



Abra-Kedabra Crèche

Waar drome en verbeelding begin

PARENT MANUAL 2024

Tel: 0219196516

Cell: 0764939001

[hoof@abrakedabra.co.za/](mailto:hoof@abrakedabra.co.za)

info@abrakedabra.co.za

**School re-opens Wednesday
3rd of January 2024
at 07:00**

Dear Parent / Guardian

Welcome to Abra-Kedabra Crèche. Within our environment, our profession is education and the children our passion. In December 2022 we became part of *Die MOS Inisiatief*. This organisation focuses on Education in the Mother Tongue. We are very excited to be the first crèche in Cape Town to be a part of *Die MOS Inisiatief*.

Their core values are: Ubuntu, embracing the future and lifelong learning.

At Abra-Kedabra, we know that parenting and raising your child can be challenging. Parents want the best for their children in all areas, therefore we create a space where this need is satisfied.

We acknowledge the importance of the right foundation for your child, and we understand that this decision has a massive impact on you and your child's life. Our motto is: "Where dreams and imagination begin". Every child has the right to dream, play and learn.

We offer:

- Qualified Educators and support staff who love children.
- A safe and stimulating space where your child will develop intellectually, socially and emotionally.
- A registered Grade R class that is fully integrated with the Department of Basic Education.



GENERAL INFORMATION AND RULES

1. Hours: 7h00 – 17h45. Parents must accompany their children to class – the relationship between parent and educator benefits by doing so. Breakfast is at 8h00. After 8h15 special arrangements with the office are necessary. No breakfast after 8h30.
2. All fees are payable before or on the third working day of each month for 12 months of the year (personal holidays included). Fees in arrears can result in the ending of services rendered and possible legal action.
3. One month's written notice must be given if you no longer need the service of our facility.
4. Please inform the school of your child's absence – regardless of the reason.
5. SICK CHILDREN: No child with a contagious disease may attend. If a contagious disease is suspected, a medical certificate is compulsory.
6. All medicine, dosages and instructions must be written daily in the medicine book in the foyer. No medicine will be dispensed without written instruction. Please leave all medicine in the medicine trolley.
7. **NO ANTIBIOTICS** will be administered at school. If your child is on antibiotics, please allow them to rest at home until the course is finished.
8. Please report any change in personal information.
9. PARENTS MUST PLEASE CLOSE THE SECURITY GATE AT ALL TIMES.
10. The theme of our educational program changes weekly. Once a week you will receive information about the next week's theme via Whatsapp.
11. Our webpage address is www.abrakedabra.co.za. We also have a facebook page: <https://www.facebook.com/abrakedabracreche>
12. No personal toys are allowed.
13. Always see to it that there is a clean set of clothes in your child's bag - irrespective the age of your child. For smaller children more than one set is advisable.

14. If someone else should fetch your child, you must please let us know in advance.
15. There is no care for children at the crèche after 17h45. There will be a charge for fetching your child late.
16. NO CHILD IS ALLOWED TO BRING SWEETS TO SCHOOL. This is an issue well debated and one of the few not open for further discussion.
17. Birthday parties in the classes are welcome. All the children in the class must be included, thus no invitations needed. Please discuss in advance with the class educator. Important: NO LOLLIPOPS!!
18. Please MARK all your child's items clearly.

Your peace of mind and your child's happiness has always been our aim. Nothing should ever keep us from performing this task. Clear and open communication between parents, staff and management help us to accomplish that.

OPERATIONAL HOURS:

MONDAY - FRIDAY

07:00 - 17:45

Please fetch your child on time. Our staff make use of public transport and this can result in them coming home very late.

Please PHONE if you are going to be late.

LATE FEE:

Parents will pay R5.00 per minute between 17:45 and 18:00. Thereafter it is R10.00 per minute. This must be paid immediately to the staff member on duty when the child is fetched.

SCHOOL FEES 2024

School fees will increase in July 2024.

Please make use of your **AK reference** number when paying your school fees.

| AGE | FEE |
|---|--------------|
| Babies | R3650 |
| Toddler 1 & 2 | R3200 |
| Kindergarten (Blue, Red, Green and Yellow classes) | R3150 |
| Once off Registration fee | R550 |

ADDITIONAL COSTS:

(These costs cannot be paid with the monthly school fees)

Payable with CARD at the office / cash

Gr R package: R400

- Each child will receive their own stationary pack.

Kindergarten: Make and bake - R120 per year or R10 per month

(Blue, Red, Green and Yellow classes)

- Make and bake will be once a month on the last day of the month.

GRADE R:

- This year your child starts off in Gr R. A few new educational responsibilities will be added to your child's curriculum.
- Their routine starts at 08:00 and we kindly request parents to respect this.
- It is of utmost importance that your child attends school regularly during school terms.
- We prefer girls with long hair to be neatly tied.
- Please send an old t-shirt for art activities (old one from parents).

You are invited to discuss any problems or questions with me or the office. You are most welcome to send me an email at bianca.pretorius@abradedabra.co.za

REPORTS:

1. Grade R en Pre-Grade R learners will receive a report every term.
2. The rest of the school will receive a report in June and December.
3. The Educator, in conjunction with the office, will make contact with the parent to discuss the child's progress.

OUTINGS:

1. Outings will be organised during the course of the year for the different age groups. Parents will be informed well in advance.
2. The cost of the outing will be communicated.

REQUIREMENTS TO SEND TO SCHOOL:

BABY ROOM: PLEASE MARK EVERYTHING CLEARLY

- Small bag to fit into pigeon hole
- 2 face cloths
- 2 wet wipes per month
- 3-5 bibs
- Blanket according to the season
- Standard pillow
- 2 sets of clean clothing
- 2 bottles clearly marked
- 1 big Milton - every 6 months
- 1 dummy if needed
- Bum cream
- Plastic shopping bags for wet / dirty clothing
- Milk formula
- 5 disposables nappies per day - **no pull-ups**

TODDLER 1: PLEASE MARK EVERYTHING CLEARLY

- Small bag to fit into pigeon hole
- 2 wet wipes per month
- 3 bibs
- Blanket according to the season
- 2 sets of clean clothing
- 1 bottle clearly marked
- 1 feeding cup
- 1 big Milton - every 6 months
- 1 dummy if needed
- Bum cream
- Plastic shopping bags for wet / dirty clothing
- Milk formula - if needed
- 5 disposables nappies per day - no pull-ups
- 1 Picnic snack pack for the afternoon - no sweets

TODDLER 2: PLEASE MARK EVERYTHING CLEARLY

- 4 disposable nappies - **no pull-ups**
- 3 underpants / panties
- 3 sets of clean clothing
- Blanket according to the season
- 1 pack of wet wipes per month
- 1 Picnic snack pack for the afternoon - no sweets

KINDERGARTEN (3-6 Year) PLEASE MARK EVERYTHING CLEARLY

- 1 Picnic snack box for the afternoon - no sweets
- 1 blanket as per season
- 1 set of clean clothing
- Small plastic bags for wet / dirty clothes
- 1 pack of wet wipes PER TERM
- 1 bottle filled with water

We need to teach our children from a young age to take responsibility for their belongings. Please let them help you pack their bags.

CONCERT AND GRADUATION:

**Our annual concert and Grade R Graduation will
take place on
21 November 2024**

Venue: Will be confirmed closer to the time



| PUBLIC HOLIDAYS 2024 | |
|-----------------------------------|--------------------------------------|
| 21 March: Human Rights Day | 16/17 Jun: Youth Day |
| 29 March: Good Friday | 9 Aug: Women's Day |
| 1 April: Family Day | 24 Sept: Heritage Day |
| 27 April: Freedom Day | 16 Dec: Day of Reconciliation |
| 1 May: Workers' Day | 20 Dec: Abra-Kedabra Close |

EXTRA MURAL ACTIVITIES:

Extra mural activities will only take place if there is enough interest.

- Cool 2 feel (3 - 6 years) **Tuesdays/Fridays**
- Karate (3 - 6 years) **Wednesdays**
- Ballet (3 - 6 years) **Thursdays**
- Gym-fants (3 - 6 years) **Mondays**
- Click-a-mouse (3 - 6 years) **Wednesdays**
- Shift Netball (3 - 6 years) **Fridays**
- Rugga Roots (3 - 6 years) **Tuesdays**
- Kinderkinetics (babies - 6 years) **Wednesday afternoon 15:00 - 16:00**
- Robotics (Only Pre-Gr R and Gr R) **Tuesday afternoon 15:00 - 16:00**

DEMONSTRATION lessons will take place from 22 January at school. More info will be shared via whatsapp.

KINDERGARTEN PARENT EVENING:

**Educators: Rahzeema West, Mariska Wiese,
Karen Barnard, Bianca Pretorius**

**Tuesday 31st January 2024
18:30**

We wish you a Merry Christmas and a happy New Year!

