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**Re: Project Scope**

**Date: Tuesday, 02 September 2025**

### About Kiddies Town

*We are an English Medium learning center based in Polokwane CBD near Savanna Mall. Established at a core of loving children and education, our main focus at Kiddies Town ECD and Academy is to care, educate and develop children in a warm and friendly environment giving exposure to all our children in all fields including education, social interaction and extra mural activities.*

*We believe each child is unique; our children are still babies and need not only an education but a stable emotional foundation. We have an exclusive environment for our children and parents, and want our families to feel that their school is safe and a home away from home.*

*Our main focus is to care, educate and develop children.*

**The app is to be used by:**

1. School administrator
2. School teachers
3. Principal
4. Parents



## PART I: School Daily Operations

### 1. MAIN APP FUNCTIONALITY SHOULD BE BASED ON THE FOLLOWING SERVICES:



#### Enrolment

- Register kids at any time of the year (enrolment info to be provided)
- Categories include Roses, Giraffes, Tigers classes per age group

#### Educate

- Weekly assessments and quarterly progress reports.

#### App Chat communication (Instant chat)

- Communication book (now via Whatsapp), teachers to parents communication on a daily/ weekly basis
- Parent communication: liaise with parents on education and emotional aspects termly or earlier if required

#### Collaboration with other schools

- School readiness: 5 years olds children graduate every year and go to private or public schools.

#### Weekly Themes Update on the App

- Weekly Theme: Parent should have the opportunity to communicate with teachers and further assist the kid at home with the lessons covered at school

#### Events notifications (Year Planner)

#### The admin must be able to load and update the school events on the calendar

- Variety of extra mural activities offered at school, Coaches and professionals visit the school on request and parents should enrol their kids for extra mural activities
- Extra Mural Activities: Soccer, Computer lessons, Music, Golf and other Sports on Fridays.
- School concerts, movie days, graduation
- Easter, Heritage and Spring day celebrations.

## 2. REPORTING



### Kids profiling

App should generate reports on kids enrolment per month, kids should also be profiled per geographical area, this helps arrange transportation where necessary.

### Attendance

App should generate weekly attendance registers that can be distributed to teachers beginning of every week (printed) and data can later be captured per class and indicate kids who have been at school or absent

### Progress reports

Teachers should be able to capture data on the progress of each kid and generate monthly or quarterly report

### Events

Pics and videos should be uploaded on the app or portal linked to app for parents viewing

## 3. TECHNOLOGY AND PLATFORM



- The team may decide on the technologies to employ for development but normal android users should be able to access the app and use on a daily basis
- The system can be deployed as a web or mobile app (or both) and should be made available for downloads by parents and other users

**PART II:** School Fees Management System

**PART III:** HR and PAYROLL System