



2025

HANDBOOK





# VISION | MISSION | VALUES | OBJECTIVES

## OUR VISION

To become one of the best institutions of foundational education in the Kingdom of Lesotho.

## OUR MISSION

To offer a holistic education that acknowledges the uniqueness of each learner, capitalising on their strengths to assist them overcome their weaknesses so as to render them relevant and functional for now and the future.

## VALUES

The core values shared by Kiddie Care Academy include:

- Honesty
- Quality
- Efficiency
- Transparency
- Christian discipline
- Teamwork

## OBJECTIVES

- Offering a climate of self-acceptance as one created in the image of God; understanding clearly the fall of man through sin, the will of God and the plan He has for redeeming all.
- Offering a programme that facilitates a child's physical, cognitive, emotional, social and spiritual development.
- Availing basic or core skills and knowledge for everyday living appropriate to their age.
- Inculcating in them a wholesome appreciation and respect for home, the school and the community at large.
- Building learner's competence in thinking, communication, problem solving and quantitative skills together with other relevant academic areas basic to schooling at the primary level.
- Working with parents to unleash the potential of their children in order to bring joy to the children, their families, the school, their communities and God.



# ADMISSION | SCHOOL HOURS

## ADMISSION

Admission to Kiddie Care Academy – pre-school and primary - is open to all children from 3 years without any discrimination by way of colour, race, gender or religion.

### Important stipulations:

- Admission is open to children with physical and intellectual disability only if the level or extent of the disability does not require special or extraordinary facilities.
- The acceptance of a child's enrolment is an implied acceptance by the parent/guardian of the school's organisation, rules and decisions as superintended over and delivered by the Principal.
- The school reserves the right to terminate the enrolment of a learner immediately, by giving a quarter's notice or at the end of the academic year. Among other reasons, a learner shall lose their place or enrolment for (a) ill-discipline (b) non-payment of or persistent delay in payment of fees (c) bullying (d) failing one grade twice.

A child is considered admitted only after the necessary payments are made and the requisite forms filled.

## SCHOOL HOURS

The school gate opens at 7:00am (Monday to Friday). Pick-up time is from 1.00pm to 3.00pm.

Parents who require *after-care* services are to arrange and pay for such in advance.

If a parent has not paid for *after-care* and does not pick the child up by 3.00pm, the next two hours (up to 5.00pm) will attract M50 per hour to be paid on the spot. Beyond 5.00pm, a parent will have to pay M50 for every 15 minutes.

The primary school learners are to be on campus not later than 7.00am. All learner are required to be present at assembly, which is held before classes start, each day.





# LEARNING AREAS

Kiddie Care Academy is aware of the developmental stages of children and the uniqueness of each of them. The school uses self – discovery with marginal facilitation and in the main uses the integration approach to deliver lessons in areas such as:

## PRE-SCHOOL

- Literacy in English Language
- Numeracy
- Kiddienastix
- Kiddie Manners (Life Skills)
- Science and Technology
- Art
- Sign language
- French
- Music

## PRIMARY SCHOOL

Kiddie Care Academy Primary School offers the Cambridge International curriculum with emphasis on English Language, Mathematics and Science as well as Global Perspectives. Other areas of coverage in enhancing their knowledge, skills, versatility and readiness for secondary learning and brighter future, at the primary level, include:

- Sesotho
- Art
- Music
- Sign language
- Life Skills
- Sports
- Religious Education



# UNIFORM

## UNIFORM – BOYS & GIRLS

- White shirt
- Red shorts (**boys**)
- White socks
- Red dangri dress with white strips (**girls**)
- Track suit
- White shorts
- White round neck jersey
- Royal blue tie
- Royal blue jersey
- Black shoes
- School sporty
- Red/ royal blue collar shirts
- T-shirts (various colours)
- Royal blue sleeveless jersey

**Monday, Tuesday, Thursday** – Dangri dress (Girls) /Red shorts (Boys), white shirt with tie

**Wednesday** - White shorts, red/royal blue collar shirt, white socks and white training shoes

**Friday** – Blue jean (denim) with school's T-shirt and sneakers of any colour

### NOTE:

1. With the exception of white shorts, white socks and shoes all other items relating to uniform are to be bought at school
2. Uniform must be strictly kept always.
3. **IT IS THE RESPONSIBILITY OF PARENTS AND GARDIANS TO MARK ALL ITEMS, FROM UNIFORM TO SCHOOL BAG.** (Write your child's name and surname)
4. The school is NOT responsible for any misplaced or lost item of uniform by a learner. Any attempt to assist in locating such items should not be misconstrued as our responsibility. **THE HELP THE SCHOOL IS ABLE TO OFFER IN SITUATIONS OF LOST, EXCHANGED OR LEFT ITEMS IS WHOLLY DEPENDENT ON PARENTS DISTINCTLY MARKING ITEMS AND THEIR FAITHFULNESS IN RETURNING WHAT DOES NOT BELONG TO THEIR CHILDREN.**
5. It is the sole responsibility of parents or guardians to fit their children with the appropriate size of uniform. This is not, in anyway, the responsibility of the staff of the school
6. Uniform should not be paid for in advance. Ensure the item(s) of uniform needed is available before payment is made.
7. Boys are expected to come to school in a decent hair cut (short hair – no dreadlock styles). Girls are allowed to come to school in a braided hair but only in colour black.



## FEEDING

The school does not provide meals for learners. This means each child must come with their own lunch box. The following advice is however given in respect of meals to be carried by children:

- Meals should be as simple as that which they eat at home.
- No yoghurts, yogi sips, ultramel, 'simbas', nuts and no sweets of any nature.
- Children should be given spoons, when meals require such.
- Only **FRUITS** are acceptable as **snack**
- **Children are to be given water every day in their bottles for school**

## FEES

The amount payable as school fees – registration, tuition and stationery – shall be communicated to parents before the start of the academic year. School fees are paid quarterly in advance and is expected that they would have been paid before or **LATEST BY THE END** of the first month of each quarter (that is, by the **END** of January, April, July and October).

**A child shall have their enrolment terminated by expulsion fourteen (14) days after the end of the first month of the quarter under review.**

**A special fee for HEATING is paid annually. The amount to be paid is communicated just before winter begins and is generally based on the prices of lubricants at the time.**

**Payments for specially organised activities such as school trips, heating, among others are not included in the school fees.**

**ALL PAYMENTS ARE TO BE MADE INTO THE SCHOOL'S BANK ACCOUNT, MPESA OR ECOCASH ACCOUNTS.**

### BANK DETAILS

**Bank Name: Standard Lesotho Bank**

**Branch: Maseru Mall**

**Account Number: 9080007006701**

### MPESA DETAILS

**Till Number: 37660**

**Account Name: Kiddie Care Academy**

### ECOCASH DETAILS

**Merchant Code: 97202**

**Account Name: Kiddie Care Academy**



## TOILET PAPER

- For each learner (child), the parent is to **STRICTLY** provide three (3) double ply toilet rolls per quarter.

## PARENTS' RESPONSIBILITY

Kiddie Care Academy is firm in their belief that a joint and concerted effort is needed in shaping the children for a better future. To achieve this common objective of turning out relevant and functional children with enviable aptitude and attitude, dear parents are expected to:

- Visit the school on **Fridays (from 12 noon to 3pm)** to hear and discuss their children's progress.
- Check children's homework and sign. Note that children should be assisted in doing homework, where and when needed, but work should not be done for them.
- Pay fees in time.
- Return to the school office any item(s) taken home by children and which do not belong to them.
- Visit the school to identify and collect children's ***LEFT OR FOUND ITEMS***.
- Report, immediately, any act of bullying indicated by their child to the school for immediate investigation
- Seek redress on any issue of dissatisfaction via the appropriate channels set out for such
- No parent shall disrupt, impede or meddle with the school, its organisation as well as the learning processes.

TOILET PAPER





## COMMUNICATION

## COMMUNICATION

Kiddie Care Academy values clear and regular communication and sees it as a way of moving together towards our common goals. This explains why the school has a Facebook page - [www.facebook.com/kiddie care academy](https://www.facebook.com/kiddiecareacademy) and a cell phone number – **58928546**. Face to face communication at school is very much encouraged for its obvious advantages. The school also has class whatsapp groups.

It is important, however, to note that social media communication such as WhatsApp and Facebook may not receive immediate response due to timing and other interfering activities during the day.

### **Note:**

- Each class has a whatsapp group and this is school and class announcements. It is not and should not be used for any form of discussion
- Parents should communicate all issues concerning their children, first, to the class teacher before, if escalation is needed, the Principal is involved. If the issue at stake is about the class teacher, then communication can be made directly to the Principal.
- All planned activities, as may have been stated in the school calendar or as may be found necessary to carry out in course of the year and communicated to parents shall have parents reminded of such two (2) weeks before the scheduled date.
- Parents are advised to call, rather than to text or send voice notes, when help is needed. This is not to be done during class hours. When a text is sent, then there should be readiness for delayed response.
- Parents shall not be communicated with individually on issues that affect all the school children. Communication in the class group shall suffice. If, however, there is something specific about a child, then the parent shall be contacted individually.
- Staff privacy and personal life should be respected. Parents should not feel at liberty to contact staff at any time they find convenient without considering the staff members' convenience.
- Parents are expected to read communications sent to them to avoid panic, late preparation and asking questions on already given stipulations.

All communication should be done from 8.00am to 6.00pm. Any communication beyond 6.00pm may be attended to on the following day.

*Sow Right, Reap Right*