



PROSPECTUS

2024



UCT EDUCARE CENTRE

Properties and Services Department: Estates and Custodial

UPPER CAMPUS

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OUR VISION

At UCT Educare we are committed to providing quality educational programmes that guide the growth and development for a diverse community of children in their early years.

As a dedicated and passionate dynamic team we work together to create an environment that is safe, honest, kind, and respectful for all.

MISSION STATEMENT

The UCT Educare Centre is committed to the provision of quality early childhood development. We aim to create an environment which encourages awareness of issues relating to discrimination based on race, gender, class, language, culture, or disability.

The curriculum is designed to reflect the diverse backgrounds from which children at the Educare Centre are drawn and to value their differences. We encourage self-esteem and confidence in children and build on their innate potential.

We are strongly committed to countering the culture of violence prevailing in South African society and are actively implementing non-violent practices.

The UCT Educare Centre encourages children and staff to work, play and learn together in a spirit of co-operation rather than competition. Policies of consultative management ensure participation in all aspects of the centre's work.

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1. Admission Policy procedure

- Parents **MUST** be a staff member or student at the University of Cape Town to enrol their child at the Educare Centre.
- Completion of the application form does not guarantee that your child will be accepted at the UCT Educare Centre.
- Admission package includes – admission form, admission letter, requirements list, fee schedule form and the **SIGNED** Educare prospectus (to be signed in acknowledgment that you have read the Prospectus). Your child/ren will not be admitted to the Educare without these documents.

School going age impacting Educare ages.

- The Compulsory school-going age (Grade 1) is 7 years in the year that the child is in Grade 1. Admission to Grade R is 6 years in the year that the child is in Grade R extracted from the WCED eportal, see link below. The Educare has to align with regulations to avoid the child repeating a year at the Educare.
[https://wcedonline.westerncape.gov.za/learner-admissions-faq#:~:text=Compulsory%20school%2Dgoing%20age%20\(Grade,child%20is%20in%20Grade%20R.](https://wcedonline.westerncape.gov.za/learner-admissions-faq#:~:text=Compulsory%20school%2Dgoing%20age%20(Grade,child%20is%20in%20Grade%20R.)

2. Arrival

The Educare Centre officially opens at 07:30am (time subject to change)

- The Educare will be operating from **7:30am – 16:45pm** daily.
- No child or parent will be admitted prior to that time. Children are not permitted to be left on their own in the car-park area unless they are accompanied by an adult.
- Please escort your child and hand him/her personally to the staff members on duty.
- No child will be admitted after 9am
- Admission before 11am will only be considered in exceptional circumstances (e.g. school holidays, specialist appointment excluding vaccinations) which must be communicated prior with the office and the class teacher.

3. Breakfast

Breakfast will only be served to 3 – 12 months in nursery. We encourage parents to serve 12 month – 5 years old children breakfast at home before coming to school.

4. Closure

The Educare Centre closes at 16:30pm.

It would be appreciated if parents can be punctual as late collections is stressful for your child but also impacts the safety of staff who need to travel and fetch their own children.

5. Fetching

Children may not be fetched by anyone other than the parents or persons listed on the admission form unless prior arrangements made with the Office and class teachers. Parents need to provide the day before a copy of ID document of the person/s, collecting their child on that day.

5.1. Parents in the process of divorce

Legal documentation must be provided if there is a custodial dispute.

5.2. Late Fetching

In the event that you are late, (i.e., **your child/ren are collected after 4:45pm**), a late penalty fee will be charged in addition to your child's fees. **Please refer to page 22.** In addition to late fetching parents must sign the late fetching register and contact the Office and class teachers.

6. Morning Ring starts 9AM

Children who arrive later than 9:00am are at a disadvantage, as they miss an essential part of the day's programme, that is, morning ring. Morning ring starts with greetings, news, songs, weather, and theme discussions. The late comers are therefore less motivated to participate. Let's work together to ensure our children remain active and simulated starting with making it in time for morning ring at 9AM.

7. Lunches/Snacks

Parents are required to provide nutritious and well-balanced lunches (sandwiches, fruit, veggies, healthy biscuits, bran muffins, yogurt, etc.) and juice / water for their children. No heating of food is permitted for health and safety reasons; therefore, parents must provide a lunch that does not need heating. All lunch items, including juice bottles and fruit must be clearly marked. **Learners should not share utensils, food, or drinks due to allergies and dietary requirements. No plastic bags will be allowed except snack and lunch boxes.** Chips, sweets, chocolates, cakes, and fizzy cool drinks are not considered nutritious and will therefore **not be given to your child.**

8. Children's birthday parties

If parents wish to celebrate their child's birthday at the Educare, they could bring a cupcake for each child and perhaps donate a book or other item for the class (**party packs are permitted but will be sent home with children**). The book or other educational item would have the child's name inscribed and the year of donation.

If parents wish to use the Educare to distribute invitations to external parties, **then all children in the class must be invited.** If the parents wish to invite just a certain number of Educare companions, then they would have to contact the parents independently and would have to **distribute invitation outside of the Educare centre.**

9. Educare Fees

Please note that the completion of the Educare fee schedule form is **compulsory.**

9.1 Staff parents

In the case of parents working at UCT, to instruct HR to debit your monthly salary.

9.2 Student parents

In the case of parents studying at UCT, to instruct the student fees Office to debit your student fees account as a once-off (12 months fees) payment at the beginning of the year.

9.3 Joint Staff

Parents not on the UCT STAFF MONTHLY PAYROLL are to pay the fees in advance, by the first day of each month. No cash payments will be received. Proof of payment (POP) for electronic transfers must be emailed to educare@uct.ac.za before or on the 31st day of each month. Without POP it will be assumed that the fees have not been paid, in this instance you will receive a statement indicating an arrear amount.

Parents who would like to pay via EFT need to complete the necessary paperwork by the end of January of each year and arrange a stop order with their bank sending proof thereof, details to follow.

Reference used for payment: Please use **"CRY initial/s and surname"** as a reference to allocate the payment.

9.4 Notice period

Notice must be given **in writing, 3 months** prior to the date of withdrawal and no refunds will be made for short absences. Please note that staff debit orders can only be cancelled by the Head or student fees accounts can only be credited if she has received the letter of resignation 3 months prior to your child's withdrawal. No tentative withdrawal will be considered.

10. Contact numbers

Please inform us if your home and/or work numbers change. It is essential that we are able to contact you at all times, especially in an emergency.

11. Clothing

Your child is required to have a small bag/suitcase, clearly marked, for belongings. Please provide a spare set of clothing, in case of accidents. All clothes must be clearly marked. The staff cannot be held responsible for missing

unmarked items. Parents are encouraged to dress their children in comfortable clothing (tights underneath) that is also appropriate to the weather.

12. Toys

No toys from home may be brought to school as we cannot be responsible for the loss or damage. Parents are also requested to not allow their children to wear dressing up clothes or character clothing such as spider man outfits to school as it negatively affects their play at school. This would include wearing high heeled shoes and make-up to school.

13. Sick Children

Sick children need extra love and attention. This is not possible when there are other children to attend to. **It is therefore necessary that the ill child be kept at home.** This will decrease the chances of infection of others and re-infection. Kindly notify the teacher if your child is ill attaching a sick note from doctor indicating length of absences and illness.

It is policy at the UCT Educare Centre **not to admit children when they are sick.** Parents are requested **NOT** to bring their children to the Educare Centre when they are ill. If children should fall ill during the day, parents are contacted immediately and asked to come and collect their children.

*Conditions under which a child may be **sent home**; (s)he displays these symptoms:*

- a high fever
- vomiting
- diarrhoea
- cough
- thrush
- a rash that suggests infectious illness
- Covid related symptoms

In compliance with relevant laws (Disaster Management + OHS Act); unsafe acts (where staff, parents or children are endangered) can be [reported to the DoE](#) and civil action can be taken against the offender for reckless endangerment. Parents are responsible for the necessary immunisation of their child/ren. A copy of the clinic card is to be attached to the admission forms.

14. Medication

No Medication will be administered at school, as medicine is not allowed to be dispensed without a dispensing license. For this reason, sick children are advised not to come to school and parents should not send children to school with medication unless specific permission is granted on a case-by-case basis e.g. The child is on chronic medication and overseen by a medical specialist to manage a known chronic condition such as diabetes etc. Where this is applicable, an official doctor's note outlining the conditions and administration of medication is required.

15. Accidents – UCT

In the event of a minor accident (fracture or open wound) the parent will be contacted immediately so that the child can be taken to a doctor for assessment.

In view of the accident being of a more serious nature (loss of consciousness, immobility, asthma attack) the **University's ER24 emergency call-out service will apply.** ER24 will provide trained personnel to transport the affected person to hospital if required. The cost for this transportation will be for the parent's medical aid or personal account. *Parents who are not at ease with the procedure need to indicate their preference to the class teacher.*

16. Communication

Please be more aware of the fact that calls to speak to your child's class teacher will result in the class being left unattended, as they are not stationed at a phone. Teachers' availability is at different times; therefore, you are strongly advised to leave a message at the office or contact the teacher via email, WhatsApp or Ms Teams. There is also a class rep for each class group.

Duties of the class rep include:

- *Communicating with class parents (reminders, volunteers for events, etc.) – set up class WhatsApp group.*
- *Participating in monthly committee meetings (raising queries or concerns from class parents).*
- *Helping to plan and organize fundraising events.*

17. Class meetings, Open days and Progress reports

Parents are required to attend two (2) meetings per year (i.e. March and September), co-ordinated by the Class teacher, Head or Curriculum Administrator for ALL children. Open day will be held in November to provide new and current parents with information about the following year. Progress reports will be issued in June and December; only meetings with parents of children who require additional support will take place during this time. Parents will be notified in advance.

18. Educational Shows

Educational shows bring learning to life; and replaces outings and excursions for the safety and security of our staff and children. The educational shows are focused on themes used in the curriculum of the nursery and pre-school phase. Educational shows are regularly arranged for all children in the 2 to 5 years old classes. Parents of 2–3-year-old group are required to pay a **non-refundable** levy of **R210.00 at the end of April** to fund two educational shows from July to December. Parents of 3 – 5-year-old group are required to pay a **non-refundable** levy of **R410.00 at the end of May** to fund four educational shows from January to December.

19. Fundraising

Additional funds are important to ensure good facilities at the Centre, parents decided to establish a fundraising levy. This means that a **non-refundable R300.00** levy per child is charged to all parents as an annual donation to the school. **R300 once off payment at the end of March** . The Head in consultation with the Parent Committee decides how these funds are best spent to enhance the facilities at the Centre. Parents are requested to pay this levy upon admission (for new parents) or in the first term when school commences. Should any parent have difficulty paying the levy, we request that they discuss this confidentially with the Head.

20. Parent Committee structures

The Centre has an active Parent Committee which meets monthly. This committee is constituted as follows:

- 6 Parents Representatives
- Chairperson
- 2 Staff representatives
- Educare Head
- Curriculum Co-Ordinator
- Operations Administrator

The Educare Parent Committee is accountable to the University Council.

21. University shutdown during protest action / National Disasters - Lockdown

The Educare Centre will be closed during university shutdowns as per the announcement by the Vice-chancellor and that during such times, we will take direction from the UCT Executive council informed by the Director at Properties and Services, Estates and Custodial regarding the opening and closing of the Educare. Parents will be kept informed of the number of staff in attendance with children being kept safe until parents collect children should the Educare be understaffed.

22. Guidelines for addressing concerns

Any concerns must first be addressed with the class teacher and/or assistant. Should you not be satisfied with the outcome the next step is to address the concern with the line manager. If you are still unsatisfied, the Head will be the next point of call. In the event that a parent might still feel aggrieved, your concern may be referred to the Director of Estates and Custodial.

23. Children and Specialist Therapy

If your child is receiving specialist therapy the centre must be informed in consultation with the class teacher, in the best interest of the child.

Prior to admission It is obligatory for parents to take their child for an assessment if the teacher, in consultation with the Head and Curriculum Co-ordinator, indicates that there is a concern.

- In the best interest of the child and all the children, a suitable skilled facilitator needs to accompany the child at the parents own cost depending on the outcome of the assessment.
- For health and safety reasons as well as incapacity, If the parent refuses to take the child for an assessment and the situation becomes beyond control then the parents will be required to withdraw the child.

25. Settling-in period

A child, who is taking longer than 6 weeks to settle, should be identified by the teacher as soon as it becomes apparent. Consultation should immediately commence between the class teacher and the parent(s) to try to ascertain why the child/ren continues to be unsettled.

25.1 Three things to expect when children start educate for the first time.

Ease into transition: expect things to be a bit bumpy for a few days and try to avoid making too many other changes to your family's routine at the same time. Starting slowly is key to ease your child into this new environment. For example, if it works for your family, you could start with short days, building up to leaving your child for a whole day.

Separation anxiety: crying is expected and normal, although it can be heart breaking for parents. When going through transitions, children usually need some time to adjust to new environment and unfamiliar faces. In general, children with a more sensitive temperament may be slower to warm up to their new environment, this could take any time between 2 months to 6 months.

Emotional and physical exhaustion: the separation from parent can be emotionally and physically exhausting for your child. You might try letting your child nap longer, put them to bed early, and/or spend more time cuddling and playing with your child. You can expect your child to be hungry and thirsty when they get home.

26. Extra Mural

Extra Mural Activities is an activity, performed by children, that falls outside the realm of the normal curriculum of early childhood education.

Demonstrations will be held at during open day and parents are encouraged to attend. The Curriculum co-ordinator will inform you of the demonstration dates. **Refer to pages 15, 16 & 17 for the list of extra mural activities in more details.** Extra Mural forms an integral part of children's learning and development; therefore, parents are encouraged to enrol their child in one or two of the extra-mural activities offered at the Educare.

27. Daily Programme

The daily programme is carefully tailored to balance periods of structured learning with creative activities, ring time and free play. Snack time, music, stories, and generous amounts of outdoor play also make up the morning routine. Components of the daily programme are discussed in more detail below.

In each classroom a highly qualified teacher plans and directs the programme with the help of an experienced teaching assistant. This allows the teacher to work with small groups of children (allowing for more individual attention while adhering to the child to teacher ratio).

For components of the daily programme for each age group/class refer to the following page numbers.

3 – 12 mnths	Page 9
1 – 2 years A	Page 10
1 – 2 years B	Page 11
2 – 3 years	Page 12
3 – 4 years	Page 13
4 – 5 years	Page 14

28. Requirement List

Please ensure that you've read the requirement list. All items on the requirement list are to be handed class teacher by the end of March. You are welcome to contact the school to clarify the items on the requirement list.

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29. Important Links: Learning through play, The Parent Centre, Myschool, Consolidate milestones, Potty training and Virtual tour.

Learning through play

https://www.youtube.com/watch?feature=youtu.be&v=C3No2_ObHLY&app=desktop

The Parent Centre

www.theparentcentre.org.za

MySchool

MySchool – We welcome parents who would like to participate in our ongoing, passive income fundraiser for the Educare by registering for Myschool below, it will take 5 minutes to complete.

www.myschool.co.za

Consolidated milestones

<https://uct.ac.za/media/10507>

Potty training

<https://uct.ac.za/media/10508>

Virtual tour

<https://uct.ac.za/media/10508>

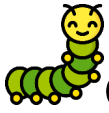
Curriculum introduction

The National Curriculum Framework (NCF) provides guidance for those developing programmes and working with babies, toddlers, and young children from birth to age four. The NCF draws on the values in our constitution, the principles set out in existing legislation, policies and plans, review of South African curricula for birth to four (Free State, Gauteng, Limpopo), the findings from the international literature on ECD, global imperatives for ECD and voices from the ECD field (through the stakeholder consultations carried out in South Africa). The National Early Learning Standards (NELDS) form the foundation for the NCF.

As from the 1st of April 2022, Early Childhood Development (ECD) – the ECD function shifted from the Department of Social Development (DSD) to the Department of Basic Education (DBE). Following the function shift, DBE expected all ECD Centre's to revisit their classroom daily programmes and learning programmes to ensure that these are aligned to the National Curriculum Framework.

Herewith, the NCF aligned daily programmes.

Please note: Our routine is flexible to meet the individual needs of children in the Nursery Phase. Individual feeding and sleeping times are respected and schedule is adapted accordingly.



Caterpillars

Typical Infant Schedule (3 – 12 months)

Ratio 2:8

Teacher: Janice Jaftha

Assistant: Brenda Dosi



07h45 – 08h30	ARRIVAL FREE PLAY
08h30 – 09h00	Feeding and diapering (or as needed) ELDA 1 & 2: Stimulation
09h00 – 10h00 (60min) 10min 15min	INDOOR/OUTDOOR Quiet play activities ELDA 5 & 6: Stimulation morning ring (whole group) ELDA 4 (small group)
10h00 – 10h30	Snack and diapering (or as needed) ELDA 1 & 2: Stimulation
10h30 – 11h30 (60min) 10min 10min 10min	INDOOR/OUTDOOR Gross motor activities ELDA 5 & 6: Stimulation ELDA 3: Communication and language stimulation (small group) ELDA 3: Story (whole group)
11h30 – 12h00	Lunch and diapering (or as needed) ELDA 1 & 2: Stimulation ELDA 3: Communication related to lunch time (manners, objects, senses)
12h00 – 12h30	Diapering and wash routine
12h30 – 14h00	Rest
14h00 – 15h00	Snack and diapering (or as needed) ELDA 1 & 2: Stimulation STIMULATION: Communication related to topic, exercises, making sounds, music activities, etc.
15h00 – 16h15	INDOOR/OUTDOOR ELDA 1 & 2: Stimulation
16h15 – 16h30	Preparation for departure Free play activities
16h45	Departure

Please note: Our routine is flexible to meet the individual needs of the infants. Individual feeding and sleeping times are respected and schedule is adapted accordingly.



Ladybirds and Butterflies



DAILY PROGRAMME (1 – 2 years)

Ratio 4:18

Teacher: Jean Jaftha

Assistant: Ellenore Le Roux



07h45 – 08h30	ARRIVAL FREE PLAY
08h30 – 09h00	Diapering (or as needed) ELDA 1 & 2: Stimulation
09h00 – 09h15	Morning Ring and topic discussion ELDA 1 & 2: Stimulation ELDA 6: Stimulation
09h15 – 09h45	Creative activities ELDA 5 & 6: Stimulation
09h45 – 10h00 (45min) 10min	INDOOR/OUTDOOR Quiet play activities ELDA 4: Stimulation (small group)
10h00 – 10h30	Snack and diapering (or as needed) ELDA 1 & 2: Stimulation
10h30 – 11h30 (60min) 10min 10min 10min	INDOOR/OUTDOOR Gross motor activities ELDA 5 & 6: Stimulation (Music & movement) (whole group) ELDA 3: Communication and language stimulation (small group) ELDA 3: Story (whole group)
11h30 – 12h00	Lunch and diapering (or as needed) ELDA 1 & 2: Stimulation ELDA 3: Communication related to lunch time (manners, objects, senses)
12h00 – 12h30	Diapering and wash routine
12h30 – 14h00	Rest
14h00 – 15h00	Snack and diapering (or as needed) ELDA 1 & 2: Stimulation STIMULATION: Communication related to topic, exercises, making sounds, music activities, etc.
15h00 – 16h15	INDOOR/OUTDOOR ELDA 1 & 2: Stimulation
16h15 – 16h30	Preparation for departure Free play activities
16h45	Departure



Grasshoppers

DAILY PROGRAMME (2 – 3 years)

Ratio 2:18

Teacher: Lungiswa Ngqukuvana

Assistant: Phozzi Fata



07h45 – 09h00	ARRIVAL FREE PLAY
09h00 – 09h15	Morning ring and topic exploration ELDA 1 & 2: Stimulation ELDA 6: Stimulation
09h15 – 09h45	Creative activities ELDA 5 & 6: Stimulation Toilet and wash routine
09h45 – 10h00 (45min) 10min	INDOOR/OUTDOOR quiet play activities ELDA 4: Stimulation (small group)
10h00 – 10h15	Routine and snack ELDA 1 & 2: Stimulation
10h15 – 10h30	Music and movement
10h30 – 11h45 (75min) 15min 15min 10min	INDOOR/OUTDOOR gross motor activities ELDA 3: Communication and language stimulation (small group) ELDA 3: Story (whole group) Toilet and wash routine
11h45 – 12h30	Lunch and routine ELDA 1 & 2: Stimulation ELDA 3: Communication related to lunch time (manners, objects, senses) Toilet and wash routine
12h30 – 14h00	Rest
14h00 – 15h00	Routine and snack ELDA 1 & 2: Stimulation STIMULATION: Communication related to topic, exercises, making sounds, music activities, etc. Extra Mural Activities
15h00 – 16h15	INDOOR/OUTDOOR ELDA 1 & 2: Stimulation
16h15 – 16h30	Preparation for departure Free play activities
16h45	Departure



Bees

DAILY PROGRAMME (3 – 4 years)

Ratio 2:25

Teacher: TBC

Assistant: Caroline Buyelwa Sishuba



07h45 – 09h00	ARRIVAL FREE PLAY
09h00 – 09h15	Morning ring and topic discussion ELDA 1 & 2: Stimulation ELDA 6: Stimulation
09h15 – 10h00	Creative activities ELDA 5 & 6: Stimulation Toilet and wash routine
10h00 – 10h15	Routine and snack ELDA 1 & 2: Stimulation
10h15 – 11h00 (45 mins) 10min	INDOOR/OUTDOOR quiet play activities ELDA 4: Stimulation (small group)
11h00 – 11h15	Music and movement
11h15 – 12h15 (60min) 10min 15min 10min	INDOOR/OUTDOOR gross motor activities ELDA 3: Communication and language stimulation (small group) ELDA 3: Story (whole group) Toilet and wash routine
12h15 – 12h45	Lunch and routine ELDA 1 & 2: Stimulation ELDA 3: Communication related to lunch time (manners, objects, senses) Toilet and wash routine
13h00 – 14h00	Rest
14h00 – 15h00	Routine and snack ELDA 1 & 2: Stimulation STIMULATION: Communication related to topic, exercises, making sounds, music activities, etc. Extra Mural Activities
15h00 – 16h15	INDOOR/OUTDOOR ELDA 1 & 2: Stimulation
16h15 – 16h30	Preparation for departure Free play activities
16h45	Departure



Dragonflies

DAILY PROGRAMME (4 – 5 years)

Ratio 2:25

Teacher: Joy Marthinussen

Assistant: TBC



07h45 – 09h00	ARRIVAL FREE PLAY
09h00 – 09h15	Morning ring and topic discussion ELDA 1 & 2: Stimulation ELDA 6: Stimulation
09h15 – 10h10	Creative activities ELDA 5 & 6: Stimulation Toilet and wash routine
10h10 – 10h30	Routine and snack ELDA 1 & 2: Stimulation
10h30 – 11h15 (45mins) 10min	INDOOR/OUTDOOR quiet play activities ELDA 4: Stimulation (small group)
11h15 – 11h30	Music and movement
11h30 – 12h30 (60min) 10min 15min 10min	INDOOR/OUTDOOR gross motor activities ELDA 3: Communication and language stimulation (small group) ELDA 3: Story (whole group) Toilet and wash routine
12h30 – 13h00	Lunch and routine ELDA 1 & 2: Stimulation ELDA 3: Communication related to lunch time (manners, objects, senses) Toilet and wash routine
13h00 – 14h00	Rest
14h00 – 15h00	Routine and snack ELDA 1 & 2: Stimulation STIMULATION: Communication related to topic, exercises, making sounds, music activities, etc. Extra Mural
15h00 – 16h15	INDOOR/OUTDOOR ELDA 1 & 2: Stimulation
16h15 – 16h30	Preparation for departure Free play activities

16h45

Departure

EXTRA MURAL OPTIONS 2024

<p>Aqua Crazy Swim</p> <p>info@aquacrazy.co.za Contact 021 532 2053</p>	<p>Age group: 2-5 years Promotes safety, physical development (muscle strength, coordination, and balance), healthy heart, confidence, and cognitive development (following instructions and problem-solving).</p>	<p>Mondays Weekly 10.30-12.00 AM 2023: R560/per term</p>
<p>Monkeynastics</p> <p>james@monkeynastixcapetown.co.za sharleen@monkeynastixcapetown.co.za Contact 078 702 7176</p>	<p>Age group 2-5 years Combines creativity and music with basic training in flexibility, balance, strength, agility, co-ordination, and body awareness.</p>	<p>Tuesdays Weekly 14.30-15.00 PM 2023: R550/per term</p>
<p>Ballet & dance</p> <p>paulabeesballet@gmail.com Contact 083 652 0790</p>	<p>Age group 2-5 years Promote focus and concentration, confidence, develop passion and creative outlet.</p>	<p>Wednesdays Weekly 14.30-15.00 PM 2023: R670/per term</p>
<p>Playball</p> <p>playballtokai@gmail.com dot@playballcape.co.za playballtokia@gmail.com Contact 084 684 4563</p>	<p>Age group 2-5 years Helps children to build a foundation from which they can develop confidence in multiple sports skills and then go on to choose a preferred sport.</p>	<p>Thursdays Weekly 14.30-15.00 PM 2023: R600/per term</p>
<p>Soccerstarz</p> <p>wanita@soccercise.co.za info@soccercise.co.za Contact 068 538 6811</p>	<p>Age group 2-5 years Promotes teamwork and sportsmanship, and health and fitness.</p>	<p>Fridays Weekly 14.30-15.00 PM 2023: R525/per term</p>
<p>Pottery</p> <p>vincit@bacreate.com info@bacreate.com clayasyougo@gmail.com Contact 087 550 1599</p>	<p>Age group 2-5 years Promotes fine muscle development, hand-eye coordination, problem-solving, and creativity.</p>	<p>Thursday Once a month 10.30-11.00 AM 2023: R110 per lesson</p>

<p>Robotics</p> <p>kim@ontheballcollege.co.za Contact 082 414 5547</p>	<p>Age group 3-5 years Promotes science, technology, engineering, and mathematics.</p> <p>Computers forms part of the CAPS curriculum in schools both primary and secondary. It would benefit our children to enrol during their ECD phase and afford them the upper hand.</p>	<p>Monday Once a month 14.30-15.00 PM 2024: 500/per term</p>
<p>Culinary Kids</p> <p>nvanenter@gmail.com Contact 079 844 2959</p>	<p>Age group 3-5 years To enrich children's food knowledge, encourage tasting and experiencing of new and different food and show children how to feed self. Lessons which shall involve educational elements and a chance for each child to create their own culinary masterpiece as per the weekly theme and recipe/s.</p>	<p>New 2024 Details TBC</p>
<p>Groovy Moovers</p> <p>VLNLWA001@myuct.ac.za</p>	<p>Age group 2-5 years promotes self-awareness and creativity skills, focus and concentration, confidence, develop passion and creative outlet.</p>	<p>New 2024 Details TBC</p>

2024 School

Learning Topics

15 Jan – 20 Mar
 Orientation and welcome
 Getting to know you
 All about me
 My body
 My senses
 My family
 Summer
 Houses and homes

Special Events

Jan – Mar UCT Speech clinic(nursery)
 Feb 1st Read aloud
 Feb 15th Fire Drill
 Feb 21st Educational show 1
 Mar 11th Ramadaan
 Mar 15th Bike & trike
 Mar 18th-19th Parent meeting
 Ms Teams

Autumn Holiday Programme

25 Mar – 2 Apr
 Mar 25th Catching bubbles
 Mar 26th Nature walk
 Mar 27th Autumn dance class
 Mar 28th Animal rescue
 Apr 2nd Pajama day

School Closure

Mar 21st Human Right's Day
 Mar 22nd **No Children Day**
 Mar 29th Good Friday

Term 1
15 Jan – 20 Mar

Semester 1

The provisional dates have been scheduled for the present and may be subject to change

Learning Topics

3 Apr – 14 Jun
 Autumn
 Pet and pet care
 Farm animals and farming
 Wildlife
 Colours, lines, shapes, and numbers in my world

Special Events

Apr – Jun UCT Speech clinic(nursery)
 Apr 4th Easter hunt
 Apr 5th Camp Rock
 Apr 10th Eid al-Fitr
 Apr 17th Educational show 2
 Apr 23rd World Book Day
 May 8th UCT OT clinic
 May 10th Mother's day
 May 24th Africa day
 Jun 4th 100 days of school
 Jun 13th Father's day
 Jun 13th Progress report

Winter Holiday Programme 1

18 Jun – 5 Jul
 Jun 18th Science exp
 Jun 19th Movie day
 Jun 20th DIY snack
 Jun 21st Back2Back creativerart
 Jun 24th Fun with slime
 Jun 25th Community helper costume
 Jun 26th Winter dance class
 Jun 27th DIY fruit kebabs
 Jun 28th Spa day
 Jul 1st Spooky costume
 Jul 1st Hot chocolate

Winter Holiday Programme 2

Jul 2nd Popcorn day
 Jul 3rd Obstacle challenge
 Jul 4th Slipper day
 Jul 5th Crazy hat day

School Closure

Apr 1st Family Day
 Apr 27th Freedom Day
 May 1st Workers' Day
 Jun 14th **No Children Day**
 Jun 17th Youth Day

Term 2
3 Apr – 14 Jun

Learning Topics

9 Jul – 20 Sept
 Winter
 Transport
 Birds and birds of prey
 Spring
 Insects and bugs

Special Events

Jul – Sept UCT Speech clinic(preschool)
 Jul 18th Mandela day
 Jul 26th Grandparents & grand-pals day
 Aug 5th-29th UCT Centre of Dance
 Aug 21st Educational show 3
 Sept 4th Fire Drill
 Sept 12th Photo day
 Sept 18th-19th Parent meeting
 Ms Teams

Spring Holiday Programme

23 Sept – 30 Sept
 Sept 23rd Tug of war
 Sept 23rd Ice-cream day
 Sept 25th Spring dance class
 Sept 26th Sports day
 Sept 27th Watermelon day
 Sept 30th Superhero day

School Closure

Aug 9th Women's Day
 Sept 20th **No Children Day**
 Sept 24th Heritage day

Term 3
9 Jul – 20 Sept

Semester 2

The provisional dates have been scheduled for the present and may be subject to change

Learning Topics

1 Oct – 13 Dec
 Treasures of the earth
 Planets and solar system

Summer Event Specials

Oct – Dec UCT Speech clinic(preschool)
 Oct 16th Summer dance class
 Oct 23rd Educational show 4
 Oct 29th 200 days of school (occupation day)
 Nov 4th-8th Open day
 Nov 13th Teddy bear picnic
 Nov 18th School Leavers
 Dec 10th Class Parties
 Dec 12th Progress report

School Closure

Dec 12th Last day of school
 Dec 13th **No Children Day**
 Jan 6th, 2025 Staff return
 Jan 8th, 2025 Children return

Term 4
1 Oct – 13 Dec

UCT Educare Centre Learner Code of Conduct

Introduction and Aim

The Parent Committee is required to set up a code of conduct (herein and hereafter be referred to as COC) and policies for parents whose child(ren) attend UCT Educare Centre (herein and hereafter be referred to as the Centre). This COC also applies to the employees and any one under the employment of COC.

Purpose

The purpose of this COC is to protect the children and to promote their general wellbeing and to encourage them to reach their full potential and skills at their respective ages, whilst under the care of the Centre. The COC has been created to serve as a guideline on the required standards and expectations of appropriate behaviour and regulations for the learners attending the Centre. The COC policy has been put into place to support and ensure both parents of learners and staff of the Centre are protected and are exposed to a safe, positive and respectful learning and teaching environment.

BEHAVIOUR CATEGORY	LEARNER/PARENT RESPONSIBILITY	SCHOOL/TEACHER RESPONSIBILITY
ATTENDANCE	<ul style="list-style-type: none">• Be at school by 8:00 every day.• Do not leave school premises during school hours unless permission is given by the Head.• Ensure that your child is punctual for school and all school activities.• Teach children the importance of being punctual and committed to extra-murals.• Avoid keeping children out of school unnecessarily.	<ul style="list-style-type: none">• Give children a late letter for continued late arrival.• Call parents to discuss absence or continued late arrival.
APPEARANCE	<ul style="list-style-type: none">• Make sure your child is wearing the correct (weather permitting) clothing and always looks neat.• Ensure that all clothing & other items are clearly marked.	<ul style="list-style-type: none">• Encourage children to take care of their appearance.• Ensure that children are properly clothed when they leave the Educare.

BEHAVIOUR CATEGORY

LEARNER/PARENT RESPONSIBILITY

SCHOOL/TEACHER RESPONSIBILITY

COMMUNICATION BETWEEN EDUCARE & HOME

- Provide letters of absence for Educare & extra-murals.
- Return reply slips to school within 2 days.
- Note the contents of notifications and emails regularly via Ms Teams or Vula.
- Return relevant forms to Educare timeously.
- Make an appointment should you need to see a teacher and expect a 48hr response time.
- Communicate any changes to parent details to the Educare.
- Provide an ID copy of the person/s who will be collecting the child other than the parents.

- Supervise weekly send-home activities.
- Communicate the necessary updates to parents.

CONDUCT

- Show respect for all staff, the Educare building & property, grounds, books & possessions.
- Be courteous and considerate at all times.
- Avoid using bad language.
- Always behave in a way that makes you a credit to the Educare.
- Be polite to people you meet in the building or grounds.
- Impress upon your child that the Educare is a place to learn and respect environment.

- Create an orderly learning environment to help children behave & use their time sensibly.
- Keep parents informed about inappropriate behaviour so that possible solutions can be sought together.

EDUCARE GROUNDS & BUILDING

- Keep the playground & toilets clean and tidy.
- Do not play in the car park, or in the flower beds.
- Always make sure that the pedestrian gate is closed behind you.
- Use the dustbins for your rubbish.
- Support school staff in their efforts to keep the school clean & safe.
- Always report to the secretary's office when visiting the school.
- Avoid causing intentional damage to Educare property, it is the parent's responsibility to replace said item of property.

- Create a clean and attractive environment inside and outside the Educare building.
- Provide enough rubbish bins for easy disposal of rubbish.

BEHAVIOUR CATEGORY

LEARNER/PARENT RESPONSIBILITY

SCHOOL/TEACHER RESPONSIBILITY

RESPECT

- Respect staff members & all adults at the Educare.
- Greet adults politely.
- Avoid criticizing the school & staff in front of your child.
- Support the school's decisions when disciplinary action is taken.
- Respect culture and diversity at the Educare.
- All forms of discrimination (gender, race, ancestry, religion, personal background, income status, disability, etc. will be tolerated.

- Show respect for children & parents and reinforce good behaviour.

INTERACTION WITH OTHERS

- Show respect and compassion to your peers.
- Avoid playing rough and nasty games at playtime.
- Avoid getting involved in cliques which tease or exclude certain children.
- All forms of bullying, fighting, hitting, biting, kicking or swearing is not allowed.
- No item which could be a danger to others may be brought to the Educare.
- Help children to develop a sense of respect for themselves and others.
- Explain to children the harm to themselves and others which they might cause.
- Teach children that their actions will have consequences that they are accountable for.

- Provide a Educare environment in which children feel physically and emotionally safe.
- Establish an atmosphere of open communication for children to seek help from staff members.
- Assist children in managing conflict.
- Confiscate dangerous items.
- Inform parents if such incidents occur.
- Record all incidents in the Incident report book.

POSSESSIONS & MISSING ITEMS

- Clearly mark all clothing and items that are brought to Educare.
- Only use other people's possessions with their permission.
- Do not bring toys & other valuable items to the Educare.
- Respect other children's belongings.
- Do not allow the child to bring valuable items to school.

- Investigate cases of missing items, should they arise.
- Encourage children to respect other children's belongings.

**BEHAVIOUR
CATEGORY**

**LEARNER/PARENT
RESPONSIBILITY**

**SCHOOL/TEACHER
RESPONSIBILITY**

REPEATED VIOLATIONS

- Avoid breaking the guidelines.
- Learn from your mistakes and don not become involved in the same misdemeanor again.
- Cooperate with staff to improve your child’s behaviour (should this be necessary).
- Help children to understand that continued misbehaviour is disruptive to their own education and infringes on the rights of others.

- Deal with repeated misdemeanors by meeting with the child & the parents or guardians and offering support and guidance.

DISCIPLINARY ACTION

Possible course of action depending on circumstances, severity of misdemeanor, the number of repeat misdemeanors.

- Reprimand
- Warning
- Time out
- Notice to parents for signature
- Reflection time
- Interview with Head
- Interview
- Contact with parents
- Suspension of privileges
- Restitution / reparation for damage caused.

Declaration

I, _____ undertake to adhere to the Educare’s Code of Conduct and the Educare Prospectus as set out in this document, having read and understood the aims and purpose thereof. In the event of non-compliance on my part, I will accept any decision made by the UCT Educare Centre regarding the registration and/or admission of my child at the Centre.

Print Name of Parent/Guardian: _____

Signature of parent/guardian: _____

Date: _____

UCT EDUCARE LATE RELEASE/COLLECTION FORM

CHILD'S NAME: _____

Parents: Children must be picked up by 16:30 daily. Please plan for alternate collection if you cannot pick him/her up on time. You being late affects the staff as well, many of whom travel with public transport. When you are late you will have to give the teacher/assistant a lift either to Mowbray or Claremont. The first late collection will be in the form of a warning. Thereafter, a financial levy will be charged to you. The levy will be charged throughout the year with an intervention meeting with the head of Educare and the Parent Committee Chairperson after the fourth late collection. If the levy is not paid, your child will be suspended for a period of two (2) weeks.

1st late collection – warning

2nd late collection – R200.00 levy to be paid into fundraising account

3rd late collection – R300.00 levy to be paid into fundraising account

4th late collection – Intervention with Head of Educare and Parent committee chairperson

No	DATE	TIME COLLECTED	CHILD NAME	PARENT SIGNATURE	TEACHER ON DUTY
1					
2					
3					
4					



All children have the right
to a name,
enough to eat,
and a decent place to live.

All children should be looked after
when they are sick,
and have a right to grow up with love,
affection and security.

Handicapped children have a right
to special treatment and education

All children have a right to free education
and should be protect from neglect,
cruelty and exploitation.

All children should not be made to
Before a certain age and
should be protected from discrimination.

All children should never have to fear
arrest and detention,
and should be brought up to understand
that their energy and talents should be
devoted to the service of their brothers and sisters.

Trust you'll have a fun filled year!!