



# **FIVE STAR CHILDREN'S ACADEMY (FiSCA)**

## **PROSPECTUS**

**April 2025**

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## WELCOME NOTE

FiSCA welcomes you with open arms! Thank you for choosing us for the education of your children. You, together with us are one. We value this partnership and hope we can nurture it together to become bigger and better! Our commitment to the children at our center is unmatched and we promise to keep it that way for a very long time. With you by our side we' ll reach greater heights!

In this prospectus we give you very important information about our center and its expectations. The information contained here will be of great benefit to staff and parents alike. It will help you understand our rules, goals, expectations, daily activities, and everything else in between! We promise to keep you informed therefore we will use any means possible to keep our employees and the children' s parents in the loop at all times.

We look forward to working with you.

Director

Madam Miso Baipidi

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## REGISTRATION INFORMATION

### Mission and Purpose

- (a) To provide appropriately equipped classrooms, library, kitchen, office, and an outdoor play area for the children.
- (b) Providing facilities appropriate for the 21<sup>st</sup> century teaching and learning.
- (c) To maintain staff retention through competitive salaries and regular staff development and training programmes.
- (d) To provide and implement a high-quality research based developmentally appropriate early childhood education curriculum for all children at FiSCA.
- (e) To ensure the health and safety of enrolled children and employees by putting in place a strict health and safety policy to be followed by all.
- (f) To maintain strong links and partnership with parents through regular communication via Facebook, land mail, e-mail, website, WhatsApp, word of mouth, and social gatherings or whichever way is most appropriate whenever possible
- (g) To strictly adhere to and uphold the standards stipulated in the Botswana ECE Policy and other child welfare documents
- (h) To build and maintain a community of learners at our centers, and ultimately to
- (a) To acknowledge the star quality in every child by strictly upholding our motto “*Our children - Our Stars!*”

### FiSCA Full Capacity Programme & Activities Overview

- |                                      |  |
|--------------------------------------|--|
| 1. Toddler Care: 2 to 3 years        | 5. Developmental screenings                            |
| 2. Pre-school 3 to 5 years           | 6. Staff development                                   |
| 3. After school care - 6 to 12 years | 7. Parent education                                    |
| 4. Field trips and excursions        | 10. Children’ s entertainment & fundraising activities |

## PROPOSED SCHEDULES

### Daily Schedule

Preschool: 7am-5pm

After school care: 1pm-5pm

### Operation Calendar

FiSCA' s operations will follow the Botswana public schools' calendar. This means that the center will close during all public-school holidays and other holidays listed below:

- Christmas
- New Year' s Day
- Easter
- President' s Holidays
- Botswana Day
- Other days when the weather is not agreeable
- Other days when there is a national health emergency

For special individual cases such as serious health, physical, emotional or mental conditions, a thorough professional assessment of the concerned child will be conducted and when possible, reasonable accommodations will be developed and agreed upon by the child' s parents and management of FiSCA.

Children with health conditions which may put other children' s health at risk may not be admitted until cleared by a medical professional. A close working relationship is vital for management of such cases therefore mutual understanding is key. However, FiSCA reserves the right to terminate a learner' s enrolment if all interventions offered are deemed inadequate to address the current needs of a child, particularly in cases such as complex disability, illness, or both. In such cases the center management will provide guidance and counselling to the parents and if possible assist them with alternative options for their child.

### Early Entrance Policy

Children will be deemed eligible for registration at FiSCA if their next birthday is not more than 4 months away at the time of registration.

### The Application Process

- Schedule an orientation tour of our center and its program and set up a meeting for yourself and your child together with the center director.
- Carefully review the prospectus and other materials. Feel free to call or WhatsApp the director if you have any questions.
- To apply, complete and submit the application form with a non-refundable P50 application handling fee before the registration window closes.

### Procedure for Enrolling Your Child

#### (i) *Application*

Collect the application form from the center

Return the filled-in application form together with a P50 registration handling fee on or before the closing date.

#### (ii) *Payment conditions*

A payment schedule will be availed to all parents of prospective students and the following rules shall apply;

- Pay your child' s school fees when you submit the application form. You have an option to pay a full year' s lump sum or monthly during the first week of every new month
- A payment is considered late 10 days after the expected date of payment after which a child' s attendance will be suspended until all outstanding payments are settled.
- A schedule showing expected dates of payment will be provided to parents of prospective students.
- Other payment options to consider – Parents may pay for a full term or a full year depending on their capability.
- Payment can be done in cash or electronically and parents will be furnished with the necessary information to facilitate such payments.

### Orientations for Parents

Parents must attend all scheduled orientations together with their children. This will familiarize the children with their new school.

### **Required Forms**

In order to complete a child's admission successfully, every parent will be expected to fill out the following forms and return them to FiSCA 3 weeks prior to opening on a date which will be indicated:

1. The FiSCA application form
2. Acknowledgement of understanding the FiSCA prospectus
3. Learner information form
4. Health/medical information form from the doctor or nurse
5. Proof of child's immunizations
6. Permission to administer medications together with the medicine to be administered and the accompanying instructions (when applicable)
7. Proof of developmental screening information showing the date it was done

### **Class Placement Criteria**

When operating at full capacity, children will be grouped in classes according to their ages as indicated below:

- 2 to 3 years - Toddlers
- 4 to 5 years - Preschool

### **Toileting**

It is expected that all children aged between 3 and 5 must already be toilet trained. This means that they must be able to independently use the toilet and clean themselves afterwards, and dress themselves without assistance or with little assistance. However, it is mandatory for teachers to keep an eye on all children's use of the toilets for hygiene reasons. Parents must therefore dress their children in user friendly clothing which allows for easy undressing and dressing before and after toilet use. For children who are not yet toilet-trained, the staff at FiSCA will see to it that they are assisted accordingly. However, an extra fee of

P100 per month will be charged for children 4 years and older who are still not toilet-trained.

### **Methods of Payment**

The following methods of payment will be acceptable: Cash, Orange Money, and Bank transfers. Should you wish to request an alternative payment contact management at FiSCA. To enquire about possible financial assistance for a child, you may contact the social work officers near you.

### **Financial Assistance**

FiSCA will be willing to receive payments from sponsors of students who are on government or private grant schemes.

### **Increases in School Fees**

FiSCA management reserves the right to adjust school fees rates. Should there be any need to increase the fees at FiSCA, the parents will be given notice of not less than 30 days.

### **Suspension and Termination Due to Late Payments**

If the Center has not received a child's monthly tuition payment by the 10th day of the month, the Center will not admit such a child to the Center until payment is made. In the event that a parent or guardian completely fails to pay school fees, any tuition fees already paid will not be refunded and all unpaid contracted tuition balances will be owed to FiSCA. To avoid any payment issues parents are advised to set up an agreeable payment plan with FiSCA management.

### **Enrolment Cancellation**

FiSCA reserves the right to terminate class attendance due to insufficient enrollment.

**Field Trips and Other Enrichment Activities** - Parents and guardians will be notified of charges for occasional excursions/trips and other extracurricular activities.

### **Late & Early Pick Up Policy**

All children must be collected on time at the end of each school day at 5pm. The longest a parent may delay to pick up their child is only 30 minutes with valid reasons. Should the child pick-up time go beyond

this time, a late pick-up fee of P5.00 per minute will be applied and paid as cash directly to the staff member who would have watched the child beyond the official pick-up time. The same rule shall apply if a child is dropped off too early for 3 consecutive times causing changes to their confirmed schedule.

### **Our Curriculum**

Our age-appropriate curriculum is modelled from some of the best early childhood development curriculum sources meant to develop the children's social-emotional, physical, and cognitive development. This is achieved by segmenting the children's learning into themes which allow them to connect with their learning from all developmental angles. The children mostly learn through play individually or in groups or centers. Ultimately, they have the pride and joy of seeing their work recognized and displayed on their classroom walls. In essence the children's classroom is like a learning lab in which they have the freedom to explore and learn through a variety of developmentally appropriate activities. The children's academic progress is reported to the parents on a weekly basis hence allowing them to determine whether their children are making any progress or not.

## Form 2

ACKNOWLEDGEMENT OF PARENT' /GURDIAN' S READING AND  
UNDERSTANDING OF THE FiSCA PROSPECTUS

NB: The FiSCA prospectus was carefully prepared with you and your child' s welfare in mind. We believe that you have read it through and have understood the information. Kindly sign the statement below and bring it together with your child' s application form at registration.

I have read and I understand and agree to abide by the policies and procedures outlined in the FiSCA prospectus.

## Parent/Guardian

Name & Surname: \_\_\_\_\_

Omang Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child' s name & surname: \_\_\_\_\_