

Dear Parent/Guardian,

Re: Beginning of Term I 2026 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/guardians and pupils who have turned up for the academic year 2026. 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 27 th January 2026	Staff Workshop to make the school ready for the term
Tuesday 10 th January to Tuesday 13 th February 2026	New Entrants' Orientation week.
Saturday 14 th February 2026	Orientation Meeting for new entrants' parents.
Tuesday 17 th February 2026	Continuing Children report back to school
Monday 23 rd February 2026	Commencement of Clubs' Activities
Monday 9 th March – Friday 13 th March 2026	Curriculum Week
Monday 30 th March - Friday 2 nd April 2026	Open week
Saturday 18 th April 2026	Annual General Meeting (AGM)
Saturday 25 th April 2026	Annual Sports Day
Wednesday 30 th April 2026	End of Term I 2026

a) Staff Workshop

It was organized to refresh the staff in selected areas so as to make them ready for the learners. We commend them for their great enthusiasm, full involvement and participation.

b) New Entrants' Orientation Week

The Orientation Week was intended to take both parents and children through the school system before the continuing children reported back. This is a very important period for both the new pupils and the staff of KKA. It is the time for making the starters settle in school. We are glad to report that most of them are gradually getting used to the school and the morning crying has greatly reduced. We are working towards helping them to walk to their classes independently without being escorted.

c) Curriculum Week

The school holds your role as partners in the implementation of the school curriculum and has therefore organized to meetings to take you through the KKA Curriculum at your child's particular level following the schedule below:

	DAY	LEVEL & CLASSES	TIME
1	Mon. 9 th March, 2026	Blue Level (5B, 5A, 6, & 7A)	3:00pm
2	Tue. 10 th March, 2026	Green Level (4C, 4B & 4A)	3:00pm
3	Wed. 11 th March, 2026	Red and Yellow Levels (1D, 1C, 1B, 1A, 2D & 2D)	3:00pm
4	Thurs. 12 th or Fri. 13 th March 2026	Primary One & Two	3:00pm

d) Open Week

Since all our little ones are in new classes with new teachers, this term's Open week will mainly focus on developing a close working relationship between the Class teacher and the Parent with the purpose of helping the child to progress well. Time allocations for your appointments and other details will be communicated later.

e) Annual Sports Day

During Term 1, children are engaged in a range of Games and Sports activities designed for not only enhance their physical development, but also help them get used to the school. The children will display to their parents and the community at large some of the skills they will have acquired on the Sports Day. We shall communicate the details later.

f) Annual General Meeting (AGM):

An Annual General Meeting is always organized for all the registered members of Kampala Kindergarten Association to discuss all pertinent issues of the school. This year, the meeting will take place on Saturday 18th April 2026 at school. Please remember that every parent is a member and has already paid a subscription of 20,000/= as part of School fees. This amount (20,000/=) covers only one parent; incase both parents wish to register, it means that they will pay an extra 20,000/=. The strength of KKA is embedded in her membership therefore, you are encouraged to formalize your membership by filling a form at the school front desk. Do not miss the opportunity of making decisions for your child's education by failing to register.

2. GENERAL ISSUES:

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 those 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 10,000/= and a parent who picks the child after 6:00pm is also subjected to a fine of 6,000/=. However, a parent who picks the child beyond 7:00pm will be given a different fine basing on the incurred expenses.

b) Motivation work

For purposes of motivating the learners and involving parents in their children's education, the school gives motivation work to be done from home following the schedule below:

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

Parents are encouraged to supervise the children while doing the work. If the provided materials e.g story books get lost, spoiled or torn from home, a parent will be kindly asked to replace it.

c) 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.

d) 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.

e) Clubs

The School runs the following clubs; Aerobics, Christian Network, Muslim Network, Cubs and Brownies, Piano, Ballet, MDD, Home Economics, Chess, Football, Luganda and Literacy clubs for the children of Primary, Blue and Green. The school also runs the Amazon club which operates every Saturday during the school term and Monday to Friday during the holiday for all levels including the school Alumni below 12 years old.

A club commitment circular has already been shared with you, please refer to it for details.

f) Uniforms:

Most children were given school uniforms at the beginning of the term. For children who have not yet received some uniform items, the management is working hard to see that every child gets all the required uniforms. We sincerely apologize for any inconveniences caused. We also remind parents who have not yet labelled their children's property to do so for easy identification. We also go ahead to caution parents not to jeopardize the school uniform by adding on other clothes like veils, trousers and "entalabuusi", which are not part of it.

g) Transport Scheme

The school runs the scheme 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 school vans as taxis. In case you find any of our vans being used as a taxi, we request you to call the Head Teacher, Deputy H/T or the School Bursar on 0754087386, 0782038900 and 0702129916 respectively.

h) 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.

i) 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 by others. 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.

j) Child Pick-up System

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. Parents are cautioned to follow the given instructions carefully for the safety of the child. Please do not share the secret number with people you do not trust.

k) 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 special 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.

l) KKA Primary Section

We continue to inform parents and the community that KKA extended her services to Primary level starting with Primary One last year and now we have up to Primary Two. If you know of any one that would be in need of this service, please inform her/him on our behalf.

m) KKA Tot's Palace

The KKA Tot's palace (Day Care Service) for children from 3 -23 months is also in operation. We appreciate parents who have entrusted us with their 'Treasures' of such tender age. Interested parents are called upon to apply.

n) 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.

o) Children's Birthday Celebrations

The school allows parents to celebrate their children's birthdays at school from 12:00 to 12:30pm. However, the parent must have notified the teacher two days before for proper planning.

p) Children's Hair Styles

KKA allows parents to make their children's hair in any styles that are smart and decent. However, hair beads are not allowed because they expose the little one to health risks i.e children swallow them or insert them in the nose or ears.

q) Vendors

These are people who occasionally sell children's toys, snacks and ice cream outside the school gate. The school clarifies that it has no connection at all with those people and therefore advises all of you to deal with them cautiously.

We wish you a peaceful Term and a blessed year 2026; the year of our Platinum Jubilee.
God bless you.

Yours Sincerely;


Nanyanzi Lucy
Head Teacher