



**Welcome to Kiddies Academy! This prospectus will tell you all about us.**

## **1. Our Aim**

At Kiddies Academy we strive to create a warm and stimulating environment where learning is fun. We engage in activities that promote and extend children's curiosity and awareness of their world.

Our primary focus is learning through **play** and **exploration**. We encourage children to grow in confidence, self-esteem and independence. We treat each child as an individual who has needs that should be met in an atmosphere that celebrates diversity.

We will nurture your child's social and emotional skills. We want children, parents and staff to learn together and for all to develop to their maximum potential.

## **2. General Information**

We have a teacher- student ratio of 1:4 which ensures personal attention to all children.

### **Our Programs:**

- 6 months- 18 months (Infants)
- 18 months- 3 years (Toddlers)
- 3 years- 4 years (Early Preschool)
- 4 years - 5 years (Preschool)
- Special Needs/Therapy (Up to 8years)

### **Hours/Attendance:**

We operate a three-term school and are open from 07:00am and close at 17:30pm (Monday - Friday, January - December). We are closed on weekends, school holidays and public holidays.

**Contact us today on [73329024-enquiries@kiddiesacademy.co.bw](mailto:73329024-enquiries@kiddiesacademy.co.bw)  
Visit our website [www.kiddiesacademy.co.bw](http://www.kiddiesacademy.co.bw)**

- Arrival Times: 07h00- 08h00
- School Hours: Half Day: 08h00 - 12h30  
Full Day: 08h00 - 17h30
- Departure Times: Half Day: 12h30- 13h30  
Full Day: 16h30 - 17h30

All children to be at school by 08:00am. Please notify the office if you are running late.

There is an option for 3 days per week or 5 days per week for Infants and Toddlers only. Early Preschool, Preschool and Special Needs students are expected to attend school 5 days per week.

#### Meals:

Lunch is offered to full day students only. We offer a well-balanced diet ensuring a healthy mind. All snacks are to be provided by parents.

#### Clothing:

Children should wear comfortable clothing which they can manage by themselves. All clothing must be clearly named so your child and staff can recognise them.

#### Record Keeping and Reporting to Parents:

Your child's teacher will share information with you regularly and will meet with you during the first three weeks for a 'settling-in review'. In addition you will be invited to meet with your child's teacher at the school once a term for a more formal review of your child's progress. If there is anything you wish to discuss with the school head you may of course speak to her at the school, or by telephone or by appointment.

#### Equal Opportunities:

We welcome all children and their families regardless of ethnicity, culture or religion or gender.

#### Admission:

A child's place is confirmed upon receipt of a completed Registration Form and Enrolment Fee of P1000. Fees are due monthly, termly or annually in advance. A full term's notice or fees in lieu will be payable if a child is not continuing with the school.

### **3. Our Curriculum**

We aim to make each child's early education experiences positive and meaningful. We know that children learn best in a welcoming, warm, secure and caring environment, where they are able to experiment and have fun, take risks, learn from their experiences and grow in confidence.

Each Teacher will teach and support your child through observations, assessments and planning to ensure that the activities are suited to your child's unique needs and interests.

#### **How your child will learn and develop:**

##### **Infants**

The program includes daily exercises, baby gym, baby massage, baby stimulation and development, speech development, balance, muscle development and gross motor skills.

##### **Toddlers**

We encourage exploration and introduce skills such as:

- Sensory and tactile skills, Gross motor skills, Communication and language development, Personal, social and emotional development, Building blocks or playing with shapes and puzzles.

##### **Early Preschool**

Lessons are structured to include Language, Reading, Writing, Dialogue, Numeracy and Life Skills. Our students learn by engaging with these concepts through fun, hands-on activities and play.

##### **Preschool**

This is a critical stage where we support each child's learning and development to ensure a smooth transition to primary school.

The teachers support each child through focus led learning and help build skills that prepare them for school such as Numeracy, Pre-Reading, Social & creative skills, Thinking and intellectual development, Computer + ICT skills and Phonics.

##### **Special Needs/ Therapy Program**

Our Mission is to provide services to our clients while assisting families in coping and adapting to disabilities. We are dedicated to providing specialized therapy services to foster and develop the full potential of the special needs children.

Each child will be assessed and after a team meeting with parents, teachers and therapists, an Individual Educational Plan will be drawn up according to the child's needs.

Teachers and Staff are highly skilled and trained in behavioural intervention on:

- ✓ Differential diagnoses of autism and related disorders
- ✓ Working with children with autism and related disorders
- ✓ Behavioural intervention and verbal behaviour teaching methods

Speech, Occupational, Physiotherapy services are provided on site as an optional extra at the parents' expense.

#### **4. Extramural Activities**

Our extra-curricular activities are conducted on a daily basis by in-house and outsourced professionals. These are all inclusive in the school fees. We offer:

- Gymnastics
- Fun Ball
- Music & Dance
- Bible Club
- Setswana
- Cooking
- Swimming

#### **5. Staff**

Our teaching staff and caregivers are all skilled professionals that love children and boast a wealth of experience in Early Childhood Education.

All our staff is qualified and trained in childcare, health & safety, nutrition and first aid. We have staff that is also qualified to work with children with special needs.

#### **6. Health & Safety**

We know that education, development and socialization are important, but your child's safety is what matters most. Some of the safety protocols we have implemented in your child's day are included below.

- Enhanced cleaning and sanitizing of materials, toys and classroom supplies.
- Increased hand washing.
- Limited classroom access.

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## 7. Fees

Once off Enrolment Fee	P1,000 non-refundable on enrolment
Resource Pack	P500 <b>per term</b> (includes stationery & learning material)
Infant & Toddler Program <b>(6mths-3yrs)</b>	<i>3 days a week ( Mondays, Wednesdays &amp; Fridays):</i> Half Day - P4,800 per term Full Day- P5,550 per term  <i>5 days a week (Monday- Friday):</i> Half Day- P5,500 per term Full Day- P6,250 per term
Early Preschool & Preschool Programs <b>(3-5 yrs)</b>	<i>5 days a week (Monday - Friday):</i> Half Day- P6,000 per term Full Day- P6,900 per term
Special Needs/Therapy Program	<i>5 days a week (Monday - Friday):</i> Half Day- P7,200 per term Full Day- P8,100 per term

*\*Fees include: Half Day Students- All Activities  
Full Day Students- Lunch & All Activities*

The fees are payable monthly (over 3 months), termly or annually in advance. Fees must still be paid if children are absent for a short period of time including holiday and illness. If your child has to be absent over a long period of time, talk to our School Head.

## 8. Account Details

Account Name: Kiddies Academy

Account Number: 62098181755

Branch: Riverwalk

Branch Code: 285267

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