



Dear parents

Pathways will be an exciting adventure  for you and your child/ young adult. This booklet is designed to answer most of your questions concerning your child's education at Pathways.

Please read the information carefully . If you have any additional questions, or need clarification, please feel free to call us.

Our goal is to make your child's/ young adult's educational experience the best it can be and our aim is to advance your child's education to the best of our ability

. We also want you and your family to become part of our Pathways Family and to walk the extra mile for you.

Sincerely

Tammy Greyling  
082 866 7112

Danita Nel  
082 578 9117

# General information

NPO: 042/851 Article 18 A (SARS): 930016631

Pathways-Pretoria is a non-profit organisation, initiated in August 2002 and co-founded by parents in their quest to find school accommodation for children with various disabilities. These parents found themselves frustrated with the lack of available information, assistance, services as well as a lack of appropriate facilities to cater for their children's special needs. It was almost impossible to find a facility that was providing intensive one-on-one stimulation that was catering for the current needs of these children, as well as providing for their future needs and assisting them in becoming contributing members of society.

Currently the centre serves a total of 93 learners, 62 children aged 2 – 16 and 33 young adults with varied needs. A staff of 2 principals, 8 teachers, 2 young adult studio coordinators, 35 facilitators and 8 therapists provide services to these learners. The centre and studio has also employed three young adults with intellectual disabilities in the form of an administrative assistant, a gardener and a facilitator.

## **We provide services to learners with one or more of the following conditions:**

- Moderate to severe intellectual disabilities
- Speech impairments
- Moderate to severe physical disabilities
- Blindness and visual impairments
- Hearing impairments
- Autism



At present there are 9 established Pathways branches in South Africa – Pretoria, Kloof, (Durban), Polokwane, Roodepoort, Brits, Middelburg, Bethlehem, Naboomspruit and Pathway–Atteridgeville of which Pathways-Pretoria serves the most learners. All of these branches function independently but with strong, shared core values, passion and program goals.

#### 1. Vision

- That all children and young adults living with disabilities, regardless of race or background or severity of their disabilities, have unlimited opportunities to grow up knowing they are important and unique individuals. That they will have confidence in their abilities, identities, and sense of connectedness to the world and that their families feel informed, educated and confident to support them in the challenge.
- To establish a National Organisation, supporting and developing the field of Multiple Disabilities, with Pathways-Pretoria as Training and Support Centre.
- To help start and support 50 schools and outreach programs for learners with severe disabilities in Africa (including South Africa) and to raise awareness of the plight of these learners in areas where they have limited or no access to educational programs. These areas include the Northwest Province, Eastern Cape, Kwazulu-Natal, Zambia, Mozambique, the Kongo and Botswana. At present we are supporting Pathways-Brits, Middelburg, Bethlehem, Naboomspruit and outreach projects in Soshanguve and Atteridgeville, with training and resource materials.

- To support other non-profit organisations with training and support, especially in areas of life-skills and employment training as well as small business development.
- To support LSEN schools with custom made programmes and material.
- To change the negative perception about disability in general through corporate training programmes and "buddy" projects with schools for children without disabilities.
- To have a voice on a National level to change policies and perceptions about people living with disabilities.

## 2. Mission

- To provide children (and young adults) with severe disabilities with the necessary skills for independence and integration; to develop their potential to the maximum, through excellent and appropriate education and remedial support based on relevant learning experiences.
- To train and develop the skills of at least 300 teachers, therapists, caregivers and parents every year.
- To start sport and leisure programs to afford people living with disabilities the opportunity to take part in meaningful, physical activity and to experience the joy of these activities.
- To find meaningful employment in the open labour market for at least 10 young adults every year through structured life-skills and employment programs.
- To honour the Lord Jesus in everything we do



Thank you for entrusting your child to the Pathways- Dream. We hope the journey will be awesome!

**Our motto: I can, you can, we all can together!**

**And: With God on our side, nothing is impossible!**



## 41. Be the Hero Foundation

We are part of a fundraising initiative called, 'Be the Hero Foundation'. It is an umbrella organization that will raise funds for Pathways - centre, - studio, and group homes, Pathways-Africa, and Pathways- Dream givers projects.

The non – profit organizations included in the Foundation are:

### 41.1. Pathways Studio

Our young adults that are in a job sampling, work training or small business training are in this group. We aim for most of our young adults to have meaningful employment as well as live semi – independently.

### 41.2. Pathways Group Homes

It is a parent driven initiative to build and equip group homes for our young adults to live semi - independently, with a group home coordinator.

### 41.3. Pathways-Africa

Our vision is to start 52 special needs schools in Africa.

We have helped to start Pathways- Atteridgeville in September 2010 and they already have 6 children in their program. We have helped to train teacher Agnes and are excited to see them grow! We also support a school in Zambia and have helped to start schools in Bethlehem, Brits, Middelburg, and Naboomspruit.


### 41.4 Pathways- Dream Givers

Pathways Dream Givers is a Pathways initiative that specialises in sustainable job creation for women. It also provides a shelter for abused children and women as well as house Sheriat, that provides training- baking, child care, sewing courses - for these women as well as some of our young adults.


## 3. Pathways Belief Statement


We believe


- Each child is special and unique  and created for a special purpose.

- That all children should experience JOY while learning essential skills 

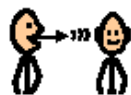
- Each child should have an individual, educational (stimulation) program, designed to facilitate progress in areas of independence (life-skills), literacy and numeracy.

- It is vital that children have a variety of experiences allowing them to explore  and investigate the world around them.

- Child's play should have purpose and direction; and these experiences are an important part of a child's development . 

- That each child should have a way to communicate  their needs, joys and sorrows. Children should use multi-modal

communication to communicate these through speech, gestures, pictures, objects and communication devices.



- The communication between home and school is an essential component to the success of the Pathways program.

#### 4. Individual educational plan

Individual goals are set for every child to ensure that the program is directed

towards progress. These goals will be discussed with parents three times a year using video material and a written report. Your input is very valuable to us as we consider you to know more about your child than anybody else. All children enter at different ages and stages of development. We accept



these differences and try to find the optimal learning experience for your child. Some children may relate better to some teachers than others and this will also be taken into consideration when deciding on your child's class and program.



#### 5. Therapy

Your child will have set goals for each of the disciplines (occupational, speech and music therapy). Parents will be invited to attend these meetings at the beginning of the year and also in June and November for feedback meetings to discuss your child's progress and view video clips. We firmly believe in group

We have a Pathways Christmas party for our children at our school which includes a lot of fun and games! We ask for a small present for your child as well as non-spoilable food for our outreach program.



#### 39. Outreach Christmas party

We end the year with our Outreach Christmas project in conjunction with Bula Lobati for our 300 friends in Soshanguve. We ask parents to send eats as well as a small present such as bangles or balls for our friends. If we have sufficient funds we invite them to a park close by.



#### 40. Private therapy

Parents are welcome to add private therapy, in the afternoons to their child's program. We would like to get feedback or a visit from the therapist to make sure that we can stimulate the same goals.

All the learners from the Preparation phase and some of the learners of the Transition phase go for Hydro therapy at a heated indoor pool in Jacques street in Moreleta Park. All the children in the class go swimming together, but if you want your child to have individual kinetic therapy, you can make arrangements for your child - at an **extra cost** of R170.00 per month.

#### 34. Child kinetic therapy

Our child kinetic therapist does group therapy with all our Preparation phase and some of our Transition phase children. Natasha Smith can also be contacted for private sessions at her practice in the afternoons, 084 5867066.

#### 35. Job sampling in small businesses

Some of the learners of the Transition phase will go for job sampling in small businesses, once a week. Your class teacher will notify you about the dates and place.

#### 36. 'Veld-skool'

Our senior group will be going on 'veld-skool' at the end of the year. It is coordinated by a recreational and sport team. The groups will sleep over for one or two nights depending on the class. It is lots of fun and sleepless nights!

#### 37. Pathways Concert

We have a BIG Pathways concert once a year at the end of the year and everybody participates! It is lots of fun and joy for our children as well as the parents, grandparents and friends who attend. Please ensure that you make a note in your diary well in advance. We ask a fee to rent the costumes and a minimal entrance fee. Food such as curry and rice, hotdogs and pancakes will be sold, so please make it a family outing not to be missed. Professional DVD's can also be ordered from school.

#### 38. Christmas party

therapy (except for physiotherapy that would be conducted on an individual basis).

Speech therapist:	Danita Nel
Occupational therapists:	Tammy Greyling, Aletta Bruyns
Music therapist:	Erna Kruger, Esmé Jackson
Physiotherapist:	To be confirmed
Child Kinetic Therapist:	Natasha Smith
Hydro Therapist:	Louise van Biljon
Small Business Therapist:	Jacobie de Beer



#### 6. Learners & Staff

The centre currently consists of two phases divided into eight groups, the preparation phase (a early intervention group, a junior group, two intermediate groups) and a transition phase consisting of four transition groups. Our learner staff ratio is two children to one adult unless the learner needs less support, like our young adults, where the ratio is three to one.

The young adult group at Pathways-Studio consists of four groups that vary with the level of independency.

All learners, receive music therapy, sensory play (messy play), hydro therapy and child kinetic therapy on a weekly basis in group-work sessions, depending


on their development and needs. The Speech therapist designs the program with the help of the teachers and other therapists and our Occupational therapists help design the life skills and work preparation program. Therapists work according to well-defined goals for each learner, also set in conjunction with parents. These goals assist in structuring classroom activities. All therapies, except for individual hydro - and physio therapy are included in school fees.


**7. Program:** The centre runs separate programs for the different groups and each class has a unique program to suit the needs of those specific learners:

**7.1 Preparation phase**

This phase is divided into four classes, age: 2 - 10:

An intensive stimulation program  which includes all learning areas -



sensory , fine and gross motor development, cognition, language and communication skills (through the implementation of Augmentative and Alternative Communication strategies) and functional literacy and- numeracy and

life-skills.  We also include computer programs .

**7.2 Transition phase (age 10 – 17)**

**The transition phase is divided into four sections:**

An intensive stimulation program which include all learning areas - functional

literacy  and numeracy, fine and gross motor development , life

We also have fun events such as sport days. Please dress up as it is sooo much fun!



**30. Messy / Sensory play**

The children in the Transition phase have messy play once a week on a Wednesday. Please send an apron or daddy's BIG t-shirt to cover their clothes.

**31. Music therapy**

Tannie Erna our music therapist presents a session every second week and on the alternative week we have rhythmic dancing, a percussion band and wheelchair dancing in different groups.

**32. Action cricket**

The learners of the Transition phase go to Action cricket/ netball / soccer either on a Monday or Wednesday. Please make sure that your child is wearing comfortable clothes to participate. This takes place at Silver Lakes Action Sport Centre in Lynnwood road.

**33. Hydro therapy**

Please ensure that you sign the indemnity form to enable us to use class videos for essential training for other LSEN schools. This will not only benefit your child but many other children with special needs.

## 25. Calendar

We give out a calendar with all the dates of the coming events. Make sure about training dates, feedback meetings, outings and 'veld-skool'.

## 26. Training

As stated, **parents' training** are compulsory and is once a year for new or interested parents. Programs are also discussed at feedback meetings. Check your calendar. We can also custom make an afternoon stimulation program for your child.

We have professional facilitator training once a week. You can enroll your facilitator or child minder. This course will hopefully be SAQUA accredited soon. This program is at a cost that will be communicated before the training date.

## 27. Holiday programs




Before the July and December holidays we sell a holiday program at a minimal fee. It includes all the instructions and equipment that you will need. We will do one training sessions for each program, at no extra cost. You can check on the calendar or ask your teacher what is the training date.

## 28. Outings

We try to have outings or a fun event before/after each theme to enable the child to make a visual picture of a topic or theme. We try and keep the cost minimal. Please check your calendar for dates and send your permission slip in advance.

## 29. Theme dress- ups

Individual classes present a dress-up or play around a theme. Your teacher will let you know when it is their class's turn.


– and work preparation skills  , cognition, language and communication skills (through the implementation of Augmentative and Alternative Communication strategies)  and Computer programs .

## 8. Pathways – Studio (Young Adults)

The young adult group is divided into different groups, depending on the level of learner independence:

### 8.1. Life skills and employment group




- Learners in this group receive intensive life-skills training  to ensure that they reach the maximum level of independence and are included in a variety of employment settings. To name a few at present we have learners doing job sampling at SPAR, a florist, pre-schools, a music shop and caterers and also learners working at a foundry. Our aim is for all these learners to obtain meaningful, full-time, paid employment in the open labour market.

### 8.2. Small business group

- The small business group is for learners who are new in our program and need intensive work ethics and life skill training before they can be considered as a candidate for the open labour market or a group of young people who would always need facilitation even in the open labour market. They will for example be a small group of young adults with a facilitator at a small factory or business.

### 8.3. Skills arts and leisure group

- The Skills , arts and leisure group is for learners with more severe disabilities, who will not, due to the severity of their disabilities, be able to obtain employment in the open labour market. In future we would like to introduce a tea garden, party venue and a variety of small craft businesses, for which there is great scope in Pretoria, in order to provide a place for these young adults to learn new skills and become meaningfully employed.



### 20. Allergies

Please notify us if you child has any food, medicine or cream allergies.

### 21. Injuries or seizures

If your child has an injury at school, parents will be phoned and it will be arranged to either take the child to a doctor or the hospital. Our teachers are trained in basic first aid.

When a child has an epileptic seizure, we will care for him and notify the parent of the length and the intensity of the seizure. If the seizure goes into a status epilepticus the child will be rushed to the nearest hospital and we will ask parents to meet us there.

### 22. Medical aid details

Please make sure that if you belong to a medical aid that we have your up to date detail as well as your current telephone numbers, as we might need it in an emergency.

### 23. Hygiene

Make sure your child is clean – nose, face, hands as well as nappy when dropping him off.

We wash our hands with antiseptic and will wear gloves when changing a dirty nappy. The children also wash their hands before meals and after break.

### 24. Photographer and videos

Once a year we are visited by Gordon Harris photographers. They send a sample home and parents can decide to order individual as well as class photos.

Make sure that your child has a serving of **protein rich** food at every meal. Healthy sources of protein include eggs, fish meat, soya beans, nuts and peanut butter.

**Healthy snack** options are cheese, carrot, tomato, fruit and biltong slices. Popcorn is also a good snack.

Aim daily to include 3 coloured veggies.

#### 17. Tuck shop

Fridays are tuck shop day. Children can bring R 5 - R10 and purchase chips, chocolates or juice, water and cold drinks.

#### 18. Birthdays

Birthdays are special events. Your child can have his/her birthday party at school. You can send a cake or snacks and cold drinks as arranged with the teacher.

#### 19. Medicine

Please keep sick children at home. If you send medicine please notify the teacher as well as how to apply it. Make sure it is sealed tight and in a container or given to the teacher personally, as to protect the other children in class from putting it in their mouth 'thinking it is sweets'.

If we have to give medicine daily please arrange it with the teacher.

We have the basic pain medication such as Panado and Ponstan at school. If your child has stomach pain or a fever, we will **first** phone you for permission and **then** apply the medicine as you have stated on your registration form. We will contact you to come and collect your child if he/she is really unwell and upset.

### 9. Pathways fees

#### 9.1. School fees

School fees are R 2500 per month for 2011 and are payable over 12 months of the year, **before** the 1st of each month. This fee includes speech-and occupational therapy goals addressed within the group on a daily basis, music therapy, child kinetic therapy and hydro therapy on a weekly basis. Individual hydro therapy can be arranged with the therapist and Physio therapy should be arranged with your own therapist.

#### 9.2. New learners

A refundable debenture of R5000 is payable for new learners when they enroll in the Pathways program.

#### 9.3. Annual registration

For **all** other learners, an annual non-refundable registration fee of R 1000.00 is payable at the end of every year to secure placement for the following year.

#### 9.4. Stationary

Parents will receive a stationary list from the teacher in the beginning of the year or when a new child enrolls.

#### 9.5. Subsidy scheme

Our subsidy program supports 15 children. This program is sponsored by individuals and companies; and parents could apply who require financial assistance.

### 9.6 Means of payment

A 10% discount is granted for annual fees paid in advance before the 15<sup>th</sup> of January 2011 of each year.

- **Debit order:** We prefer payments by debit order. A form should be completed in at your bank with Pathways-Pretoria as beneficiary.
- **Direct Payment: ABSA Bank**  
**Menlyn Park Branch 33 56 45**  
**Current account 405 747 53 67**
- **Cash Payment:** We are not keen to receive cash on our premises. Please arrange with us if you need to pay the school fees in cash.
- We try to keep fees as low as possible and therefore focus extensively on fund raising initiatives.

## 10. Pathways' Golden Rules

### 10.1. Be on time

School hours are from **8:00 – 13:15** with the program starting at 8:00 sharp. Please be on time, as your child may feel left out if he/she misses the very essential greeting time. Please don't fetch your child before 13:00, but not later than 13:50. If you must collect your child earlier, please report at the office to ask a staff member to fetch your child from class. Parents are **not allowed** in the classrooms during school hours as it disrupts our routine and unsettle our

## 14. Aftercare

Ziphora Madhlala is our aftercare coordinator. When enrolling your child, please complete an application and indemnity form for the aftercare.

**Fees: R350 per month**

**Hours: 13: 45 to 17:15**

Parents will be charged with a fee of **R20** per every extra **5 min** if they are late and it will be added to your account.

## 15. School uniform

Currently we do not have a uniform. Please make sure that you put a set of extra clothes or a warm tracksuit top in your child's bag, in case an accident happens or if it grows colder during the day.

We are hoping to get Pathways t-shirts printed and wear it with denim pants or shorts.

Please ensure there are enough nappies **and** wet wipes in the bag for those children who are not yet toilet trained as well as Aqueros cream or Vaseline.

## 16. Snack and Lunch time

Please make sure that your child eats breakfast at home.

Send a healthy snack consisting of e.g. a sandwich, fruit or yogurt for snack time. You can send a drink like rooibos tea, juice or water. Please go slow on colourants and flavourents in your child's diet.

Send a balanced cooked meal to school for our Preparation phase learners and Transition phase learners as arranged with your child's teacher.

**NB** Please let us know if someone else is picking your child up. We will not let your child go with an unknown person. An SMS can be sent area your child's teacher or young adults coordinator.

### 13.2. Contact numbers

Administrative Principal:	Tammy Greyling	082 866 7112
Programme Principal:	Danita Nel	082 5789 117
School Coordinator:	Ina Potgieter	076 685 2153
Junior Phase Coordinator:	Ina Potgieter	076 685 2153
Senior Phase Coordinator:	Elna Borchardt	072 548 5703
Facilitator coordinator:	Melissa Lampbrecht	076 781 8876
After care coordinator:	Ziphora Madhlala	073 264 8293
Admin and Accounts:	Juanita Taylor	072 445 4046
Management chair person:	Eric Daniel	083 625 8424



learners. Parents are welcome to speak to the teacher before school starts, after school ends or during break time.

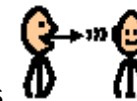
The school gate will be closed until 13:15. Our transition phase learners will wait at the gate with a facilitator and other parents will be allowed to enter at 13:20.

If somebody unfamiliar to us, fetches your child, please let us know in advance as we will not let your child go without your permission. There is an aftercare facility available until 17:15. Young adults program ends 14:30.



### 10.2. Send them to school

Please send your child to school everyday! We don't want them to miss out on any learning experiences. If your child is not attending on a certain day, please be so kind to inform the teacher.



### 10.3. Talk to us

Most problems, big or small, can be solved with open communication. Feel free to call us or send a note with your child. We are not always free to take phone calls, please leave a voicemail and we will return your phone call as soon as possible. We would also like to know if something is working particularly well with your child.

#### 10.4. Work with us



The best way for your child to progress is when we all work towards the same goals. Please don't do things for your children that you know they are capable of doing themselves. We are working very hard to promote as much independence as possible.

#### 10.5. Check your child's bag everyday



It is very likely that your child will have important notes in their books/bags. There will be anything from newsletters, homework, to field trip permission slips to their latest artwork. It is all-important and you will save yourself much frustration if you make it a routine to check their bags every night. Sms's will also be sent home from time to time.

#### 10.6. Keep your sick child at home



For the sake of everybody, please keep your child at home when he/she is sick. We know that our children do not have the strongest immune systems and we ask that you will be beyond considerate in this regard. If in doubt rather let them stay home for a day or three until their runny nose dries up and their cough subsides. We will phone you to collect your child from school the moment we feel that he/she should not be there due to illness.

- Interrupting other classes during lesson time
- Swearing
- Running away uncontrollably

#### 12.2. Behaviour management training

We provide help for parents for behavior management at home. We can help you with a home program, and strategies to handle challenging behaviour.

#### 13. Contact information

##### 13.1. School terms and - hours

At Pathways-Pretoria we follow the Gauteng Education Department's school terms. Our Centre as well as our aftercare facility are therefore closed during school holidays.

- 06:30** Facilitators are available from 6:30 in the morning, at no extra cost.  
**NB** Please let us know if you would want to make use of this service before you leave your child in our care.
- NB** PLEASE leave your child in the care of a facilitator when dropping him off  
**NB** PLEASE be extremely careful of children and other cars in the parking lot. We have had accidents in the past!
- 07:30** Teachers arrive at school if you want a word with them.  
**13:15** School day ends  
**13:45** Aftercare starts. Children not enrolled in aftercare will be kept in the waiting group after which a daily fee will be charged.  
**13:50** Teachers' workday ends  
**17:15** Aftercare ends

Because we try to keep school fees as low as possible we would very much appreciate your help with fund raising. In 2011 (DV) we will be hosting a variety of fund raising events, e.g. ladies lunch, two golf days, a Comrades fundraiser, Casual day, and a Concert. Please help us with these; your involvement makes a world of difference!



## 12. Pathways discipline policy

We believe that disciplining children will facilitate emotional and socially healthy children and that it will equip them with the necessary social skills as adults. We use "time-out" as a strategy and it proved to work well with most children. This entails taking a child out of the classroom situation to a "quiet place" where they can wind down and regroup.

We understand that some of our children get over stimulated and frustrated and we treat them not as naughty children but as children that need some quiet time or another activity. It is however important to have a discipline strategy in order to teach children the difference between appropriate and inappropriate behaviour. If all else fails we will try "red pepper" as is a tangible consequence for inappropriate behaviour, and is usually only needed once and only in cases of extreme challenging behaviour. The strategy will be discussed with parents before such action is taken.



### 12.1. Inappropriate behaviour

- Pushing, hitting, pinching, shouting, throwing objects, biting or teasing classmates or teachers



## 10.7. Arriving or fetching from school

To ensure the safety of our children (and teachers) please drive slowly and ensure that the teacher or class facilitator knows that your child is at school or has been picked up before driving off.



## 10.8. Snack time

We have snack time and lunch at school. Please send a healthy snack and lunch to school every day. We focus extensively on feeding therapy and aim towards independence in this area for every child. We would really appreciate it if your child eats breakfast at home.



## 10.9. Facilitators

It is your responsibility, if you have a private facilitator, to ensure that your facilitator goes about in a hygienic way with your child. We will try our utmost best to ensure that our school is germ free by cleaning regularly and washing and sterilizing toys and equipment. We have strict rules for facilitators within a structured program. We will be doing facilitator training every month on a relevant topic. We will let you know about the dates and topics.

We have a facilitators' "code of conduct" book where we will enter compliments and complaints about a specific facilitator with regards to the program. The complaints may include feeding the child while the goal is to teach him/her to feed him/herself, not attending to the child's play needs with in the classroom context, etc. This may sound a bit harsh to some, but we believe that facilitators are an integral part of the success of our program and the progress of your child. We also have a reward system for facilitators.



#### 10.10. Attend meetings

We understand that meetings in the evening cause inconvenience, but unfortunately this is the only way to discuss important issues. We only have **one** parent meeting per term, but sometimes we may need to have two if needs be. Please try to attend.

Progress meetings will be in the mornings and Parents training will be in the afternoons or on Saturdays. It is compulsory for new parents to attend the first training session. You are welcome to send your domestic worker or facilitator to school for training within the classroom. We also have afternoon programs and holiday ideas to equip them better. Please see the set dates on your calendar.

#### 11. Fund raising