

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.

We have 4 terms with 4 exciting themes.

Term 1- All About Me

Term 2- In the Garden

Term 3- Transportation and Exploration

Term 4- Underwater World.

PTEN is Parents, Teachers Engagement Network. This is done monthly whereby parents, guardians and teachers share and discuss children's learning progress.

PARENTS INVOLVEMENT

- ❖ Parents are welcome to participate wherever possible in the Educare program by means of joining the teachers through storytelling, singing, arts and craft activities, creating projects and special functions etc.
- ❖ Newsletters will be sent twice in a month or monthly for more information on teaching and learning activities, extra-curricular activities and special events to promote learning.

- ❖ Parents are given one week to help settle their children at the child's pace. Transition is a process from home to school, children to their new learning space, children to teachers, hence, a smooth transition develops trust and confidence.
- ❖ Every parent and guardian will be a member of the Educare Viber Group and updated daily of children's activities and other additional information. Teachers will also create viber groups for individual classes hence more collaboration.

ENROLMENT REQUIREMENTS

- ❖ Certified Birth Certificate and Medical card to sight and photocopy
- ❖ 1 Passport size photo

CARE AND SAFETY KIT LIST

- ❖ Hat
- ❖ Apron
- ❖ Spare clothes
- ❖ Sunscreen lotion (optional)
- ❖ Mosquito repellent (optional)
- ❖ Placemat

BOOKLIST

- ❖ Whiteboard with markers and duster
- ❖ 2 pkts crayon (oil pastels)
- ❖ 1x A4 200pages exercise book
- ❖ 1x Drawing/Scrap book
- ❖ 1x F4/FA 80 pages exercise book
- ❖ 1 pair scissors
- ❖ Glue stick

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.

EXCURSIONS

Excursions are part of children's learning program. Consent letters will be given if the need arises

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. This is documented on Accident/Incident Report Form.

CHILDREN'S SAFETY

Children will be nurtured, loved, cared for, and protected while under the teachers 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-custodialparent from picking up the child.

PHOTOS/ VIDEOS

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

BELONGINGS

All children's belongings (shoes, bags, containers, juice bottles, clothes etc.) must be all labelled.

TERM DATES FOR 2026

There are 4 terms, and the term dates are as follows:

<u>Terms</u>	<u>Duration</u>
Term 1	January 26 th - April 3 rd (10weeks) (26/1/2026 – 3/4/2026) (2 weeks break – 6 th April– 17 th April)
Term 2	April 20 th - June 26 th (10weeks) (20/4/2026 –26/6/2026) (2 weeks break – 29 th June – 10 th July)
Term 3	July 13 th - September 18 th (10weeks) (13/7/2026 – 18/9/2026) (2 weeks break – 21 st September – 2 nd October)
Term 4	October 5 th – November 27 th (8weeks) (5/10/2026 – 27/11/2026) (8 weeks break 1 st December 2026 – 25 th January 2027)

<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)	1/7/2020 to 31/12/2020 1/1/2021 to 31/12/2021	5 days/ 3 hours	8.30am – 11.30am	\$600.00 per term
Afternoon session (3yrs – 4yrs)	1/01/2022 to 31/12/2022 1/7/2023 to 31/12/2023	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 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 anyother 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 with the content herein

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Head Teacher: _____ **Date:** _____

STAMP

