



INTRODUCTION

Thank you for choosing Milky Way Kindergarten. Be guaranteed of your child's success.

MISSION

Our mission is to provide high quality education and childcare in a safe, respectful environment that builds a foundation for life-long learning.

REQUIREMENTS FOR REGISTRATON

- Certified passport or birth certificate copies for prospective student.
- Two passport size photographs of the prospective student.
- Registration fee

APPLICATION PROCEDURE

- Fill the application form and submit to the person attending to you.
- Admission to the school is only valid after the application form is completed and submitted to the coordinators office and registration fee is paid.

RESPONSIBILITIES

Parents /guardians responsibilities:

- To abide by the regulations, by- laws and disciplinary procedures of the school
- Attend all functions of the school
- Bring any concerns/ complaints to the school.
- Accept full responsibility of providing their children with all learning materials, equipment's and school uniform.
- Accept full responsibility for payment of all school fees and all extra charges that may fall due.
- Notify the school immediately of any illness, accident, medical condition or any other circumstance which may affect a child's physical or mental performance.
- Check children's academic performance with their class teacher.
- Check and sign homework.
- Students Punctuality issues.

Student's responsibilities:

- Attend all the lessons as required by the school including Saturday lessons.
- Wear the required and appropriate school uniform every school day.
- Abide by the schools' disciplinary rules.
- Respect teachers, members of staff and fellow students.
- Maintain social distance.
- Have all required materials for all the courses.

Other responsibilities:

The school provides extra lessons to students whose performance is below average or slow learners.

CURRICULUM

The school offers the **Early childhood** and **Montessori**

SUBJECTS

Baby Class

- Numeracy
- Letters
- Physical Education
- Natural science
- Art
- Astronomy for kids
- Music and Dance
- Indoor games
- Outdoor games

Middle Class

- Numeracy
- Letters
- Physical Education
- Natural science
- Art
- Astronomy for kids
- Music and Dance
- Indoor games
- Outdoor games

Senior Class

- Numeracy
- Letters
- Physical Education
- Natural science
- Art
- Astronomy for kids
- Music and Dance
- Indoor games
- Outdoor games

PLANNED EXTRA CURRICULAR AND CLUB ACTIVITIES

- Music
- Dance
- Art
- Painting
- Singing
- Indoor games
- Outdoor games
- Sports
- Personality for development
- Story telling

PHYSICAL FEES FOR 2022/2023 ACADEMIC YEAR PER TERM

1.	Baby Class	MWK 320,000 per term
2.	Middle Class	MWK 320,000 per term
3.	Senior Class	MWK 350,000 per term

To be paid to the office of the coordinator.

RULES AND REGULATIONS

1. Always speak English
2. Uniforms shall be compulsory from Monday, Tuesday, Thursday and Friday with black shoes.
3. Wednesday shall be sports day and learners shall be asked to put on sports uniform
4. Punctuality: (Starting time 7:00am to 8:00am) parent for late comers shall be advised to escort the late student to the class since teachers will be engaged with other duties by then.
5. Knocking off time is 12:05pm – 1:00pm, a fine of MWK3000 shall be charged to any Parent Coming After The 1:00pm.
6. Strong perfumes are prohibited for kids.
7. Birthday celebrated at school shall be communicated earlier, to avoid disturbing the lessons.
8. **HYGIENE:**
 - a. Children are required to look clean and smart at all times.
 - b. Children should bath and wear clean clothes when coming to school
 - c. Children should always trim their nails to avoid scratching each other.
 - d. Children should always comb their hairs,
 - e. Boys should always have smart hair cut
 - f. Children Should always brush their teeth when coming to school
 - g. Parents should make sure children's bottles, containers and bags are always kept clean to avoid unnecessary sicknesses.

9. **HEALTHY FOOD FOR Our kids**

PARENTS CAN PREPARE CHILD'S FOOD IN ACCORDANCE TO OUR MENU

NO	FOOD	DRINKS
1	Eggs	Smoothies
2	Vegetables	Water (everyday)
3	Fruits	Soya milk
4	SANDWISHES	TEA
5	Avocado	Milk
6	NUTS	100% Juice
7	Sweet potato	
8	Oat meal	
9	Dairy products	
10	Berry	
11	Chicken	
12	Beans	
13	Fish	
14	Popcorn	
15	DRIED FRUITS	

NB: No fizzy drinks, No sweet things, No Enjoy

