



# LORETO CONVENT SCHOOL

135 Nana Sita Street Pretoria Central

P O Box 11381 Church Square 0001

Tel: 012 326 6342

www.loreto.co.za

EMIS 700231043

*Learning and Leading in Love and Justice*

## Daycare / Study Information 2023

January 2023

Dear Daycare Parents / Guardians,

A new year is upon us and we would like to stress the importance of the continuation of the Daycare Centre running smoothly, well organised and productive.

In order to fulfil our aims, it is imperative that teachers and parents complement each other in all respects, for the benefit of our children. Education of children is a responsibility to be shared equally between parents and teachers.

**“We are all like angels with just one wing ~ and we can fly only by embracing each other”**

With this thought in mind, I would like to bring the following points to your attention regarding Daycare for the year 2023.

### 1. DAYCARE FEES

The fees for Grade 1 to 12 for Daycare is R380 per month for February to November per learner.

Please note that Grade RRR, RR and R Daycare fees are included in their school fees, therefore we only need the completed form to confirm who will be staying for Daycare in the afternoons.

Additionally, there is a charge of R40 per day for non-Daycare children.

Daycare children will not be provided with a meal after school so please ensure that you pack extra lunch for children who will be picked up late, or you can place orders at the tuckshop for lunch.

Fees are to be paid monthly in advance into the normal school bank account. Your Daycare account will have the same reference number as your school account but use the letter D in front of the reference number eg, D0000.

Learners whose Daycare fees are in arrears will not be permitted to attend Daycare until the outstanding fees are paid. He/she will have to go home immediately when school ends.

## 2. DAYCARE TIMES

Daycare starts from after school until 17:30.

The penalty fee for late collection of a child from Daycare is R80.00 for the first half an hour, thereafter an additional R160.00 per hour. Your school account will be billed with the amount.

## 3. REPLY SLIPS

Learners will only be accepted into Daycare after the children return this signed form which they can hand in directly to their Daycare caregivers or school teachers. This rule applies to ALL Daycare children as parent's details may have changed.

If you decide to take your child out of Daycare, ONE MONTH'S WRITTEN notice must be given to the caregivers or school teachers. Until such notification is received, your child will continue to be charged as attending Daycare.

## 4. DAYCARE PERMISSION

If your child has to use alternative transport (bus/taxi), a letter of permission MUST be sent.

If someone else fetches your child, he/she must present a letter from you with your ID number to the Daycare caregiver. Only after your ID number has been verified will your child be allowed to go home with somebody other than yourself. This rule has been established for the safety of your child.

Please notify us if a child will not be attending Daycare that particular day.

Parents can write a short letter in the child's diary or send an email directly to Daycare at [daycare@loreto.co.za](mailto:daycare@loreto.co.za) or [admin@loreto.co.za](mailto:admin@loreto.co.za).

## 5. TUCKSHOP

The children won't be allowed to buy anything from the Tuckshop from Monday to Thursday in the afternoons unless they are accompanied by their parent/guardian.

## 6. SUPERVISED STUDY

Please note that your child is responsible for completing his/her homework during the study session. The teacher is there to assist and guide your child, however, this cannot be achieved without his/her co-operation.

If learners have no homework, they MUST bring a library book to read during study. Please make sure that your child is equipped with his/her OWN pen, crayons, pencils, eraser, ruler and required books, because 'borrowing' from a friend causes disruption and will not be tolerated. All children need to take responsibility for their own belongings.

JUNIOR SUPERVISED STUDY TIMES

Grade 1 to Grade 3: Monday to Thursday: 14h00 to 16h30

SENIOR AND HIGH SCHOOL STUDY TIMES

Grade 4 to 12: Monday to Thursday - 14h30 to 16h30

7. DISCIPLINE

We are certain that all our parents will agree that schooling cannot be successful or meaningful without discipline. It has been decided that learners who are guilty of inappropriate behaviour will be given a demerit. Five demerits will lead to a full detention on Fridays from 14:00 to 15:30.

If the child's behaviour does not improve the parents will be called in and the child will be suspended from Daycare for ONE WEEK. Further misconduct will result in immediate expulsion from Daycare for the rest of the year. *Please explain this procedure to your children.*

If you have any queries, feel free to contact [daycare@loreto.co.za](mailto:daycare@loreto.co.za) or [sherilynh@loreto.co.za](mailto:sherilynh@loreto.co.za)  
You may also contact us on 064 624 6047 or 067 884 5136

WE WOULD ALSO LIKE TO ASK YOU TO ENSURE THAT YOUR CELLPHONES ARE ON EACH ATERNOON, SO THAT IF WE NEED TO CONTACT YOU WE CAN DO SO EASILY.

Thank you for your involvement and interest in your child and our school.



Mrs S Haupt  
Administrative Manager



Mrs S Truter  
Executive Principal

## DAYCARE INFORMATION SHEET AND REPLY SLIP - 2023

Learner Name & Surname: \_\_\_\_\_

School Account Number: \_\_\_\_\_ Grade during **2023**: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### REPLY SLIP

1. I hereby acknowledge and clearly understand all the Daycare procedures explained, and undertake to support the Daycare Team.
2. Name of person/s, and relationship, to fetch my child each day.

Name	Relationship

3. My ID-number: \_\_\_\_\_ to be checked when I send a letter with someone who does not usually fetch my child.

4. Contact Details:

	Email	Tel Work	Tel Home	Cell
Mother				
Father				
Guardian				

5. Allergies:

\_\_\_\_\_

6. Please indicate what time your child will be fetched in the afternoons to assist with the dividing the into two study groups:

Between 2pm and 3pm

Between 3pm and 4pm

After 4

Signed: \_\_\_\_\_ (Parent / Guardian) Date: 20 \_\_\_\_ / \_\_\_\_ / \_\_\_\_