

# UCT EDUCARE CENTRE

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## GENERAL RULES AND GUIDELINES



## **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 on the basis of 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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## RULES OF THE EDUCARE CENTRE

### 1. Arrival

The Educare Centre officially opens at 07h30.

- 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.
  - 3 months to 2 years: Jean and another staff member
  - 2 to 3 years: Moira
  - 3 to 5 years: Gail
- Morning ring: (3 to 5 years class) unfortunately children arriving after 9:00am must to be handed over to Gail or Caroline (outside the class) so that morning ring is not disturbed.

### 2. Breakfast

Breakfast will be supervised as indicated below:

Age	Time	Breakfast will be supervised in:
3 to 12 months	As per baby's routine	3 to 12 months class by the class teachers
1 to 2 years	7:30 -8:00am	<b>1 to 2 class</b>
	8:00-8:20am	Toddlers arriving later than <b>8:00am</b> may have their breakfast in the mini-hall supervised by the staff members on duty.
2 to 3 years	7:30-8:00am	<b>Mini-hall:</b> supervised by Moira Children arriving later than <b>8:00am</b> may have their breakfast in the mini-hall <b>supervised by the parents</b>
3 to 5 years	7:30-8:00am	<b>Mini-hall:</b> children arriving later than <b>8:00am</b> may have their breakfast in the mini-hall <b>supervised by the parents</b>

### 3. Closure

The Educare Centre closes at 17:30pm.

Staff members need to lock the centre at 17:30pm. To facilitate this process, it would be appreciated if parents can collect their children on or before 17:20pm in order for staff members to leave at 17:30pm. Parents must please collect their child/ren and leave as soon as possible since the children tend to play-up when parents stand around and chat to others.

### 4. Fetching

Children may not be fetched by anyone other than the parents or persons listed on the admission form; unless the staff are notified thereof in good time.

#### 4.1. 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.

#### 4.2. Late Fetching

Your child **MUST** be collected no later than 5:30pm.

*In the event that you are late, the following will apply:*

Within a period of 3 months (term)	Rate per half an hour
1 <sup>st</sup> time late fetching	R100.00
2 <sup>nd</sup> time late fetching	R200.00
3 <sup>rd</sup> time late fetching	R300.00
After the 3 <sup>rd</sup> time late fetching, the matter will be reported to the Educare Management Committee for deliberation	

Late fetching-in addition:

- Parents must sign the late fetching register.
- The parents **MUST** provide the staff members with a lift from UCT Educare to the Mowbray taxi rank.
- The parent **MUST** supply the staff members with sufficient money to catch a metered taxi from Mowbray taxi rank to their front door at home.
- The Co-ordinator will invoice the parent.

## 5. Teachers preparing for activity time

All class teachers start at 8:00am and have less than an hour to prepare for activity time. Therefore parents must hand over their child/ren to staff supervising the children outdoors.

There are times when the teachers run late as parents may have had the need to discuss matters pertaining to their child with the class teacher. We would therefore prefer if appointments can be made to discuss any concerns or problems you may have with regard to your child that would require lengthy discussions.

## 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 Gail or Caroline.

## 7. Meals

Parents are required to provide breakfast and nutritious, well-balanced lunches and juice / water for their children. Facilities are available for the heating of food as required. The Educare Centre provides a mid-morning snack consisting of sandwiches, rice cakes, provita biscuits, bran muffins and pancakes. All lunch items, including juice bottles and fruit must be clearly marked. 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 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**.

## 9. Educare Fees

### 9.1. Staff and Student parents

Please note that the completion of a fees structure form at the beginning of every year for admission allows the Co-ordinator, in the case 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.

### 9.2 International student parents and parents not linked to UCT

International student parents and parents not linked to **UCT are** to pay the fees in advance, by the first day of each month.

**Proof of payment** (electronic banking) **must be emailed or handed in at the office (No Bank Statements accepted)** 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.

**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.**

### 9.3. 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 Co-ordinator or student fees accounts can only be credited if she has received the letter of resignation 3 months prior to your child's withdrawal.

### 9.4. Progress Report

A fee of R50 will be charged for an additional copy of your child's Progress Report.

### 10. 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.

### 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.

### 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 let 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.

### 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 for at least two to three days.** 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, 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
- thrush
- a rash that suggests infectious illness.

### 14. Medication

Please hand any medication which your child may require to the class teacher. Each classroom has a Medicines Book. It is your responsibility to indicate clearly: name of child, name of medication, dosage and time to be given. We cannot accept responsibility for any situation arising from non-adherence to this procedure.

## 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. Telephone calls

Please be more aware of the fact that calls to speak to your child's class teacher result in the class being left unattended. You are therefore required to leave a message where possible or call between **13:00 and 14:00pm**.

## 17. Class meetings

Parents are required to attend quarterly meetings, co-ordinated by the class teacher or parent representative, serving on the Management Committee.

## 18. Outings and excursions

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.

### 18.1 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.

## 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** levy per child is charged to all parents as an annual donation to the school. The Co-ordinator in consultation with the Management 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 on the first school day of the New Year for parents whose children are returning to the Educare Centre. Should any parent have difficulty paying the levy, we request that they discuss this confidentially with the Co-ordinator.

In addition, the Centre will continue to sell hotdogs, popcorn and ice cream / hot chocolate on the Friday after the 25<sup>th</sup> of the month. We urge parents to purchase their child's lunch from the Educare Centre that day. We would appreciate your support.

## **20. Management structures**

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

- 6 Parents Representatives
- 2 Staff representative
- Educare Co-ordinator
- Assistant Coordinator

The Educare Management Committee is accountable to the Educare Committee, which is in turn accountable to the University Council.

## **21 University shutdown during protest action**

The Educare Centre will be close during University shut downs as per announcement by the Vice-chancellor and that during such times, we will take direction from the Educare Line Manager at Properties and Services regarding the opening and closing of the Educare. Parents can make childcare arrangements off campus but must do so independently of the Educare and any Educare staff members (permanent, contractual or paid on claim).

## **22. 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 problems 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 Co-ordinator (i.e. the line manager of all Educare staff). The Co-ordinator is in turn obliged to investigate it as soon as possible. Her aim is also to try and resolve the matter at that level to the satisfaction of all parties. Parents are also welcome to raise these concerns with a member of the Management committee who will liaise with the Co-ordinator 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 Co-ordinator the grievance should be referred to Desleen Saffier (Properties and Services) 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 a 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.

## **23. Children undergoing Therapy**

If your child is undergoing therapy the centre must be informed so that the needs of the child can be catered for.

## **24. Referrals**

**24.1** It is obligatory for parents to take their child for an assessment if the teacher indicates that there is a concern. Depending on the outcome of the assessment in the best interest of the safety of all children at the Centre and if the child's behaviour impacts other children; a suitable trained facilitator needs to accompany the child at the cost of the parent.








**24.2** 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.

**25. 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.

**26. Extra-mural Activities**

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)
-  Monkey-nastics (2 to 5 years)
-  Ballet (3 to 5 years)
-  Playball (3 to 5 years)

Demonstrations will be held at the start of the year and parents are encouraged to attend. The Coordinator will inform you of the demonstrations dates and the price of the quarterly fees.

**26. Daily Programmes**

**26.1. 3 to 12 months class: Ms Jean Jaftha**

The Childcare Worker (CCW) 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 CCW will encourage the babies to grasp, hold and examine small objects and later they will creep, crawl, walk and explore everything within their reach.



**26.2. 1 to 2 years: Mrs Elsie Witbooi  
Ms Lungiswa Ngqukuana**

<b>TIME</b>	<b>WHAT CHILDREN DO</b>
07.30-09.00	<b>ARRIVAL and BREAKFAST</b>
08.00-09.00	<b>FREE PLAY</b> 
09.00-09.15	Children prepare for activity time – Morning Ring
09.15-09.45	<b>ACTIVITIES</b> *painting, dough, tearing, scribbling, *blocks; *dolls; *educational toys; *pushing, pulling and climbing
09.45-10.10	<b>Tidy-up and Nappy and Wash Routine</b>
10.10-10.30	<b>SNACK:</b>
10.30-10.40	<b>MUSIC OR MOVEMENT</b>
10.30-11.00	<b>OUTDOOR PLAY</b> *sand and water play; climbing apparatus, wheel toys and fantasy
11.00-11.20	<b>NAPPY CHANGE + WASH ROUTINE and QUIET PLAY</b>
11.20-11.30	<b>STORY TIME</b> 
11.30-12.00	<b>LUNCH</b> - children are encouraged to eat by themselves
12.00-12.30	<b>PREPARING FOR REST TIME</b>
12.30-13.45	<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</b>
16.10-16.30	<b>SNACK AND MILK FEED</b>
16.30-17.30	<b>PREPARE FOR HOME</b> Children are doing puzzles and reading books.

**26.3. 2 to 3 years: Ms Janice Jaftha**

<b>TIME</b>	<b>WHAT CHILDREN DO</b>
07.30-08.00	<b>ARRIVAL and BREAKFAST</b>
08.00-08.45	<b>FREE PLAY</b> 
08.45-09.00	<b>MORNING RING</b>
09.00-09.30	<b>FREE CHOICE ACTIVITIES</b>
09.30-09.50	<b>PACK AWAY and TOILET ROUTINE</b>
09.50-10.10	<b>SNACK</b>
10.10-10.30	<b>MUSIC/MOVEMENT</b>
10.30-11.00	<b>OUTDOOR PLAY</b>
11.00-11.35	<b>QUIET PLAY: books, puzzles, concept, construction, games</b>  <b>TOILET AND WASH ROUTINE</b>
11.35-11.45	<b>STORY</b>
11.45-12.30	<b>LUNCH</b> <b>TOILET AND WASH</b>
12.30-14.00	<b>REST</b>
14.00-15.45	<b>TOILET ROUTINE</b> <b>SNACK TIME</b> 
15.45-15.15	<b>INDOOR PLAY</b>
15.15-16.00	<b>OUTDOOR PLAY</b>
16.00-17.00	<b>TOILET AND WASH ROUTINE</b> <b>BLOCK AND FANTASY PLAY</b>
17.00	<b>DEPARTURE</b>

26.4. 3 TO 4 years: Mrs Joy Marthinussen

TIME	WHAT THE CHILDREN DO
07.30-08.50	ARRIVAL OUTDOOR PLAY
08.50-09.15	MORNING RING
09.15-10.15	FREE CHOICE ACTIVITIES
10.15-10.35	Toilet and Wash Routine
	<b>Snack</b>
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
12.15-13.00	<b>Lunch</b>
13.00-14.00	Rest
14.00-15.00	CHILDREN ASSIST - PACK AWAY MATTRESSES AND SHEETS SNACK
15.00-16.00	OUTDOOR PLAY EXTRA MURAL ACTIVITIES
16.00-17.00	INDOOR PLAY: Children finish off snacks
17.00-17.30	DEPARTURE

26.5. 4 to 5 years: Ms Chezlyn Daniels

TIME	WHAT THE CHILDREN DO
07.30-08.50	ARRIVAL 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	<b>Snack</b>
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
12.30-13.15	Lunch time
13.15-14.00	Rest Time
14.00-15.00	Children assist-pack away mattresses and sheets
15.00-16.00	Outdoor play Extra Mural Activities
16.00-17.00	Indoor Play: Children finish off snacks
17.00-17.30	Departure



## 27. Requirement List and Admission form

Please ensure that you've read the requirement list and completed an admission form. The admission form (new children only) is to be returned on your child's first day at school. 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.



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!!***