

Dear Parent/Guardian,

Re: Beginning of Term I 2024 Circular

We greet you in the Lord's name and thank Him for His great love and protection during the just concluded holiday. On behalf of the Management and Staff of Kampala Kindergarten Association (KKA), we wish to welcome all the parents and pupils who have turned up for the academic year 2024. In a special way, we welcome and thank the new parents for choosing KKA to lay the foundation of your children's education. We are happy to inform you that the Term's programme has been already embarked on as outlined below:

1. TERM 1 CALENDAR OF EVENTS:

Date	Event
Monday 22 nd – Tuesday 30 th January 2024	Staff Workshop to make the school ready for the term
Wednesday 31 st January 2024	New entrants' Orientation week.
Tuesday 6 th February 2024	New Entrants' Parents Orientation Meeting
Wednesday 7 th February 2024	Continuing Children report back to school
Monday 4 th March – Friday 7 th March 2024	Curriculum Week
Monday 25 st – Friday 28 th March 2024	Open week
Saturday 6 th April 2024	Annual General Meeting (AGM)
Saturday 20 th April 2024	Annual Sports Day
Saturday 30 th April 2024	End of Term I 2024

a) Staff Workshop:

It was organized to provide the staff with a refresher session and to make the school ready for the learners. We commend their great enthusiasm and full involvement.

a) New Entrants' Orientation Week:

The Orientation Week was intended to take both parents and children through the school systems when the continuing children have not yet reported back. This gave the staff a chance to concentrate on new entrants during that hard time of starting school. We are glad to report that most of these children are now used to the school and the morning crying has greatly reduced. We are trying to see that; even escorting them to classes from the entrance comes to an end.

b) Curriculum Week:

As our counterparts in the implementation of the curriculum, we are organizing to hold meetings to take you through the KKA Curriculum of your child's particular level as follows:

	DAY	LEVEL & CLASSES	TIME
1	Tuesday 5 th March, 2024	Blue Level (5B, 5A, 6, 7B & 7A)	3:00pm
2	Wednesday 6 th March, 2024	Green Level (3A, 4C, 4B & 4A)	3:00pm
3	Thursday 7 th March, 2024	Red and Yellow Levels 1D, 1C, 1B, 1A, 2D	3:00pm

c) Open Week:

Since all children are in new classes with new teachers, this term's open week will mainly focus on developing a close working relationship between the class teachers and the parent with the purpose of helping the child to progress well. Personal appointments and other details will be communicated later.

d) Annual General Meeting (AGM):

This will take place on 6th March 2024 for only parents who will have registered as members of the KKA Association. Membership Registration and renewal is going on at the school front desk. Please do not miss the opportunity to make decisions for your child's education by failing to register. The strength of KKA is in its membership.

e) Annual Sports Day:

Children will be given a chance to display some of the skills they will have achieved in the Physical Education lessons to their parents and the community at large. We shall communicate the details later.

2. SCHOOL TIMETABLE:

a) Arrival and Pick-up Time:

All children are expected to arrive at school by 8:00am. Children on the half-day programme are picked from 12:30pm to 1:00pm and Children on the Day Care programme can be picked any time from 1:00pm to 6:00pm. If a child on a half-day programme is not picked by 1:00pm, he/she will be served with lunch at a cost of 7,500/= and a parent who picks the child after 6:00pm is also subjected to a fine of 5,000. However, a parent who picks the child beyond 7:00pm will be given a different fine basing on the encountered expenses.

b) Motivation work

For purposes of motivating the learners and promoting child to parent bonding, the school gives motivation work to the children as follows:

LEVEL & CLASSES	DAY
Blue Classes (5A, 5B, 6,7A and 7B)	Monday to Friday
Green Classes (3A,4C, 4A and 4B)	Monday, Wednesday and Friday
Upper Red (2D)	Wednesday and Friday
Red Classes (1C, 1B, 1A and 1D)	Friday

Parents are encouraged to supervise the children while doing the work especially the school reading story books. If a book gets lost, spoilt or torn, a parent will be asked to kindly replace it.

3. DIARIES

Each child has been provided with a diary which works as a means of communication between home and school. Parents and teachers are requested to make use of them for the good of the child.

4. CLEAR BAGS:

These are small plastic folders which are meant to keep the diaries and any other paper work safe from juice/water, which may be packed in the child's bag.

5. CLUBS:

In reference to the Club Commitment Circular dated Wednesday February 14, 2024, the School runs the following clubs; Aerobics, Christian Network, Muslim Network, Cubs and Brownies, Piano, Ballet, Music, Dance and Drama for the children of Blue and Green. The school also runs the Amazon club which operates during the holidays and Saturdays of the school term for all levels including the school Alumni below 10 years old at a cost of 100,000/= per holiday and 60,000/= per term. This club introduces children to a variety of life skills like; swimming, football, netball, aerobics, piano, computer, etc. For more inquiries, please contact the front desk.

6. UNIFORMS:

Every child was given a P.E and two sets of dotted school uniforms at the beginning of the term. However, the management is working hard to see that every child gets all the required uniforms i.e socks and sweaters. We apologize for any inconveniences caused. We also remind parents who have not yet labelled their children's property to do so for easy identification.

7. TRANSPORT SCHEME:

The scheme is ran for all the parents of KKA who find it hard to drop / pick their children to/ from school. If you want to use the service, please contact the office for more details. For security purposes the drivers are not allowed to use the vans as taxis. In case one of our vans is found being used as a taxi, we request you to call the Head Teacher / School Bursar on 0754087386 and 0702129916 respectively.

8. SICK CHILDREN:

To avoid spreading communicable diseases, parents are kindly requested to keep sick children at home until they have fully recovered. Teachers are encouraged to provide support to the sick children at home and at school when they have reported back from sickness.

9. FIRST-AID UNIFORMS & LOST PROPERTY:

Children who soil their school uniforms are given first aid uniforms which are supposed to be returned within two days. We caution parents who keep these uniforms at home to always return them to school to be used again. We also ask you kindly to return any property which is packed in your child's bag by mistake because the owner is desperately looking for it.

10. CHILD PICK-UP SYSTEM:

No child will be given to a stranger. For security purposes, all children are given secret numbers which are used in case a parent wants to send an un-introduced person to pick the child. We therefore request, all parents to pick their children's secret numbers from the Front Desk and make good use of them. Parents are cautioned not to share the secret number with other people and to use the given instructions carefully for the safety of the child.

11. SECURITY & PARKING:

Since the school has limited parking space, we kindly request parents to drive-in, drop the child at the entrance and drive-out to allow parking space for others. If you are to enter school for any reason, you are advised to park your car at the extreme ends, but not in front of any entrance. We also advise you to open your car windows as you pass by the security personnel at the Military Check-point. We request for your maximum cooperation in this matter.

12. KKA TOTS' PALACE

In reference to our End of Term III circular, the day care section is now operational starting from 3 months to 2 ½ years. Please come for the details at the school front desk.

13. COMMUNICATION CHANNELS

The school communicates to parents through children's personal diaries, e- mails, school website, class WhatsApp groups and school circulars. We request all the parents to provide us with your convenient channels because the school no longer gives out circulars in hard copies.

We wish you a peaceful term. God bless you.

Yours Sincerely;



**Nanyanzi Lucy
Head Teacher**