr _____

Work nr _____

E-mail _____

Details of Father / Guardian:

Name _____

Surname _____

ID Number _____

Profession _____

Church relation _____

Address _____

Cell nr _____

Work nr _____

E-mail _____

Contact person in case of emergency:

Name and surname _____

Relationship _____

Cell nr. _____

Medical Information:

Allergies _____

Medication _____

What to do in case of emergency _____

Name of family doctor _____

Tel nr. _____

Medical aid _____

Name of main member _____

Medical aid number _____

Comments

I/ we agree to give permission to El Roi Academy, in case of emergence, to transport the above mentioned student to the nearest hospital etc. for the necessary medical treatment.

Signature (Parent / Guardian)

Date

Signature (Parent / Guardian)

Date

Who is El Roi Academy?

“El Roi” means “The God who sees” which also is our motto and inspiration. Our academic foundation is built on God and our trust is in Him who looks after us. It’s our passion to help children make his/her dream come true. We want to make a difference and leave footprints in each of their lives.

Our intimate classes will give individual attention to each learner. We will not give up until every learner achieves his/her goal in life. Our hearts and doors are open for anyone who’s willing to grow.

Why El Roi Academy is the best choice for your child:

Studies show that schools are growing at a tremendous pace and overcrowded classes neglect certain educational needs. Some learners get “lost” in the classroom and the result is poor scholastic performance. Private schools therefore make a difference in the school industry but at high prices. **El Roi Academy** is more cost effective but our goal is to provide your child with the best education.

El Roi Academy provides a Christian-based education system and gives parents peace of mind that their children will be educated according to their Christian faith and values.

Children with special needs will be taught on their own time and pace with much love, patience and attention as any other learner. Here, we are a family and “No one gets left behind” OHANA.

Schools cannot always be a safe space for your child with the violence, bullying, peer pressure, alcohol, drugs and emotional pressure experienced today. At **El Roi Academy** we strive to make it our goal to make a safe home for your child.

Parents are welcome to visit the centre at all times. Thank you that you have enough trust in us to look after your child.

Classroom Environment and Curriculum:

El Roi Academy is based in Monument, Krugersdorp on the Westrand, Gauteng. The academy is an educational centre that offers an Impaq /Moore House/Mindscape -based curriculum for learners taught there. Impaq /Moore House/Mindscape has developed a comprehensive curriculum in line with ‘CAPS’, for Grade R to Grade 12. Their curriculum is based on a distance learning model that motivates individual learning. This model allows teachers to focus on individual learning styles and needs of learners in the classroom.

The centre offers Grade RRR to Grade 12. With small groups per classroom, families can be assured that the classroom environment and teachings are controllable and involved. We strongly believe that our parents and families play an integral role in their children’s education and so is our partnership with our parents very important.

The curriculum consists of four phases, namely:

- Foundation phase (Grade R to Grade 3)
- Intermediate phase (Grade 4 to Grade 6)
- Senior phase (Grade 7 to Grade 9)
- Further education, known as FET phase (Grade 10 to Grade 12)
- As well as a Toddler Centre.

Centre hours:

El Roi Academy provides its services on weekdays from Mondays to Fridays, excluding public holidays.

Gr 4 to 12 Learners – Monday to Thursday 08h00 to 14h00

Gr RRR to 3 Learners – Monday to Thursday 08h00 to 13h30

All learners – Friday 08h00 to 13h00,

After care:

After care hours are available from 14h00 to 18h00 for a price of R1,000.00 per month, no meals included, only 1 x glass of cold drink and a snack will be provided.

Holiday Care is available at an extra fee.

Half Day 06h30 to 12h30 – R50 per day.

Full Day 06h30 to 18h00 – R80 per day.

Weekly Fee for Half Day = R200 and Full Day = R300.

Registration fees:

A **NON - REFUNDABLE** annual Registration of

R1000.00 per child (Gr RRR – R),

R3,000.00 per child (Grade 1 - 11) and

R3,500.00 per child (Gr 12), is payable. (_____).

The annual registration, as well as Centre fees is subject to change on an annual basis.

The annual registration fees **include** the following:

- To ensure the learner's place in **El Roi Academy**.
- The printing of the papers, tests and portfolios. Please note that only one set per learner will be printed. It will be the responsibility of the learner and parent to replace the task/instruction, if it is lost.
- Portfolio file.
- Necessities : (Printing Paper, T Paper, Tissues, soap etc.)

Centre fees:

Grade 1-3	R2,600.00 per month
Grade 4 - 6	R2,800 per month
Grade 7-11	R3,200.00 per month
Grade 12 (over 10 months)	R3,800.00 per month

The centre fees are payable monthly in advance for 12 months, therefore January to December.

Gr 12 LEARNERS yearly centre fees are payable monthly in advance for 10 months, therefore January to October.

Payments must be punctual and reflect on or before the 3rd day of the month in the El Roi Academy's bank account.

If no payment reflects, learners will NOT be allowed to attend the centre; no further service will be received from El Roi Academy, which includes the writing of exams. **A fine of R350 will be charged monthly on payments that take place after the 3rd day of the month. Thereafter, your child will be refused any services at the centre and are not allowed to attend classes.**

Concession learners, who will need an amanuensis during exams, will have to pay the amount of R1250 per child for a reader, and an amount of R2,500 for a reader and scribe, for the academic year. **Full concession fees are payable on or before 1 March 2026.**

If 2 children are enrolled per family, there will be a 10% discount per child, p.m. If the annual centre fee is paid in advance in total, you are entitled to one month free fees, therefore you only pay for 11 months and not 12- this offer is only valid until 3 February 2026.

CENTRE FEES ARE NON-REFUNDABLE. (_____).

The person responsible for the account needs to submit an acceptance form, which will be used to query/confirm school fee payments from previous schools/institutions. If any irregularities is confirmed, your application to enrol your child/children, may not be approved.

Banking Details:

Account Name: Elaine van Staden (Cheque Account)
Bank: First National Bank
Account number: 630 434 311 53
Branch: Key West
Branch code: 256955
Reference: Initials & surname (of learner) and ERA Number

Tuck shop:

There is a tuck shop available during breaks for learners. If you don't want to send cash with your child, you can pay an amount in advance in the tuck shop's account for your child's purchases.

NO TUCK SHOP PURCHASES WILL BE GIVEN ON CREDIT.

Tuck Shop money can be paid into the following account, **please use the child's name and "TUCKSHOP" as reference:**

E. van Staden

Bank: FNB Cheque Account

Acc nr: 62882357314

Branch Code: 256955 (Keywest)

Centre rules and regulations:

Centre rules and regulations must be adhered to at all times in order to create an organised environment.

1. El Roi Academy tutor-centre hours are from Monday to Friday, excluding Public Holidays, on which the centre will be closed.

Monday to Thursday:

Gr RRR – 3 – 08h00 to 13h30

Gr 4 to 12 - 08h00 to 14h00

Fridays from 08h00 to 13h00 for ALL.

2. It's the parent's responsibility to ensure that the learner is on time for the necessary facilitation at the centre. The gates will be locked and arrangements must be made before 08h00 if a learner will be late. **The staff and tutor centre accepts no responsibility for learners picked up after 14h00, unless a parent informed us that they will be late, during unforeseen circumstances.**
3. The image we carry outward must show pride and respect for ourselves and others. All learners (boys and girls) must be neat and decently dressed at all times. No underwear may protrude. Shirts must have sleeves and hair must always be neat. Girls must please make sure their shirts are decent- NO "Crop Tops" and no low-cut shirts that make underwear visible. Neat, long-, three-quarter or knee-length trousers may be worn. Dresses and skirts may not be shorter than 4 fingers above the knee. If dresses are worn, girls must wear ski pants underneath. No tight ski pants may be worn, accept if a long top/t-shirt is worn with it, to cover up. The girls may wear sandals or sneakers and the boys may wear neat pants, T-shirt, golf-shirt or a button down shirt with flip-flops or sneakers with **no inappropriate signs on shirts.**
4. Boys are not allowed to wear earrings, girls, up to 2 sets of earrings are allowed. No tongue or nose rings/piercings allowed.
5. At all times learners' behaviour and language use must be impeccable.
6. Learners must strive to bring out the best qualities in themselves and their fellow learners.
7. **No smoking, alcohol, drug use or pornography is permitted on or outside the tutor centre premises. That includes e-cigarettes and vapes. If any of the above items are with a learner, there will be a R300 fine to get the item back, if they want it back.**
8. **No learner may, at any time be in possession of cigarettes, vapes, e-cigarette, matches, lighters, alcohol, drugs, pocket knives or any other weapon.**
9. **No theft, violence or bully-ing of any nature are permitted.**
10. **If a learner gets caught with any of these items in his/her possession (referred to nr 7,8 and 9 above) or used by him/her, they will IMMEDIATELY BE SUSPENDED for 2 weeks. Thereafter, if a warning is issued again, they will be EXPELLED from the centre.**

11. All phone/car keys must be handed in at 08:00. If a learner gets caught with a phone during centre hours, a fine of R300 must be paid before the phone is returned. Parents will be advised when this happens. If the fine is not paid immediately, the phone will be kept at the centre in a safe. Please note that El Roi Academy will take no responsibility if a phone gets lost while being confiscated. Parents will have the option to pay the fine and get the phone back. With the following violation the learner receives a written warning after which the learner will no longer be permitted to have a phone at the centre. (_____)
12. No learner may leave the premises during centre hours without a telephonic excuse from the parent to the centre headmaster/deputy headmaster, and it may only be for academic/medical activities which the learner is busy with. El Roi Academy will take NO responsibility for learners that leave the premises before or during centre hours.
13. Every learner must have all necessary stationary at all times. No stationary/calculators will be borrowed back and forth. Learners that do not have stationary or a writing pad during exams, will not write exams. (_____)

The following stationary will be available to buy, to accommodate a learner during exam:

- Blue pen
- Pencil
- Ruler
- Eraser
- Exam Pad

14. Learners are expected to submit all assignments promptly. If absent it must be dropped off. (_____)

All assignments and portfolios must at all times be the learner's own work. Work written off from the memos or directly copied from the internet, ChatGPT etc. will not get a mark.(_____)

15. Tutors and learners property and equipment will be respected at all times. A fine will be charged and property that is damaged will be repaired or replaced by the learners/parent. (_____)
16. No unauthorized use of centre equipment such as computers, internet, photocopier, telephone, printer etc.
17. Each learner is responsible for keeping his/her work area neat and clean at all times.
18. Hygiene and cleanliness are of the utmost importance. Each learner must leave the bathrooms and toilets clean and tidy after use.
19. Learners may not play in the garden beds, walk, or jump over them.

20. Learners are limited to the classrooms, bathrooms, parking and lawn as designated. Access to other areas is strictly prohibited.
21. No learner may drive a vehicle on the premises unless he/she has a valid driver's license and has obtained the necessary permission from El Roi Academy to do so.
22. **Discipline is important. If a learner does not adhere to the above rules, his/ her parents will be notified and he/she will be asked to leave the premises. ()**
23. Learners who, after three written warnings to the parents, still fail to comply with the above-mentioned tutor centre rules will break the Tutor Centre Agreement in accordance with the agreement and the parents will therefore receive one month's notice, of which one month's notice fee is payable.
24. El Roi Academy reserves the right to give one month notice to new learners/parents if the learner does not adapt to our centre. This will give them sufficient time to find alternative schooling for the learner.

I/We the undersigned acknowledge and hereby unconditionally accept the above and bind ourselves to it.

Name of Learner: _____ Grade _____

Name of Parent/Guardian _____

Signature

Date

Name of Parent/Guardian _____

Signature

Date

AGREEMENT

1. El Roi Academy is a **private and independent** TUTOR CENTRE.
2. **El Roi Academy** is an academic facility centre for home-schooling. **IT IS NOT A SCHOOL.**

3. Each family that enrolls their child/children in home-schooling must enrol separately, in its personal capacity, at Impaq/Moore House/Mindscape. All financial obligations incurred by the parent/guardian towards Impaq/Moore House/Mindscape are and remains the responsibility of the parent/guardian. The TUTOR CENTRE has no involvement in this regard.
4. Parents must remember that they still take full responsibility for their children's education and that they absolve Impaq/Moore House/Mindscape the Education Department and **El Roi Academy**.
5. We therefore make use of the subject-help, examination supervision and socialization supervision opportunities offered by the tutor centre at own risk.
6. **El Roi Academy** tutor centre is responsible for providing necessary services in exchange for a fixed monthly fee.
7. The TUTOR CENTRE undertakes the following:
 - Quality service applied according to the Impaq/Moore House/Mindscape "CAPS" Education syllabus.
 - To keep the parent/guardian informed of new information or developments as communicated through MINDSCAPE/IMPAQ Education service.
 - To facilitate a quarterly examination and to handle all administration around it with the parent's permission.
 - To appoint subject experts where necessary.
8. **The first month of the learner at the TUTOR CENTRE is considered a probationary period during which the learners' adjustment and behaviour will be monitored by the tutor centre staff. The TUTOR CENTRE reserves the right to reject such learner if the staff finds that the learner does not adapt to the TUTOR CENTRE as desired.**
9. The agreement will last for a maximum of one (1) academic year. **El Roi Academy** may serve in accordance with the rules and regulations of this agreement immediately suspension.
10. If parents no longer wish to use the services of **El Roi Academy** during an academic year, a minimum of two months' written paid notice is required. Only written notice that is signed will be accepted. No portfolio file or report card will be handed over if this two month notice amount is not paid. Learners that will not after the academic year continue attending the centre the following year need to submit their notice by 1 November 2026.

Final report cards will only be available if the last month of school fees (December) are paid. If no payment reflects by 3 December 2025, no marks will be captured.
11. Centre rules must be adhered to at all times in order to create an organised environment.

12. EL ROI ACADEMY will reopen on 14 January 2026.

INDEMNITY FORM

El Roi Academy provides home-schooling to my/our child/children. I/We take full and final responsibility for my/our own child/children's education.

Since I/we are not professional in all subjects and since my/our child/children are socially healthy and balanced on education, I/we take on this responsible task in collaboration with other parents and with the help of the support services offered by the tutor centre, **El Roi Academy**.

I/We accept 100% responsibility in the education/teaching of my child/children. For additional facilitation of the tutor centre required, I/we give permission to all academics to help and tutor my/our child where necessary.

El Roi Academy is an independent Tutor Centre. I/We understand that it still means that I/we take full responsibility for my/our child/children's education; neither the Education Department nor **El Roi Academy** Tutor Centre will be held responsible. However, I/we hold the Tutor Centre responsible for the delivery of necessary service as promised for which I/we pay a fixed fee to the centre on a monthly basis.

Although **El Roi Academy** and tutor centre staff will do everything in their power to eliminate the following situations, we do not accept any liability for:

- Any injury, damage or loss suffered while my/our child/children are under the supervision, or not.
- Any injury, of any kind suffered by ourselves on the tutor centre premises.
- Also no responsibility will be taken, by the centre, if the marks are changed by the parent on my.impaq.
- If my/our child/children do not qualify/pass in the registered grade.

I/We the undersigned acknowledge and hereby unconditionally accept the above and bind ourselves to it.

Name of Learner: _____ Grade _____

Name of Parent/Guardian _____

Signature

Date

Name of Parent/Guardian _____

Signature

Date

PERMISSION TO USE PHOTOS:

Photos that are taken will be used for marketing for social media, may be used on the following ways:

- On the Centre's social media pages
- To use as a photo focus point for digital marketing
- To use as advertisement material for the Centre.

El Roi Academy reserves the right to refuse publication of photos, if this is in the best interest of the learner:

- The photos or written material will not be published or sold
- The photos or written material will become the property of El Roi Academy.

ONLY COMPLETE IF PERMISSION IS GIVEN:

Permission from learner:

Name of learner: _____

Contact Number of learner: _____

Hereby I give permission that photos of me can be taken and used as described above.

Signed: _____ Date: _____

Permission from Parent:

Hereby I give permission that photos of my child/children (name/s) _____
can be taken and used as described above.

Signed at _____ on this _____ day of _____ 20____.

Signature of Parent: _____ ID Number of Parent: _____

Stationary 2025

Grade RR – R

- 1 x Big Pencil bag
- 1 x Blunt point scissors
- 1 x Packs of retractable crayons
- 2 x Big tubes Pritt/Glue

1 x 30 cm ruler (Only Grade R)
5 x Grey HB Pencils (Only Grade R)
1 x Pencil Sharpener (Only Grade R)
2 x Soft erasers (Only Grade R)
1 x A4 Hard Cover book (Thick)
1 x Thick colouring book
1 x White Board (small)
2 x Whiteboard pens
1 x Whiteboard eraser
1 x Skipping rope
1 x Small bean bag
1 x Puzzle 35 piece (Only Grade R)
1 x Puzzle 25 piece (Only Grade RR)
1 x Big Plastic ball
(Empty 2L plastic container (ice-cream), marked with your child's name, to keep extra stationary in for the year)

Grade 1 to 3

1 x Chair Bag
1 x Big pencil bag
1 x Scissors
2 x Soft White erasers
2 x HB Pencils
1 x Set of Colouring pencils
1 x Set Retractable Crayons
2 x Big tubes glue (Pritt)
1 x Small White Board
2 x Whiteboard Pens
1 x Whiteboard eraser
1 x Homework Book
1 x Zipper bag for homework book
1 x Thick Colouring Book
1 x Sharpener
1 x 30cm ruler
1 x Plastic container with clay/dough
1 x Skipping Rope
1 x Tennis ball
1 x Small beanbag
1 x Flip file (30)
1x Exam Pad
35 Piece Puzzle (**Only Grade 1**)
Writing books =A4 x 2 Hardcover 92 pages, A4 x 2 softcover 74 pages, A5 x 1 softcover.
(Empty 2L plastic container (ice-cream), marked with your child's name, to keep extra stationary in for the year)

GRADE 4 AND 5

1 x Big pencil bag
1 x Scissor
2 x Soft white erasers
4 x HB Pencils
1 x Set of colouring pencils
4 x Blue Bic Pens

2 x Big Tubes Glue (Pritt)
1 x Homework book
1 x Sharpener
1 x 30cm ruler
1 x Water paint
1 x Flip file (30)
4 x Exam pads (Will be taken in for Exam/tests)
4 x Exam pads (For use in class)
7 x A4 Hardcover 192 page writing books
PLEASE MARK WITH NAME AND SURNAME

GRADE 6

1 x Big Pencil bag
1 x Scissor
2 x Soft White Erasers
4 x HB Pencils
1 x Set of colouring pencils
8 x Blue Bic Pens
2 x Big tubes glue (Pritt)
1 x Compass Set
1 x Calculator
1 x Homework book
1 x Sharpener
1 x 30cm ruler
4 x Exam pads (Will be taken in for exams/tests)
4 x Exam pads (For use during class/tasks)
1 x Flip file (30)
7 x A4 Hardcover writing books 192 pg
Creative Arts / Technology necessities will be requested during the year. Pottery clay, Paint, coloured paper etc.
PLEASE MARK EVERYTHING WITH NAME AND SURNAME

Gr 7 - 9

1 x Big Pencil bag
1 x Scissor
2 x Soft white erasers
2 x HB Pencils/ Pacer
1 x Set colouring pencils
4 x Blue Bic Pens
1 x Big tube glue (Pritt)
1 x Compass Set
1 x Calculator (Scientific)
1 x Homework book
1 x Sharpener
1 x 30cm ruler
1 x Set coloured pens (Optional)
1 x Set Highlighters
4 x Exam pads (Will be taken in for exam/tests)
4 x Exam pads (for use in class/tasks)
1 x Flip file (30)

14 x Writing books A4 Hardcover 192 pages

Creative Arts/Technology necessities will be requested during the year Pottery clay, Black Scratch paper, Paint etc.

Please mark everything with name and surname

Gr 10 – 12

1 x Big pencil bag

1 x Scissor

1 x Soft white eraser

2 x HB Pencils of Pacer

5 x Coloured pens (Optional)

5 x Blue Bic Pens

1 x Big tube glue (Pritt)

5 x Highlighters

1 x Calculator (Scientific)

1 x Homework book

1 x Sharpener

1 x 30cm ruler

1 x Compass set (Math/Math Lit)

4 x Exam pads (Will be taken in for exam/tests)

4 x Exam pads (For use in class/tasks)

1 x Flip file (30)

12 x Hard cover Writing books 192 pg

Art/ necessities extra, tbc

EGD – necessities extra – Drawing board with drawing instruments (tbc), plus R200 for A3 paper for the year.

CAT - Laptop with charger (in good working order) and USB for the practicals during the year

Please mark everything with name and surname