



# KAY-DEE EDUCARE CENTRE CC

(Registration No: 1996/008545/23)  
Registered Address: 1 Richmond Road, Mowbray 7700  
Business Address: Hillpark Lane, Mowbray 7700  
Telephone: (021) 689 9615  
Direct Fax: 086 561 9556 / Cell No: 082 890 0555  
Email: kaydee@kaydee.co.za  
Website: www.kaydee.co.za



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## PROSPECTUS

### **BRIEF HISTORY**

Kay-Dee Educare Centre was initially founded in 1960. Odette Leach took over the ownership of Kay-Dee Educare in December 1989 as the owner/principal. Odette Leach has always strived to do her best and runs Kay-Dee Educare on a level that ensures that our children will always learn and grow to their fullest potential before starting formal schooling.

Fundraising events are held during the course of the year to help cover the high costs of upgrading indoor and outdoor equipment, maintenance of equipment and basic classroom and Educare Centre requirements.

All our staff undergo assessments prior to employment, to ascertain whether they will be capable of doing their job well, to assess their knowledge, and to ensure that they can work together with others or parents as a team.

Included in our fee structure, Odette Leach has combined a few extra mural activities which will benefit the children in their gross and fine motor skills.

We do merit rating whereby our parents must complete certain forms to assist us with their feedback on how they view our school and staff in general.

Our teachers and assistants go on seminars, attend lectures and certain courses during the year to broaden their knowledge and to keep up to date with all the new trends of teaching.

All our teachers are qualified/experienced and do a First Aid (CPR) training course every two (2) years.

We hold in-house training courses for our teaching staff to further their knowledge with each group from Babies to Grade R/0, Specials Needs, Afterschool care.

We cater for "Special Needs" and Afterschool care "Special Needs" children.

Our future goals are to include in our curriculum Grades 1, 2 & 3.

### **OUR VISION**

To become the first choice for Educare in the community during the next five years by achieving and promoting professional and ethical Early Childhood Development teaching methodology.

### **OUR MISSION**

- 🐞 To provide affordable access to quality Educare
- 🐞 To provide an environment of activity-based learning tailored for children in the Early Childhood Development
- 🐞 To respond to the needs of its parents and students with excellent care giving and instruction, flexible programs, local community involvement and business partnerships
- 🐞 To have a strong commitment to accessibility and diversity by having an open door policy that embraces all who desire to provide a better quality of care, preparedness and education for their children
- 🐞 To commit to taking a leadership role in child care services and promoting cultural diversity and direct its activities towards children's success



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## **OUR GOALS**

- To enhance the appearance of the facilities
- To retain and attract good quality staff
- To incorporate extra mural activities into the learning experience

## **WELCOME TO KAY-DEE EDUCARE CENTRE**

We accept children from three (3) months to six (6) years and afterschool care children up until twelve (12) years of age.

We offer a safe environment with caring staff members and quality education throughout the day from Monday to Friday.

Your child receives relevant and advanced education from our qualified teachers.

We are open all year round and only close for three (3) to four (4) weeks over mid-December / early January periods and on Public Holidays.

## **REGISTRATION / CONTRACT FORMS**

Registration forms are available for full-day, half-day, casual, part-time and afterschool care children. These can be downloaded from our website.

Once the Registration form (obtainable from our office and/or website) is completed, all required documentation and information requested are to accompany this form, together with our Contract form (obtainable from our office only) and Medical form (obtainable from our office and/or website).

## **AFTERSCHOOL CARE FACILITIES**

We offer a holiday program during school holidays and private school transport whereby we pick up from schools in the surrounding areas, including Vista Nova, and drop off at Kay-Dee Educare.

## **CCTV CAMERAS**

There are CCTV cameras positioned in all the classrooms and/or on our outside playgrounds, etc. to monitor everything that transpires.

All activities are accessible daily.

## **ABOUT US**

Our first priority is to ensure that your child feels safe, happy and secure.

Not only do we introduce your child to all our diverse and educational activities, but apart from our daily programs and activities based on theme work and the CAPS curriculum, we also offer a wide range of extramural activities.

Kay-Dee Educare not only stimulates your child's mind, but also nurtures them socially and emotionally.





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Our teachers are compassionate, responsible individuals with integrity, who love children and have natural instincts when it comes to the needs of your young ones.

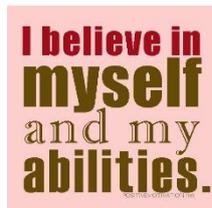
We aim to provide our children with opportunities to develop life skills such as:

- A positive self-image
- Communication skills
- Creative skills
- Emotional skills
- Gross and fine motor skills
- Perceptual skills
- Problem-solving skills
- Social skills
- Thinking skills



We aim to encourage the development of important attitudes and values such as:

- Gratitude
- Helpfulness
- Honesty
- Independence
- Love
- Loyalty
- Respect
- Responsibility
- Tolerance
- Trust
- Adaptability
- Appreciation
- Sharing



## WE AIM TO HELP WORKING PARENTS / GUARDIANS

All children conceive should be well loved and cared for.

Many parents/guardians feel guilty when they pursue a career but there is no evidence that a working parent/guardian does an injustice to their child by working, as long as the child has quality and loving care in a secure and safe environment.

It is far better to place your child in an Educare environment whereby he/she can learn and grow together with other children, instead of in the home environment.

In this way, children learn structure, communication skills, potty training (which is easier to teach as they watch their peers), sharing, rules and regulations, etc.

Children are introduced to a wide range of learning materials, outings, themes, extra mural activities, and a curriculum that will help your child to learn and grow to his/her full potential.





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It also enables him/her to be school ready and more independent.

## **CHILD SAFETY**

How safe is your child at home with a carer / domestic worker, when your child is not yet able to communicate with parents about how their day has been and what all transpired?

Are you aware of what takes place with your child during the day when you are at work?

Is your child well-nourished and receiving wholesome cooked meals?

Is your child being stimulated in the correct manner to enable the brain to fully develop intellectually and all their milestones be achieved?

Is your carer / domestic worker punctual or often absent thereby requiring you to take time off work to look for alternative arrangements?

Is your nanny cleaning your house whilst your child is alone and left unattended?

Is your baby being carried on your nanny's back all day while she does the housework?

Babies also need a lot of stimulation via activities involving their five (5) senses.

The above is just a few of the areas that you need to take into consideration.

A child's brain development in the first (1<sup>st</sup>) six (6) years of life is vitally important and it is the parent's responsibility to ensure that this development is encouraged correctly as there are many do's and don'ts regarding parenting.

## **SCHOOL HOURS: ARRIVAL AND DEPARTURES**

Our doors are open from 07h00 until 18h00 from Monday to Friday.

Our "Early Bird" hours are from 06h30 until 07h00 at an extra charge.

## **BIRTHDAYS**

Children's birthdays are important milestones that receive special attention from teachers and staff.

Children may bring cakes, sweets and refreshments or party packs to school for a party with their classmates, provided that prior parent/guardian & teacher arrangements have been made.

We are available to organise party packs for your child's special day at a fee of R50.00 per pack which consist of a cup cake, a packet of chips, juice, sweets and a set of party invitations to make their day special.

Kay-Dee Educare hires out their premises for parties over weekends.

We also hire out our jumping castle.

For enquiries and bookings contact the principal, Odette Leach.

## **REPORTS**

The teachers continuously assess the children and reports is given termly to parents/guardian.



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## **ENROLMENT (NON-REFUNDABLE)**

This is payable on the day of Registration / Enrolment to enable you to complete your admission Contract.

## **FEES**

Fees are payable in advance ("upfront") prior to your child's first (1<sup>st</sup>) day of attendance and thereafter no later than the first (1<sup>st</sup>) day of each month following.

Please feel free to enquire at the office if you require any further assistance.

Yours in Education

**ODETTE LEACH**  
**PRINCIPAL / OWNER**  
**KAY-DEE EDUCARE CENTRE CC**