



## Welcome

Choosing the right school for your child is one of the most important decisions you will make. Your child will spend approximately 7 hours a day at school, for about 6 years of their secondary school lives. Making the right choice is essential. We believe that Kiddycare Christian College offers an educational environment where every child is accepted, and every teacher works to ensure that student achieve their God given potential.

When parents begin the search for a school that will match their expectations of what education should offer and in particular a curriculum which emphasises Christian values along with serious academic, diverse learning opportunities, sound philosophy of the education, good exam results, Kiddycare Christian College offers something special.

Our atmosphere recognises that personal and spiritual growth is also important. We aim to build a community of parents, teachers and students, working together in a home/school partnership. This partnership ensures that every child's potentials, gifts and talents are recognized and developed in a nurturing, purposeful environment.

Kiddycare Christian College motto is "**EDUCATION: Christ Centred, Purpose Driven**"

## OUR PHILOSOPHY OF CHRISTIAN EDUCATION

- The Bible teaches that children are a God's gift. (Psalms 127:3) and that He has entrusted to parents the responsibility of bringing them up in the "training and instruction of the Lord" (Ephesians 6:4). Education is therefore the primary responsibility of parents and it is their prerogative to delegate this responsibility appropriately to a trusted school environment.
- Education is more than just the transfer of knowledge; we believe education is to prepare children for life. God's truth is found in all knowledge (Science, Maths, English, History, Art, P.E., etc) so our school seeks to provide an excellent academic environment coupled with a Christian values based curriculum needed for thought, study and moral decision in today's world.
- Environments are so powerful to learning because concepts of life and values systems are unconsciously absorbed faster than they are taught if functional models are within the environment. We therefore want to create an environment that models accurate, positive and godly value system and good behavioural culture that students could absorb.

## Our Purpose

Our purpose is to prepare children for the demands of life and fulfilment of destiny as we

- a) Provide an environment in which children can develop a personal relationship with God through His Son, Jesus Christ and build Christ like character that honours God and others.
- b) Nurture the potential of each child for leadership and service through capacity building in the spheres of personal relationships, practical skills, academic learning and artistic abilities;
- c) Provide an inviting climate for learning using developmentally appropriate curriculum to challenge young ones to excel academically.

## Our Vision

In order to fulfil our purpose, the following on-going goals have been established:

1. To work in partnership with parents in helping their children to develop mentally, physically, spiritually and socially in accordance with Christian values so that they can integrate Christian principles into their total life.
2. To offer balanced, Christian values based curriculum that prepares students for academic excellence. We seek to achieve this in a loving, disciplined environment, through committed teachers who are committed to high standards.
3. To study various fields of knowledge thereby helping the students connect across disciplines in order to equip them for their future vocation.
4. To establish well defined procedure that would help students discover their purpose & potentials in God.

## ADMISSION PROCESS

Before an applicant can be considered for admission, the following procedure must be followed:

- ✓ Purchase application form and school Handbook for N8, 000 only.
- ✓ Return application form by stipulated deadline.
- ✓ Sit the entrance exam and attend the interview
- ✓ Get an admission letter issued to you (depending on performance at the interview)
- ✓ Non-refundable acceptance deposit (N50, 000) is paid to secure the admission and all other necessary information will be given.

## ADMISSION REQUIREMENT

Prospective parents are to submit all the completed forms and necessary documents to the admission officer. These documents include:

- a. Application for enrolment
- b. Copy of current class result
- c. Copy of birth certificate from National Population Commission
- d. Copy of bank deposit slip (Proof of payment)
- e. Three (3) recent passport photograph

## CURRICULUM

Our teaching and curriculum correlates the JSSCE Curriculum, NECO Basic education Certificate Examination (BECE), SSSCE O'Level, checkpoint syllabus. A core syllabus is offered in English, Maths, ICT, Science and Arts. We have developed a **Bible Leadership Program** where students are shown how God's Word is relevant to all areas of learning, life and experience, gradually building a Christ-like world-view which will help them handle an increasingly secularised world. We aim to prepare pupils to think, to consider information and to make judgements based on biblical thought.

## EXTRA-CURRICULA PROGRAM

Our extra and co-curricular activities are designed and aimed at providing skills acquisition opportunities and giving the students an educational experience outside of the classroom yet engaging their mind and body for the development of the total child. Some of the activities include:

Music Club, Fashion & Design, ICT Club, Dance & Drama Club, Public speaking/Debate, Bible Club.

Our clubs organize excursions/educational visits to relevant industries to give them an experience outside the school environment.

### **THE HOUSE SYSTEM**

For social, spiritual and competitive purposes we allocate the pupils to one of three houses. This has the advantage of encouraging the pupils to get to know each other across the age groups.

### **THE THREE HOUSES ARE AS FOLLOWS:**

Bethel House, Shiloh House, Beulah House.

### **SPIRITUAL DEVELOPMENT PLAN**

Bible time and prayer is a very important time of every school day. We have developed:

- A 31 days prayer calendar that will guide parents and teachers to pray individually and corporately for our children daily.
- A weekly calendar that enables the school staff pray systematically for families throughout each term during our in-house fellowship
- A quarterly corporate prayer session (**PRAY FOR YOUR CHILD CAMPAIGN**) organised both for teachers and parents. It is designed to help us create and maintain a healthy spiritual covering over our children and declare God's blessing over them at different seasons.
- **FOURTH NIGHT CHAPEL TIME** which incorporates an age appropriate worship experience into Christian education for young people. The essence is to help children learn how to worship God in ways they can understand and fully participate in. It is held forth nightly (Fridays 2.30 – 3.30pm)
- Outreach to families includes: Yearly couples Nite Out,

### **FEES POLICY**

Fees are required to be paid in full on or before resumption of each school term and proof of payment presented at the school office on the first day of resumption. Print out of fees details will be given on request.

### **PARENTAL INVOLVEMENT**

The liaison between home and school includes regular reports and consultation. We look to you to assist us in our efforts to maintain high standards by sending your child to school **punctually, equipped and in school dress**.

We expect you to support any disciplinary procedures in the school.

We want to be working together with parents to encourage children to set academic, social and spiritual goals and to seek to fulfil them.

This working together can best be fulfilled as you visit the school, ask constructive questions about our work, reply promptly to correspondence and support school activities.

### **Prayer Meetings**

It is required that every child be represented by their parents. We know from Scripture and from experience that we are in a battle as we seek to nurture our children to serve God more ably and discerningly. We therefore expect parents to share actively in the prayer-life of the School. We have regular prayer meetings and these are held at the school auditorium. We call this **"Pray For Your Child Campaign"**. These are times to thank and praise God and to pray for are children. Dates for the prayer meetings are published in advance to allow parents to plan for them.

### **Reports and Assessment**

There are formal opportunities to come into school to meet the teachers and tutors mid way within each term to discuss your child's progress. These are times of sharing ideas and learning how well we can partner effectively. We call this **"Progress Forum"**. Parents are also welcome at any time by prior arrangement for

you to come into school to discuss any particular concerns. Each term we will send a report outlining your child's progress and attainment.

A continuous assessment procedure is applied to each child, and will include the use of small formalised tests including regular national standardised testing. This is to ensure that new work has been consolidated and old work not forgotten. Any cause for concern will be notified to parents immediately. Full school reports are sent home at the end of the term.

## **Homework**

Homework is an important aspect of the students work. In some subjects it is given regularly and in others as a support to the work being studied where appropriate, to provide necessary practice or a deeper understanding of the subject.

We expect every student to fulfil their responsibility to complete homework to a good standard and to hand it in on time. To help our Secondary students with this, we provide homework diaries to help students to organise their time and **detentions** are used for late submission.

We hope you will take an interest in your child's homework tasks and offer as much encouragement as possible.

Our Homework detention runs on **Tuesdays and Wednesday after school**, from 3: 30–4: 00pm for 8 weeks (Weeks 2-9) per Term. Each week a teacher is assigned to aid and supervise students with their homework.

The Homework detention also doubles as a weekly Catch-up Class. Students who fail to complete and submit their homework by the end of each week are required to attend to "catch-up" on any work they have missed. Parents are informed of this on each **Friday afternoon**. This is designed to push our students to do their best and to learn good habits.

## **SCHOOL DISCIPLINE**

Our general discipline Policy is based on the teaching in Scripture in **Hebrews 12:5-6, 10-11**.

*"My son, do not make light of the Lord's discipline, and do not lose heart when He rebukes you, because the Lord disciplines those He loves, and He punishes everyone He accepts as a son."*

*"Our fathers disciplined us for a little while as they thought best, but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."*

Failure to keep the rules or to behave in accordance with the standards of the school inevitably must result in disciplinary measures. At Kiddycare Christian College, we want students to understand that we care for them and want the best for them, and that at times discipline is essential for their own good and for the greater good of others in the school. Any use of violence, gross disrespect to adults would be regarded very seriously, as would any involvement with any immoral conduct.

Disciplinary measures include verbal warnings, the removal of privileges and detentions. Repeated bad behaviour results in a request for parents to come into school to discuss the situation and to try to arrive at an agreed programme to bring about a desired change. For older pupils, an extreme misdemeanour or repeated wilful bad behaviour is more likely to result in temporary exclusion.

The school reserve the right to exclude permanently from the school, any pupil whose behaviour warrants such a measure.

In a Christian School we believe the issue of appropriate punishment to be very important and we continually strive to be just and fair in our dealings with the pupils. The Bible teaches that right discipline is an expression of parental love. In our experience it is lack of discipline rather than right discipline which damages a child. **Details of disciplinary measures will be made available on enrolment.**

## **BULLYING AND DISCIPLINE**

We consider bullying a very serious offence, and we have little tolerance for students deliberately harming others. We respond to bullying through our process of discipline in a fair but firm manner.

## **The School Day**

**Mondays – Fridays school** resumes with assembly at **7. 30am**.

**Classroom learning** commences from **8.00am**

**Classroom learning** ends **3pm**

**Homework Detention (Tue – Wed) 3.30pm – 4.00pm**

Regular and punctual attendance is important to ensure progress and to teach good discipline. If your child/children are ill and unable to come to school please contact the School Office to make them aware, preferably before 10am. Sending a note in to the office via email or sms is accepted. If your child/children will be off for other reason such as appointments, or family circumstances, please notify the school office as soon as possible by calling or sms .

## **Holidays and Absence**

We will publish the dates of the school holidays as soon as possible. We actively discourage parents from arranging holidays during term time as this can be detrimental to your child's education. This is especially important if your child/children are in the examinations class Jss3/SS3. Such holidays must be approved at the discretion of the Head teacher.

School should be informed by 8.30a.m. If a child is to be absent for any reason. If the child has an infectious illness, please let the school know as soon as possible, so staff can be on the look-out for other cases. When a child returns to school after any absence, a note should be given to the teacher on the first day back. Prior notice should of course be given for Doctor's and Dentist's appointments.

## **Medical Notes**

Before any child enters the School, it is important that a full medical history is made available to the Principal. This will be kept confidential of course and may help in immediate diagnosis of symptoms occurring at School, ensuring that appropriate action is quickly taken. Note any allergies etc. which may show at School, and always inform staff if the child is on any form of medication whatsoever. It is highly desirable, though the parents' responsibility, to see the children have had appropriate up-to-date inoculations and routine optical, dental and medical checks. Should medicines have to be administered during school hours, please give consent and exact instructions in writing.

## **Complaints Procedure**

In the event of your being concerned about any matter that cannot be sorted out with the teacher or tutor, we would request that issues are dealt with as soon as possible. Please follow the school complaints procedure which can be found on our website or you can request a copy from the School Office.

This is good practice to guide our relations and allows us to talk things over while it is still fresh. We have found from experience that the longer things are left unresolved then the facts become much more hazy. Therefore, we will not enter into discussion on issues that have occurred more than a month earlier that have not been previously drawn to our attention.

## **UNIFORM**

Our policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging towards the school;

- is practical and smart;
- identifies the children with the school;
- prevents children from coming to school in fashion clothes that could be distracting in class;
- makes children feel equal to their peers in terms of appearance.

## **Boys**

**School trousers:** Long Deep Green tailored.

White school shirt and striped green tie

**Shoes:** Flat black leather type (not black canvas or suede shoes.) Trainers and boots are not permitted. Shoes other than black are not permitted.

Socks: White

## **Girls**

Deep Green pleated school skirt (no more than 2" above the knee):

White school shirt and striped green tie .

**Shoes:** Flat black leather type (not black canvas or suede shoes.) Trainers and boots are not permitted. Shoes other than black are not permitted.

Socks: White

**NB: (shirt must tucked in at all times. Sagging of trousers is not allowed)**

Outing Blazer: Kiddycare logo, Green Check

Socks: White

## **P.E Dress Code:**

Predominantly black or navy tracksuit/joggers bottoms. However, jogging bottoms should be worn in school prior to the P.E lesson.) No leggings or cycling shorts are permitted.

White polo shirt

Plain Black/White Trainers

White Socks

## **Pull Over**

V-necked sweatshirt with School logo

Please put names on **all** items of clothing.

## **Other relevant points:**

Earrings: One pair of small studs are permitted (gold or silver only)

Facial and body piercings are strictly not permitted.

Hair styles: The colouring and dyeing of hair is not permitted (unless this is a natural hair colour). Long hair should be tied back and off the face.

Jewellery: No jewellery other than a wrist watch is permitted (medical bracelets are permitted)

Shirts: - Other than at games times, shirts must be tucked in.

Make-Up: No make-up is permitted. This includes spray and fake tans, false nails, false eyelashes and nail varnish.

## **Arriving at and leaving school**

Students must be in uniform (correctly worn) when entering and leaving the school site. Pupils may not change into other clothes before leaving school, unless a written request has been received from their parent/carer, explaining exceptional circumstances, e.g. dance exam, drama performance, sporting fixture.

## **CAREERS EDUCATION/ COMPUTERS AND INFORMATION TECHNOLOGY**

### **Computers and Information Technology**

The School has a fully equipped computer suite with timetabled slots for all students. The students are taught how to use the various Microsoft Office applications, use of the Internet, Email and Data protection. They will also consider the moral and social implications of computer usage.

The school aims to develop pupils' knowledge and understanding of appropriate uses of computer technology and make them aware of the effect which such technology will have on their own and society's life in future. The computers in the school are networked so that students can find their work on any computer they sit at and have access to the printers. There is also Internet access that is controlled using web blocker software to prevent access to unsuitable sites.

All teachers and every student have a school email address for homework purposes. All students are taught about keeping safe online in ICT.

## **COMMUNICATION WITH SCHOOL AND PASTORAL CARE**

Consistent two-way communication with School ensures good understanding on all issues. Regular newsletters will come via students, emails & text messages. In turn, we appreciate being kept fully up to date about all home circumstances affecting the children in any way, so that sensitive care, understanding and support can be provided throughout the day. We place a high priority on good pastoral care of the young people.

Staff will be very pleased to speak to you on any matter affecting your children, but unless it is an emergency, not during normal teaching hours as this can interrupt the flow of work of the whole class. Simply intimate that you would like to talk something over and a suitable time will be found.

Matters which you feel cannot be raised with the teachers themselves should be referred to the principal. As a matter of principle, whenever there are difficulties of any sort, first make them a matter of prayer, and then go through the appropriate channels, resisting the temptation to discuss first with people not directly involved.

## **GRADUATION SERVICE**

The Annual Graduation Service is normally on the last day of third Term and provides a showcase for the work that students have done during the year. There is a completely open invitation to this time of thanksgiving to God, sharing of School life, prayer and presentation of prizes.

## **Declarations**

At the interview you will be asked to sign the declaration found in the school policies, that:

*A: I/We understand and accept that the School is run on the basis of the Statement of Faith and in line with the stated objectives.*

*B: I/We agree:*

- i) to accept the authority of the school management and abide by its decisions;*
- ii) to uphold the discipline of the school;*
- iii) to send my child/children properly dressed in appropriate uniform;*
- iv) to give of my time and help as and when the need arises and as I/we am/are able.*

On signing the above declaration, parents will automatically become Members of the Parent/Teachers Association. (P.T.A)