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School Orientation Document 2023

Welcome...

from St Luke's Educare & Pre-primary.

We hope your association with our school will be a happy
and fruitful one.

Staff

Class Teachers:

Annabelle Borez

Juliette Raaff

Teaching Assistant:

Janine Hendricks

Aftercare Assistants:

Patricie Karengera

Emily Tirumalay

Management

School Principal

School Governing Body

Background, history and aims

St Luke's Educare was **established** as a morning playgroup in **1981**. We are proud to have been one of the first 'open' pre-schools in the days when education was strictly segregated. This policy led to threats of closure by the authorities until we were finally registered in 1987.

Today we are happy to make our contribution to early childhood education in the new South Africa. **Our aim is to provide a high standard of pre-school education in a Christian environment.** We are multicultural and everyone is welcome at St Luke's.

Our motto: **'St Luke's Educare & Pre-primary, a place for everyone.'**

In order to cater to working parents, we now offer full-day and half-day programmes throughout the year. Staff are qualified and very experienced. **The school is well equipped with educational resources**, and the school readiness programme is thorough and well received by schools in the area and further afield.

As Christians, **our goal is to help each child achieve his or her full potential.** We place great emphasis on the growth and **development of the whole child** – his/her physical, social, intellectual, emotional, spiritual development. This we believe is best achieved with the right balance of organised activity and 'play' in a structured environment.

Finally, we believe that to be **truly effective, education must be seen as a partnership between parents and school** and we therefore, encourage parents to participate actively and take an interest in all aspects of their child's pre-school programme.

Administration

St Luke's Educare is a private centre run under the auspices of St John's Parish Wynberg and St Luke's Church Diep River.

We are a non-profit making body, after payment of staff salaries and other costs, any excess funds are used to upgrade and maintain equipment and facilities at the school. Fees paid by parents cover operating costs and staff salaries.

These are supplemented by annual fundraising events involving the whole school (usually a Big Walk). In addition, termly raffles and cake sales are organised. The school is run by the principal and staff team.

The Governing body is a school management committee that comprises of staff, parents, and St Luke's church members.

Age groups and numbers

St Luke's Educare and Pre-Primary facility can accommodate between 60 and 65 children divided into three groups according to age.

- 2½– 4 years is our playgroup.
- (Pre-Grade R) ages 4 – 5
This group is the commencement of the pre-school programme.
- (Grade R) ages 5 – 6 years
This group of children complete the school readiness programme.

Programme

7:15 – 8 am	Children arrive , breakfast, free play indoors.
08:00 am – 12.30 pm	Morning programme (full details on the website) The morning programme centres around themes to which the children can relate easily e.g. colour, transport, the sea, my body etc. <ul style="list-style-type: none">- Each day there are different creative activities covering; painting, cutting, collage, dough modelling, baking and simple science experiments etc.- There will also be a news ring, language ring, perception skills development, Bible story and a prayer, music and drama, snack time and toilet routines, outdoor playtime, indoor quiet play individually or in small groups using educational equipment and games, story-time and preparation for lunch or home.
12.30pm – 17.30pm	Afternoon programme <ul style="list-style-type: none">- Lunch is eaten between 12.15 and 12.45 pm. After lunch and toilet routine, children sleep or rest from 1 pm until 2.30 pm.- supervised play outdoors, depending on the weather, until 4.30 pm with a tea break at 3.30 pm.- Free play indoors from 4.30 pm onwards – crayons, paper, puzzles and construction toys are available. Storytime or news time and the occasional short video is also included.

Cultural or Theme Days/dress up day – one per term

Holiday programme - Our holiday programme is more relaxed with creative activities each morning.

Progress reports

These are issued in May/June and November/December of each year. Parents are given the opportunity to discuss reports individually with teachers. Parents may approach teachers at any time with concerns and questions.

School readiness

Our school readiness programme covers 2 years, beginning in the Yellow Group.

In the Pre-School class, the Grade R children have been introduced to foundational phonics including Letterland as well as numeracy concepts. Learners' complete worksheets and work in their school readiness workbook in addition to other activities. Children are well prepared and confident to enter Grade 1 by the end of the second year.

Nativity play & Graduation

We end each year with a traditional nativity play in November. All children participate (unless parents request otherwise). The Grade R group 'graduate' - gowns and costumes are provided.

Extra-mural activities

When numbers permit, we offer Karate, Let's Talk, Swimming, Ballet etc... Termly fees are paid directly to the person concerned.

Outings

Termly outings may be organised and charged for individually. An indemnity form **must be signed** for each outing, or the child will have to stay at school.

Parental Involvement

St Luke's Parents are fully involved in all aspects of their child's school life. Your full cooperation, support in the following areas will ensure that we are able to provide the best possible foundation for your child's future school career.

- Please attend all parent-teacher meetings as requested.
- Interact with school communication and surveys. Read newsletters and submit reply to slips by dates requested.
- Offer to serve on the school committee which meets once per term or volunteer to be a class representative.
- Help with transport and supervision on at least one educational outing per year.
- Help with organising and hosting functions and events
- Support all fundraising activities and parties/celebrations enthusiastically.
- Keep in regular contact with your child's teacher via the message book or preferably in person.
- Bring any concerns or problems to the immediate attention of the teacher or principal.
- Take an interest in the theme for the week and cultural days and read to your child daily.
- Offer any of your skills and services to the school that might be useful i.e: Transport of goods when needed, sewing, playing instruments gardening, prayer.

Rules and Regulations

- 1. Children** must be dropped off & collected from the school campus **by an adult** – known by the staff or that has been previously arranged. You are required to notify the school should someone other than a parent be collecting your child. An ID book/card may be asked - to verify the person collecting your child.
- 2. Our school is open** throughout the year, except on Public Holidays and for the break over Christmas/New Year. Although the school is closed over the Christmas period **full fees must be paid** in December & January.
- 3. School working hours** 7.15am – 5.30pm. School class times 8am – 12.30 pm.
- 4. Breakfast:** Please note breakfast is only served to children **who arrive before 8 am**.
- 5. Illness - If your child is ill, please keep him/her at home.**
Children with a contagious illness, cough or heavy cold, or temperature should be kept at home. Please inform us of any infectious diseases.
- 6. Personal hygiene and hair care**
Nails should be kept short. Hair should be washed regularly and checked for head lice and nits. Contrary to popular belief, head lice are attracted to clean hair and are not eradicated by normal shampoos. In the case of infestation, a suitable shampoo may be obtained from your pharmacy. Follow the instructions carefully. Bedding and clothing should be washed and ironed with a hot iron.
 - Please **Inform** the school so that a general hair check can be carried out.
- 7. Medication**
We do not dispense medication for illness.
Should your child require Chronic medication during school hours please speak to the office. It is then the parents' responsibility to collect it at the end of the day.

If your child is on Medication for a temporary cold/flu or an antibiotic for any reason, please keep your child home till the course is complete as we will not be administering this medication. The health of all pupils is of paramount importance.

8. Clothing - Please **name each article clearly**.

- An **art apron** is required every day for creative activities. This should bear the child's name and be of a design the child can put on without help.
- As accidents do occur, please arrange for a spare **change of clothing** to be kept in your child's bag.
- Please send leggings if your daughter is in a dress as movement is limited in dance and music classes.
- A **fabric sunhat and sunblock** are required for summer terms.
- A warm jacket and rainboots as well as indoor boots for winter terms.

9. Shoes - For safety please do not send your child in backless shoes (**No slip-on shoes, especially "flip flops"**).

Ensure the shoes cover toes for running and playing on the tar.

In rainy weather please send shoes or slippers to wear indoors in place of rain boots that are used outside.

10. Toiletries: A small face cloth clearly marked and with a loop attached.

At the beginning of each school term, you will be asked to supply some of the following: Sanitizer, toilet rolls, paper towel, tissues, soap, toothbrush.

Full Day essentials also include: A change of clothing, toothbrush & hairbrush for children with long hair. (* - Hairbrush to be kept in a school bag.)

11. Mattress cover (full day)

Each child is given his/her own mattress & cover (both numbered). An annual charge of R150.00 is made for this. Mattress covers and blankets are sent home when necessary for washing and folding. Please return to school the following Monday. In the case of "accidents" during sleep time, covers are sent home immediately and should be returned to school as soon as possible. If covers are not returned parents will be liable for the cost of replacement.

10. Juice and sandwiches - ***Healthy snacks only please - no luxuries!**

Each child must bring his/her own lunch. Bottles to hold liquid to be a screw-top for snack time. Box juice often is messy, so rather decant it into a bottle.

Clearly marked lunch bottles and dishes, please!

Children in full day-care should pack in extra fruit or snacks for the afternoon.

12. Avoid sending Toys, sweets, chips, teddies and other luxuries

– these must not be brought to school, please!

13. Discipline

When discipline is necessary our policy is to use positive affirmation and to first speak to children. If the behaviour persists, children are isolated from the group in a timeout space for a short period. In the case of persistent anti-social or aggressive behaviour, parents will be called in to discuss the problem.

14. Correspondence, please supply an **A5 hard covered book** for messages. The book must be kept in your child's bag and given to the teacher every morning.

Check the book or WhatsApp messages daily for any communication.

15. Market Day/BAKER DAY (when possible)

We hold a Market Day weekly. Parents are asked to provide cupcakes, muffins, oat crunchies or other shop-bought treats on request. All children then pay R5 to buy an item.

16. Parent/Teacher meetings. We organise these during the year and **parents are expected to attend. A parent class representative will be chosen to assist in class communication.**

17. School Committee /Fund Raising Committee

Each year we invite nominations for the above committee. We depend on the support of parents to run the school effectively and ask you to consider serving on the committee.

SCHOOL FEES


Instructions for payment of fees:

Registration Booking fee:

- A registration booking fee of R400.00 is charged for applications. The money is not refundable and goes towards administrative costs, this registration fee also covers the first year (R100) Scholars Accident Insurance cover.

Monthly School fee:

- Initial school fees and once off fees are to be paid before starting the first day at the school. Thereafter fees are always paid in advance no later than the first Monday of each month.
- Children on the morning class option (excluding holiday care) who start school during the year are only exempt from paying fees in December.

	Morning classes (excludes holiday care)	Morning classes (includes holiday care)	Morning classes and Aftercare option 1	Morning classes and Aftercare option 2	Casual Care
Rate	R 2100 x 10 months	R 2100 x 12 months	R 2750 x 12 months	R 3150 x 12 months	R 120/R 170 per day
School Hours	7.15am - 1pm	7.15am – 1pm	7.15am - 3pm	7.15am - 5.30pm	7.15am - 1pm or 5.30pm
Non-Refundable Registration fee	R 400	R 400	R 400	R 400	N/A
Annual Stationery	R 330	R 330	R 330	R 330	N/A
Mattress levy	N/A	N/A	R 150	R 150	N/A

Additional Annual Costs: The account for January is paid in advance (no later than December the previous year) When starting later in the year, school fees are to be paid before the child's starting month. The first payment will include an annual once off fee which includes the following:

- R 330 Annual Stationery Levy
- R 150 Mattress Levy for those who attend aftercare
- R 170 School T-shirt (optional)

Stationery and Scholars Accident Insurance cover are annual fees and will be payable each year.

Proof of payment and REFERENCING:

YOUR CHILD'S NAME AND SURNAME

are required for all transactions.

Method of payment: EFT is preferred for Fees.

- You may also set-up a stop order with your bank.
- Cash is not encouraged but should you need to pay by cash please place in a sealed envelope and pay directly to the school office.
- ATM DEPOSIT: Should you do a cash deposit at the ATM **you will need to include an additional R40 for bank charges.**

Fee arrears: Please contact the school office immediately if you have any problems with the payment of fees. **Fees arrears are dealt with promptly and you will be required to keep your child at home until payment is made.**

Fee increases: Fees are adjusted annually,
(fee increases come into effect each January)

Notice Period: You are required to give a **minimum of 1 month written notice** if you intend to remove your child from the school before the end of the Grade R year. If we do not receive this notification, you will be liable for an additional 1 month's fees.

Switching from aftercare to morning classes is permitted provided 1 month's written notice is given or you will be liable for Full-day fees for another month. **The written notice must be given by the first Monday of the month.**

Fines: R50 is charged for every 30 minutes a learner is collected late past their actual collection time. This is payable in cash to the aftercare staff.

Waste Materials/Donations

for St Luke's Educare and Pre-Primary

Parents, please collect the following items which we will use for our creative projects. Send to school with your child on Monday mornings.

please note: **No plastic or glass bottles please.**

- Cardboard boxes flattened of all shapes and sizes e.g. cereal boxes, egg boxes
- **PAPER!!** Computer paper, coloured paper, thin and thick cardboard.
 - Paper with writing on one side is perfectly acceptable.
- Used Christmas cards, calendars, old magazines – no “You’s’ please, preferably ‘Your Family’, ‘Fair Lady’, ‘Huisgenoot’, Car.
- Sucker sticks, corks, thumbtacks,
- **Books and games** gently used
- Wood off cuts, suitable for glueing or banging nails into for workbench.
- **Sticky labels**, especially round ones.
- Polystyrene trays, margarine, yoghurt and cream cheese containers.
- Orange, onion, squash and garlic bags.
- Buttons and trimmings, florist ribbon.
- Sawdust and wood shavings.
- **Elastic, material off cuts**
- **Paint, varnish** or tint samples unused

... Anything else you think we may be able to use!

If you are in the printing business and have access to paper and cardboard, envelopes etc, the school would be very grateful for any donations