



Information for Parents and Guardians

ABOUT USP EDUCARE

Working towards the success of ALL learners is our priority. At the USP Educare Centre, teachers use a variety of strategies to make ALL children feel welcome and we also provide a variety of activities to meet the wide range of needs in children.

WHY IS EARLY LEARNING IMPORTANT?

Research shows that learning in the early years lays the foundation for later learning and sets children on a path for school, work and life. Your child will benefit from attending our USP Educare program before they go to school.

USP EDUCARE CENTRE

Promotes a curriculum that is based on play. Children develop basic skills through play. Basic mathematics and science concepts such as categorizing, sorting and matching, making sets, seriating, colors, counting, experimenting and exploring are developed through play. Social skills and language are developed through interacting with one another. Children learn to share, take turns, communicate, negotiate, solve problems and many more skills are developed. The skills developed will help your child for his/her whole life.

In our program we encourage families and staff to work together and provide important learning experiences for young children.

PARENTS INVOLVEMENT

- Parents are requested to participate wherever possible in the Educare program by means of joining the teachers through storytelling, singing, arts and craft activities, special functions etc.
- Parents are also encouraged to be active PTA members.
- PTA meetings will be done on a frequent basis and you will be informed through the monthly newsletter.
- Parents are given only one week to help settle their children.

ENROLMENT REQUIREMENTS

- Original Birth Certificate and Medical card to sight and photocopy
- 2 Passport size photo

CARE AND SAFETY KIT LIST

- Sanitizer (optional)
- Mask (optional)
- Hat
- Apron
- Spare clothes
- Sunscreen lotion (optional)
- Mosquito repellent (optional)

FOOD

Parents are required to **pack nutritious** snacks e.g. fruits, nuts or sandwiches and healthy drinks such as fruit juice or water every day. **We do not encourage junk food or fizzy drinks.**

HEALTH

- The health of your child is important to us. Therefore, sick children must be seen by your family doctor and **stay home until they are better. No medication will be given at school.**
- Information pertaining your child's health must be provided in the enrolment form.
- If the child is sick or cannot attend his/her session, parents are requested to inform the Head Teacher or any of the teachers for that matter.
- If a child is going on a vacation an application for vacation is necessary.

EXCURSIONS

Excursions are part of children's learning program. It will only be done if there is a need.

OTHER IMPORTANT DEPARTMENT

Other departments like the Health Ministry, Road Safety, Fire, Police and the Army will be requested to pay visits to the Educare throughout the academic year so children are familiar with the roles they play.

ACCIDENTS

Parents will be called when this happens and the staff will look after the child before the parent or guardian arrives. The teacher will fill an incident report whereby parents with the teacher signs the report. If the accident is serious, teachers will provide an emergency evacuation to the hospital.

CHILDREN'S SAFETY

Children will be nurtured, loved, cared for and protected while under the teacher's care.

ARRIVAL AND DEPARTURE

Parents are requested not to leave children alone when no teacher is available at the Centre. You are to be with your child until the teacher arrives.

- Parents are strongly advised to pick up their children on time. Teachers must be informed in advance in case of any delay.
- Parents are advised to inform the teachers if someone else is coming to pick up his/her child.
- Parents are to pick and drop their children within the preschool gate and must sign them in when dropping or out when picking up.
- In case of parent dispute over the child a copy of the court order or relevant document must be presented to the Head Teacher to prevent the non-custodial parent from picking up the child.

PHOTOS

Photo taking: Documentation of activities is part of the USP Educare program. In this way we can document our experiences, building of friendships, and some memorable times. Consent is needed on the enrolment forms.

BELONGINGS

ALL children's belongings (shoes, bags, containers, juice bottles, clothes etc.) must be labeled.

TERM DATES FOR 2023

There are four terms and the term dates are as follows:

Terms	Duration
Term 1	January 30th- April 6th (30/1/2023 – 6/4/2023) (2 weeks break – 10th April – 24th April)
Term 2	April 24th - June 30th (24/4/2023 – 30/6/2023) (2 weeks break – 3rd July – 17th July)
Term 3	July 17th - September 22nd (17/7/2023 – 22/9/2023) (2 weeks break – 25th September – 9th October)
Term 4	October 9th – December 1st (9/10/2023 – 1/12/2023) (8 weeks break – 29th January 2024)

FEES

<u>Fee Type</u>	<u>Age Brackets</u>	<u>Duration</u>	<u>Time</u>	<u>Amount</u>
Enrollment Fee	ALL	Beginning of a school year		\$450.00 per annum
Morning Session (4.5yrs – 5yrs – 6yrs)	1/7/2017 - 31/12/2017 1/1/2018 to 31/12/2018	5 days/ 3 hours	8.30am – 11.30am	\$600.00 per term
Afternoon session (3.5yrs – 4.5yrs)	1/1/2019 to 31/12/2019	5 days/ 3 hours	12pm – 3pm	\$600.00 per term

- The enrollment fee (**\$450.00**) is to be fully paid on the day of registration.
- All term fees are to be **paid in full** before a new term commences.
- All fee payments are to be made at the **USP cashier** (beside the pharmacy) and **official USP receipts** are to be sighted by the Head Teacher at the beginning of every term.
- Please note that **FEES** are **non-refundable**
- **Fees will remain the same if services are disrupted due to natural disasters or any other form of crisis as learning will continue in other modes.**

I have read the USP Educare Information for Parents and Guardians. I do hereby agree and abide by the content herein.

Signature of Parent / Guardian: _____ Date: _____

Signature of Head Teacher: _____ Date: _____

STAMP

