

# UCT EDUCARE CENTRE

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## EDUCARE PROSPECTUS



## **MISSION STATEMENT**

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

**The curricula implemented are designed to reflect the diversity of 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 creative 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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## GUIDELINES OF THE EDUCARE CENTRE

### 1. Admission Policy procedure

- Parents **MUST** be linked (staff member or student) to the University of Cape Town to enrol their child at the Educare Centre.
- Completion of the application form does not guarantee that you child will be accepted at the UCT Educare Centre.
- We accept children according to date of application; however preference will be given to siblings of present children at the school.
- Parents are encouraged to **apply as soon as possible** as space is limited.
- Admission package includes – Admission form, admission letter, requirements list, fee schedule form and the Educare prospectus.
- DOCUMENTS TO SUBMIT FOR WAITING LIST: Application Form – waiting list; Certified copy of birth certificate; Copy of road to health booklet.
- DOCUMENTS TO SUBMIT FOR ADMISSIONS: Admission form; Fee schedule form; Parent consent form; Getting to know your child form.
- A progress report must accompany the child/ren who attended a previous school.

### 2. Arrival

#### 2.1 The Educare Centre officially opens at 08:00am.

- The Educare will be operating from **8:00am – 16:30pm** daily at **50% capacity** to ensure social distancing due to Covid regulations.
- 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.
- Nursery parents are permitted to wait at the nursery entrance while parents in the 3–12-month class escort their babies to their class.
- Please escort your child and hand him/her personally to the staff members on duty.
- Make sure your child wears a mask.
- Every child is given a health check card to complete daily.
- If your child has any allergies, please inform the teacher ASAP (at info session and indicate on form)

### 3. Breakfast

Breakfast will **NOT** be served at this stage due to Covid regulations. We encourage parents to serve children breakfast at home in line with health procedures.

### 4. Closure

#### 4.1 The Educare Centre closes at 16:30pm.

It would be appreciated if parents can be punctual so that staff members can thoroughly sanitise the different play areas and prepare for the following day.

## 5. Fetching

Children may not be fetched by anyone other than the parents or persons listed on the admission form. Parents need to provide an ID copy of the person/s, collecting their child and the staff members are notified thereof in good time.

### 5.1. Parents in the process of divorce

The Educare Centre cannot be expected to prevent the parent of a child from collecting them based solely on a request from his or her spouse. Legal documentation must be provided if the parent expects the centre's co-operation in this regard.

### 5.2. Late Fetching

Your child **MUST** be collected no later than **16:30pm**. Children become anxious when their parents come to fetch them late. It is understandable if a parent is occasionally late due to an unforeseen circumstance; however, continual late coming is unacceptable.

*In the event that you are late, a late penalty fee will be charged in addition to your child's fees.*

Late fetching-in addition:

- Parents must sign the late fetching register.
- Parents must contact the Educare telephonically on 021 650 3522 or Ms Teams.

## 6. Morning Ring

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**; imparting information pertaining to a particular programme organiser (themes) and discussing the learning areas (activities). The late comers are therefore less motivated to participate. Young children can easily be distracted during group times, therefore when arriving during morning ring, please hand your child over to the teachers on duty. Only children who has an appointment will be excused and parents must please consult with the class teacher in advance.

## 8. 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, due to Covid regulations. 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. Each child will receive his own container with his/her name on it. No bags will be allowed accept 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.**

## 9. Children's birthday parties

If parents wish to celebrate their child's birthday at the Educare, they could bring a cake (such that each child could have a slice; or a cupcake for each child) and perhaps donate a book or other item for the class (**no party packs are allowed**). The book 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.**

## 10. Educare Fees

### 10.1. Staff and Student parents

Please note that the completion of an application form for admission allows the Head, in the instance of parents working at UCT, to instruct HR to debit your monthly salary and, 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.

### 10.2 Third Party parents (UCT contract staff/students)

Third party staff/student parents **are** to pay the fees in advance, by the 1<sup>st</sup> day of each month. Parents must provide a valid reason as to why they want to make EFT payments, as the Educare strongly encourage parents to pay via debit order. Proof of payment (electronic banking) **must be emailed or handed in at the office** on or before the 1<sup>st</sup> day of each month or it will be assumed that the fees have not been paid. In this instance you will receive invoice indicating an arrear amount.

<p><b>The Educare Centre reserves the right to exclude a child with immediate effect where 2 month's fees are owed. In such a case, the account will be handed to the debtors department for collection.</b></p>
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### 10.3. 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.

### 10.4 Progress Report

A fee of R50 will be charged for an additional copy of your child's Progress Report and payment needs to be made via EFT payment and proof of payment must be emailed to the office.

## 11. Contact numbers

Please inform us if your home and/or work numbers change. It is essential that we are able to contact you in an emergency. The Educare cannot be held responsible if parent don't provide updated information.

## 12. 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.

Items of any sort left at the Educare will be donated as we do not have space to keep any items at the Educare.

## 13. 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 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.

## 14. 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 and re-infection.

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 course of the day, parents are contacted immediately and asked to come and collect their children.

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

- A high fever.
- Vomiting.
- Diarrhoea.
- Cough.
- Thrush.
- A rash that suggests infectious illness.
- Covid-19 related symptoms.

Compliance with relevant laws (Disaster Management + OHS Act); unsafe acts (staff, parent or children 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.

## 15. Medication

**No Medication** will be administered at school, as medicine is not allowed to be dispensed in the workplace without a dispensing licensing. For this reason, sick children are advised not 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.

## 16. 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.*



## 17. Communication

Please be more aware of the fact that calls to speak to your child's class teacher 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.*

## 18. Class Meetings

Parents are required to attend quarterly meetings, co-ordinated by the Class teacher, Head or Curriculum Administrator. Info Sessions for each class group will be held in October for new prospective parents for the following year's intake.

## 19. Outings and Excursions (On Hold Due to Covid-19, However Virtual Events Will Be Scheduled)

Classroom learning is linked to exploration and investigation outside of the classroom. Outings and excursions are regularly arranged for all children in the 3 to 5 years old classes. Parents in these groups are required to pay a **non-refundable** levy of **R410.00** to fund such outings and excursions.

### 19.1 Transportation for local excursions and outings

The National Road Traffic Act Regulation 213 (1) will apply when transporting learners to local events such as the Baxter. In addition;

- Parents are required to avail themselves to lift their own child as well as other children.
- Parents will need to complete an indemnity form to be returned before the outing is to take place.
- Children will be transported in the rear of the car and secured using the car seat. Where a car seat is not available, the child will be secured by a seatbelt.
- In the event that the parents are not comfortable with the method of transportation they will be strongly encouraged to transport their own child.

## 20. 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** levy per child is charged to all parents as an annual donation to the school. 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.

## 21. Parent Committee Structures

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

- Chairperson
- 6 Parents Representatives

- 2 Staff representatives
- Educare Head
- Curriculum Administrator
- Operations Administrator

The Educare Parent Committee is accountable to the University Council.

## 22. University Shutdown During Protest Action / National Disasters - Lockdown

The Educare Centre will be close during University shutdowns as per 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.

## 23. Guidelines for Parents with Regard to The Handling of Complaints and Queries:

Where parents are concerned about the way in which their children are being cared for by the Educare staff they are encouraged, in the first instance, to discuss their concerns with the class teacher(s) in an endeavour to sort out the concerns at that level.

Where the problem is of a more severe nature or if it has not been possible to resolve the issue to the satisfaction of the parent via discussions with the teacher, then parents must feel free to take up their grievances/concerns with the Head (i.e. the line manager of all Educare staff). The Head is in turn obliged to investigate it as soon as possible. Her aim is also to try to resolve the matter to the satisfaction of all parties. Parents are also welcome to raise these concerns with a member of the Parent Committee who will liaise with the Head in an attempt to resolve the matter.

In the event that a parent might still feel aggrieved that their complaint has not been satisfactory addressed by the Head the grievance should be referred to Ms Desleen Saffier at Properties and Services, Estates and Custodial for further action.

It must be stressed that none of the above steps need necessarily involve the suspension of a staff member. Suspension from duty at UCT (always on full rights and pay) is a University management prerogative and is only considered when the continued presence of the person/s under investigation will hamper the investigation or create serious operational problems. Each case will have to be treated on its own merits; there is no hard and fast rule that can be applied in all circumstances. It is hoped that the above guidelines will serve to further improve the already well-established channels of communication, which exist between parents and Educare staff.

## 24. Children Undergoing Therapy

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

## 25. Behaviour Referrals Prior To Admission, Also See Procedure

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

- Depending on the outcome of the assessment in the best interest of the child and all the children at the Centre; a suitable trained facilitator needs to accompany the child at the cost of the parent.
- If the parent refuses to take the child for an assessment and the situation becomes beyond control (has an impact on the other children) then the parents will be asked to withdraw the child until the assessment has been made.

## 26. Settling-in Period

A child, who is taking longer than 6 weeks to settle, should be identified by the teacher as soon as the problem 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.

## 27. Extra-mural Activities (On hold due to Covid, however virtual lessons will be scheduled)

An extra-mural activity forms an integral part of the curriculum and parents are encouraged to enrol their child in one or two of the following extra-mural activities.

- Swimming (9 months to 5 years)
- Soccercize Starz (3 to 5 years)
- Monkeynastix (2 to 5 years)
- Ballet (3 to 5 years)
- Playball (3 to 5 years)
- Possibly Yoga and coding soon

Demonstrations will be held at the start of the year and parents are encouraged to attend. The Curriculum Administrator will inform you of the demonstration dates and the rate of the quarterly fees.

## 28. Daily Programmes

### 28.1 3 to 12 Months Class:

#### **Lungiswa Ngqukuvana**

The Nursery Phase Teacher will follow the routine of the baby which the parents will discuss on admission to the centre.

#### **Exploratory Stage**

The babies play will consist mainly of looking at people and objects and making random attempts to grab objects which will be placed in front of them. The Nursery Phase Teacher will encourage the babies to grasp, hold and examine small objects and later they will creep, crawl, walk and explore everything within their reach.



## 28.2 1 to 2 Years Class

Jean Jaftha

<b>TIME</b>	<b>WHAT CHILDREN DO</b>
08.00-08.30	<b>ARRIVAL, COVID 19 PROTOCOL</b> 
08.30-09.00	<b>FREE PLAY</b>
09.00-09.15	Children prepare for activity time – Morning Ring
09.15-09.45 30min	<b>CREATIVE ACTIVITIES</b> *Painting, dough, tearing, scribbling, *blocks; *Pushing, pulling, and climbing
09.45-09.55	<b>Tidy-up and Nappy and Wash Routine</b>
09.55-10.10	<b>SNACK:</b>
10.10-10.25	<b>MUSIC OR MOVEMENT</b>
10.25-10.50	<b>OUTDOOR PLAY</b> *Sand and water play; climbing apparatus, wheel toys and fantasy
10.50-11.15	<b>NAPPY CHANGE + WASH ROUTINE and QUIET PLAY</b>
11.15-11.30	<b>STORY TIME</b>
11.30-12.00	<b>LUNCH</b> - children are encouraged to eat by themselves
12.00-12.30	<b>PREPARING, CHECK NAPPIES SETTLE FOR REST TIME</b> 
12.30-13.45 1hr15	<b>REST</b>
13.45-15.00	Children wake-up on their own, nappy checks and have snack
15.00-15.15	<b>INDOOR PLAY</b> *Gross motor activities:
15.15-15.50	<b>OUTDOOR PLAY</b>
15.50-16.10	<b>NAPPY CHANGE SNACK AND MILK FEED</b>
16.10-16.30	<b>PREPARE FOR HOME</b>



28.3 2 to 3 years A&B class


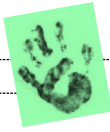
Janice Jaftha and Elsie Witbooi

TIME	WHAT CHILDREN DO
08.00-08.30	ARRIVAL, COVID PROTOCOL
08.30-08.50	FREE PLAY
08.50-09.10	MORNING RING
09.10-9.45 35min	FREE CHOICE ACTIVITIES Drawing, Playdough, Collage, Painting, Cutting & Pasting
09.45-10.00	PACK AWAY and TOILET ROUTINE
10.00-10.15	SNACK
10.15-10.30	MUSIC/MOVEMENT
10.30-11.00	OUTDOOR PLAY
11.00-11.20	QUIET PLAY: books, puzzles, concept, construction, games
11.20-11.30	TOILET AND WASH ROUTINE
11.30-11.45	STORY
11.45-12.15	LUNCH
12.15-12.30	TOILET AND WASH
12.30-13.45	REST
13.45-15.00	TOILET ROUTINE SNACK TIME
15.00-15.30	INDOOR PLAY/ OUTDOOR PLAY
15.30-16.00	TOILET AND WASH ROUTINE BLOCK AND FANTASY PLAY
16.00-16.30	DEPARTURE



## 28.4 3 to 4 Years Class

Chezlyn Daniels

<b>TIME</b>	<b>WHAT THE CHILDREN DO</b>
08.00-08.50	ARRIVAL, COVID 19 PROTOCOL OUTDOOR PLAY
08.50-09.15	MORNING RING
09.15-10.00	FREE CHOICE ACTIVITIES 
10.00-10.15	Toilet and Wash Routine
10.15-10.35	SNACK
10.35-10.55	MUSIC/MOVEMENT/OBSTACLE COURSE
10.55-11.25	OUTDOOR PLAY
11.25-12.00	QUIET PLAY Toilet and Wash Routine 
12.00-12.15	STORY TIME
12.15-12.45	LUNCH TOILET ROUTINE
12.45-13.45	Rest
13.45-15.00	CHILDREN ASSIST, PACK AWAY MATTRESSES TOILET ROUTINE AND ENJOY SNACK
15.00-16.00	INDOOR PLAY/ OUTDOOR PLAY Children finish off snacks
16.00-16.30	DEPARTURE

## 28.5 4 to 5 Years Class

Joy Marthinussen

TIME	WHAT THE CHILDREN DO
08.00-08.50	ARRIVAL, COVID 19 PROTOCOL OUTDOOR PLAY
08.50-09.15	MORNING RING
09.15-10.00	FREE CHOICE ACTIVITIES
10.00-10.10	Toilet and Wash Routine
10.10-10.30	<u>Snack</u>
10.30-10.50	MUSIC/MOVEMENT/OBSTACLE COURSE
10.50-11.40	OUTDOOR PLAY
10.50-11.10	TEA
11.10-11.30	MICRO GROUP
11.30-11.40	PREPARE FOR QUIET PLAY
11.40-12.10	EDUCATIONAL TOYS Toilet and wash routine
12.10-12.30	Story Time
12.30-13.00	Lunch time
13.00-13.45	Rest Time
13.45-15.00	Children assist-pack away mattresses and sheets
15.00-16.00	Outdoor play Extra Mural Activities INDOOR PLAY: Children finish off snacks
16.00-16.30	DEPARTURE

## 29. Requirement List

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

## 30. Important Links

Learning through play

[https://www.youtube.com/watch?feature=youtu.be&v=C3No2\\_ObHLY&app=desktop](https://www.youtube.com/watch?feature=youtu.be&v=C3No2_ObHLY&app=desktop)

The Parent Centre

[www.theparentcentre.org.za](http://www.theparentcentre.org.za)

MySchool

[www.myschool.co.za](http://www.myschool.co.za)

**UCT Educare Centre Calendar at a glance subject to change**

<b>Term: 1</b>	<b>Term: 2</b>	<b>Term: 3</b>	<b>Term: 4</b>
<b>January</b>	<b>April</b>	<b>July</b>	<b>October</b>
<ul style="list-style-type: none"> <li>▪ <b>1st</b>- New Year's Day</li> <li>▪ <b>10<sup>th</sup></b>- Teacher's Return</li> <li>▪ <b>11<sup>th</sup></b> -Educare Opens for children, orientation</li> <li>▪ <b>15<sup>th</sup></b>-<b>Term: 1</b> Formal learning <b>Commences</b></li> </ul> <p><b>Extra Murals Demo Dates</b></p> <ul style="list-style-type: none"> <li>▪ <b>15<sup>th</sup></b> - Ballet age groups, 3-5 years</li> <li>▪ <b>16<sup>th</sup></b> – Playball, 3-5 years</li> <li>▪ <b>21<sup>st</sup></b> – Monkeynastix, 2-5 years</li> <li>▪ <b>27<sup>th</sup></b> – Soccerize, 3-5 years</li> </ul> <p>Swimming, Aquacrazy, Pinelands, 9 mnths – 5 yrs</p>	<ul style="list-style-type: none"> <li>▪ <b>10<sup>th</sup>- 13<sup>th</sup></b> - Easter weekend</li> <li>▪ <b>23<sup>rd</sup></b> World story book Character day. <i>Dress-up in favourite book character</i></li> <li>▪ <b>27<sup>th</sup></b> – <b>Freedom Day</b></li> <li>▪ <b>28<sup>th</sup> – 30<sup>th</sup></b>- Occupation Dress up Week for children</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>7<sup>th</sup></b>- <b>Term: 3</b> Commences</li> <li>▪ <b>18<sup>th</sup></b>- <b>Mandela Day</b> (Winter blankets &amp; cup a soup drive)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>13<sup>th</sup></b> “<b>Grandparents Day</b>”</li> <li>▪ <i>Excursion to Planetarium- TO BE CONFIRMED</i></li> <li>▪ <i>Awareness- Breast cancer</i></li> <li>▪ <i>Dog show, date to be confirmed</i></li> </ul>
<b>February</b>	<b>May</b>	<b>August</b>	<b>November</b>
<ul style="list-style-type: none"> <li>▪ <b>AGM</b> – 1-2 pm virtual</li> <li>▪ <b>World read aloud book day</b>- UCT Librarian's virtually read to kids</li> <li>▪ <b>14<sup>th</sup></b> – Valentine's Day</li> <li>▪ <i>Virtual Show at Educare- (3-5yrs Section Only) to be confirmed</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1<sup>st</sup></b>- <b>Workers Day</b></li> <li>▪ <b>10- Mother's Day</b></li> <li>▪ Parents enhance curriculum by coming to speak about their professions to children, prior arrangement only. (<b>3-5 section only!</b>)</li> <li>▪ <b>Virtual Show (3-5years Section Only) to be confirmed</b></li> <li>▪ <b>Eid ul Fitr</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>9<sup>th</sup></b>- <b>Women's Day</b></li> <li>▪ (In view of Women's Day)</li> <li>▪ <b>Virtual Edutainment- Show - to be confirmed</b></li> <li>▪ <b>Book sale, date to be confirmed</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>9<sup>th</sup> – 26<sup>th</sup></b> -Issuing of reports (Nursery &amp; Preschool)</li> <li>▪ <b>16<sup>th</sup></b> -Excursion to Kirstenbosch- To be confirmed</li> <li>▪ <b>21<sup>st</sup> - 2-4years</b> show case picnic/virtual</li> <li>▪ <b>22<sup>nd</sup></b> -School Leavers Farewell Tea, drive-by</li> <li>▪ <b>27<sup>TH</sup></b> <b>Educare Party</b></li> </ul>
<b>March</b>	<b>June</b>	<b>September</b>	<b>December</b>
<ul style="list-style-type: none"> <li>▪ <b>6<sup>th</sup></b>- <b>Bike &amp; Trike</b> (all classes, in line Argus cycle tour) fundraiser</li> <li>▪ <b>Fun dress up day</b></li> <li>▪ <b>Campers Day-</b> (4-5yrs ONLY)</li> <li>▪ <b>Show virtual (3-5yrs Section Only) to be confirmed.</b></li> <li>▪ <b>16-19<sup>th</sup></b> -Parent, Teacher Conferencing/meetings (2-5yrs only)</li> <li>▪ <b>21<sup>st</sup></b>- Human Right's Day</li> <li>▪ <b>20<sup>th</sup></b>- <b>Term: 1 ENDS!!</b></li> <li>▪ <b>31<sup>st</sup></b> <b>Term: 2 Commences</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Outing to the Baxter- (3-5 only) Parents we require lift rides to and from the Baxter- TO BE CONFIRMED</li> <li>▪ Fun dress up day</li> <li>▪ <b>1<sup>st</sup> – 4<sup>th</sup></b> – <b>Nursery PTA</b></li> <li>▪ <b>8<sup>th</sup>- 11<sup>th</sup></b> – <b>Issuing of reports (3-5 yrs) PTA</b></li> <li>▪ <b>12<sup>th</sup></b> - <b>Term: 2 Ends!!!</b></li> <li>▪ <b>16<sup>th</sup></b>- <b>Youth Day</b></li> <li>▪ Market day, end of June, fundraiser</li> <li>▪ <b>21<sup>st</sup></b>- Father's Day</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Spring day</b></li> <li>▪ <b>2<sup>nd</sup> &amp; 3<sup>rd</sup></b> Photo Day- Photographer- To be confirmed</li> <li>▪ <b>18<sup>th</sup></b>- <b>Term: 3 Ends!!</b></li> <li>▪ <b>Boerie Day 24<sup>th</sup></b> Heritage Day: fundraiser</li> <li>▪ <b>29<sup>th</sup></b>- <b>Term: 4 Commences</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>2<sup>nd</sup></b>- <b>Term: 4 Ends!!!(formal learning ends)</b></li> <li>▪ <b>Party</b></li> <li>▪ <b>15<sup>th</sup></b> Educare closure</li> </ul>



## 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.

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

**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 and Undertaking**

I, \_\_\_\_\_ undertake to adhere to the Educare’s Code of Conduct as set out in this document and have 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 SIGN OUT FORM**

**CHILD'S NAME/S:** \_\_\_\_\_

Parents: Children must be picked up by 16:30 daily. Please plan for alternate collection if you cannot pick him/her up on time. Your 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 or assistant a lift to either 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: 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 weeks.

**1st LATE RELEASE**

This is the 1st time my child has been picked up after 16:30 from the Educare. I understand that the next time I am late I will have to pay R 200,00 into the fundraising account.

<b>DATE</b>	<b>TIME</b>	<b>CHILD'S NAME</b>	<b>PARENT/GUARDIAN</b>
_____	_____	_____	_____

**2nd LATE RELEASE**

This is the 2nd time my child has been picked up after 16:00 from the Educare. I acknowledge that I must pay R 200,00 into the fundraising account. If I am late a 3rd time, I will pay R 300,00 into the fundraising account.

<b>DATE</b>	<b>TIME</b>	<b>CHILD'S NAME</b>	<b>PARENT/GUARDIAN</b>
_____	_____	_____	_____

**3rd LATE RELEASE**

This is the 3rd time that I am late to fetch my child. I agree to pay R 300,00 into the fundraising account. If I am late again, I agree to have an intervention meeting with the Head: Educare and the Chairperson of the Parent Committee.

<b>DATE</b>	<b>TIME</b>	<b>CHILD'S NAME</b>	<b>PARENT/GUARDIAN</b>
_____	_____	_____	_____

**4th LATE RELEASE**

This is the 4th time that I am late to fetch my child. I agree to have an intervention meeting with the Head: Educare and the Chairperson of the Parent Committee.

<b>DATE</b>	<b>TIME</b>	<b>CHILD'S NAME</b>	<b>PARENT/GUARDIAN</b>
_____	_____	_____	_____



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!!