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Uganda National Anthem

Oh, Uganda! May God uphold thee,
We lay our future in thy hand;
United, free for liberty
together we'll always stand.

Oh, Uganda! The land of freedom,
Our love and labor we give;
And with neighbors all
At our country's call
In peace and friendship we'll live.

Oh, Uganda! The land that feeds us,
By sun and fertile soil grown;
For our own dear land,
We shall always stand,
The Pearl of Africa's Crown.

School Anthem

Millies is the school,
Millies is the school for wisdom,
Millies is the school for.....wisdom.
The teachers are caring,
Working hard and tirelessly,
For the betterment of our future,
God bless the school forever Amen.

School Prayer

Father we thank you, for the night and for the pleasant morning light,
For the rest and food and loving care,
And all that makes the world so fair,
Help us to do things the things we should,
to be to others kind and good,
in all we do in work or play, to love you better day by day x2

1. PURPOSE OF THE HAND BOOK

The purpose of this handbook is to inform the parents about the established policies and curriculum of Millie's international school.

The booklet is to guide parents and guardians about the school standard(s) and what is expected from you as a parent or guardian.

2. OUR MISSION

Our mission is to become the leading provider of early childhood development in Uganda

3. OUR VALUES

- Partner-Millies closely works with parents to ensure that each child's progress is monitored even at home.
- Challenge- Millies challenges students to go beyond their limitations and to broaden their understanding of themselves and their peers.
- Prepare- Our curriculum is tailored to fit an individuals intellectual, moral understanding, and general knowledge for the evolving needs of the world.
- Capacity of learning-All of our students are equipped with the self discipline and the intellectual tools to confidently acquire new knowledge.
- Curiosity-Each student is encouraged to ask questions, to introduce original ideas and to seek knowledge with a lasting sense of curiosity and adventure.
- Leadership-Students are encouraged and mentored to develop their unique leadership skills. Millies students learn to take the initiative when necessary, set priorities, listen to others, express their opinions and work with peers and teachers to achieve their goals.

4. EDUCATION PHILOSOPHY

Millie's international school adheres to a holistic approach of early childhood development where we expose the child to different learning environments and experiences which allow them to explore their self awareness and gain a sense of the world around them.

Once they leave our pre-school they are well prepared for the next stage in their early childhood development.

5. VISION

Our vision is to develop well rounded, confident, respectable and responsible individuals who aspire to achieve their full potential.

6. IMPORTANT ACTIVITY DAYS IN MILLIES INTERNATIONAL SCHOOL.

TERM 1

NO	Beginning of term carnival
	Education tour
	Egg hunting

TERM 2

	Book week
	Art Exhibition
	Scouts Gala
	Sports day
	Swimming Gala

TERM 3

	Culture tour / day
	Science fair
	Math fair
	End of year concert

7. ADIMMISSIONS

- a) **Step one:** Parents visit the school and pay registration. A code is then created for the child which enables the parent to pay using school pay.
- b) **Step two:** An application form is then provided followed by an admission fee.
- c) **Step three:** A parent is required to present 3 passport size photographs ,and photocopy of an immunisation card.

8. ACADEMIC GUIDELINES

a). PLAY SCHOOL

This is a section where we receive children younger than three years old instilling in them basic sensory-motor development and the social development skills.

Parents should should note that play school is not aimed at developing academic skills like reading and writing.

b). NURSERY(3 YEAR OLDS)

Our objective for the three year olds is to prepare them for kindergarten. More time is spent discussing the world around them. Basic pre-reading readiness, language development, fine motor development and number concepts are a large part of this year's program.

All these prepare the child for the next step in his or her development.

Our main emphasis is creating an exciting and educational experience for the child through stimulating their intellectual and sensory-motor senses.

We stress the importance of being socially ready for kindergarten. Learning cannot take place unless children are comfortable with their learning environment and surroundings.

At Millies our motto is be yourself. A large part of the morning is spent in "teacher directed" time ;therefore, the children learn by example and direction.

c). KINDERGARTEN(4 YEAR OLDS)

The objectives for the four year old class is to prepare them for pre- reading readiness through jolly phonics where they put sounds together to read. This pre- reading program is supplemented with a series of visual aids and reading materials.

d). PRE- PRIMARY (5 YEAR OLDS)

A child enrolled in this class will go to first grade the following year. The reading program is still "jolly phonics" and emphasizes comprehension, listening and writing skills. We use a phonetic approach to reading and testing is usually done so that progress can be assessed throughout the year.

e). HOMEWORK.

Homework is given two times a week from kindergarten(4+) to Grade three to support learning by increasing student retention and understanding of the material. Homework is a review of what is covered in class which introduces practice skills, understanding, builds confidence and give teachers feedbacks.

f). STUDENT EVALUATION: Students are assessed through mid term assessments weekly tests, monthly tests, project work, research papers and end of term assessments.

g). PHYSICAL EDUCATION/HEALTH AND AWARENESS CLUB

All students are required to attend a gym class where they do exercise and learn health tips.

9. IT SKILLS

As part of our comprehensive curriculum, the school has computer classes for all grades and they learn from basic computer skills to advanced levels in their respective grades.

The school also is equipped with a modern computer lab where they do programmes like IXL MATH, ABC MOUSE which are internationally certified for children evaluation.

10. STUDENTS COUNCIL

There is a Students governing board elected by fellow students from Pre-primary through grade 3 to serve in the school whose purpose is to empower students, communication and public skills at a tender age.

11. MEETING WITH TEACHERS

Parents meet teachers on class day to discuss their childrens academic progress. Parents who miss class day should call for an appointment. Unscheduled visits to the school and classroom are not allowed.

12. STUDENTS OF THE WEEK/ MONTH

Each week a student of the week is selected from Nursery class(3 year olds) and each month a student of the month is selected from all grades by their teachers to receive awards.

The nominees photographs are displayed in the bulletin board for the whole month.

13. TUITION POLICY

Tuition payments can be made at once or in two instalments. 80% should be paid at the beginning of the term and the balance to be paid after one month of the term. **If a child starts a term without any payment done ,he will be given only one week to be in school.Tuition must be paid ontime.** If you are late with your payment, a **late fee notice** will be sent home reflecting the amount owed.

Your child will not be allowed to stay in school if tuition is more than one month overdue without an explanation.

b). **clearance card** will be given to your child on completion of the fees. It will act as a gate pass for your child to be allowed in school. It should be returned to school after three weeks.

14. SCHOOL HOURS.

The school is open from;

- a) 7:00am to 5:00pm for full day
- b) 7:00am to 12:30pm for half day.
- c) Lessons begin at 7:30am for pre-primary to graders
- d) 8:30am for Nursery section.

15. LATE PICK UP

We ask your cooperation in picking up your child promptly at dismissal. In the event of an emergency please call the office. Late charges begin at 6:00pm at fee of 20,000=

16. MEDICAL

a). HEALTH POLICY

We need your help in protecting all the children from contagious illnesses. If you suspect that your child is ill please keep your child home. No child will be allowed in school with a fever. If your child becomes ill at school please prepare to pick up your child in less than an hour after you are notified.

b). MEDICAL ADMINISTRATION

We will gladly administer medication to your child while at school if you give us permission by dropping the medicine at school and signing an authorization form.

17. HELPFUL HINTS AND GENERAL INFORMATION

a). DRESS CODE FOR NURSERY PRE-PRIMARY.

NO.	WEEKDAY	UNIFORM GIRLS	UNIFORM BOYS
a)	MONDAY	Orange dress, white stockings and black shoes	a). Old uniform: light blue shirt, grey stockings and black shoes. b). New uniform: light brown short, light blue striped shirt, grey stockings and black shoes.
b)	TUESDAY	Orange dress, white stockings and black shoes	Old uniform: light blue shirt, grey stockings and black shoes. b). New uniform: light brown short, light blue striped shirt, grey stockings and black shoes.
c)	WEDNESDAY	a). Old uniform: Orange tshirts, green sports short, white stockings and white canvas. b). New uniform: lime green tshirts, navy blue skirts with white stripes at the hem, white stockings with blue stripes and white canvas.	a). Old uniform: Orange tshirts, green sports short, grey stockings and white canvas. b). lime green tshirt, navy blue shorts, white stockings with blue stripes and white canvas.
d)	THURSDAY	Orange dress, white stockings and black shoes	a). Old uniform: light blue shirt, grey stockings and black shoes. b). New uniform: light brown short, light blue striped shirt, grey stockings and black shoes.
e)	FRIDAY (Sports wear)	Sports tshirt (blue, yellow and red) and green shorts	Sports tshirt (blue, yellow and red) and green shorts

b). DRESS CODE FOR GRADERS

	MONDAY – TUESDAY AND THURSDAY	Orange dress,white stockings and black shoes	a).Old uniform: light blue shirt,grey stockings and black shoes. b).New uniform: light brown short,light blue striped shirt,grey stockings and black shoes.
	WEDNESDAY (GYM WEAR)	a). Old uniform:Orange tshirts,green sports short ,white stockings and white canvas. b). New uniform: lime green tshirts, navy blue skirts with white stripes at the hem,white stockings with blue stripes and white canvas.). Old uniform:Orange tshirts,green sports short ,grey stockings and white canvas. b).lime green tshirt,navy blue shorts,white stockings with blue stripes and white canvas.
	FRIDAY (COLOR SPORTS WEAR)	Yellow collar Tshirt and navy blue shorts	Yellow collar Tshirt and navy blue shorts

18. DAIRY BOOKS/NOTICE

Dairy books will be sent every Friday to ease teacher parent communication. Please read carefully and reply. A notice will also be sent if there is something to communicate. Please read carefully, they contain important information.

19. READING

Take 10 minutes a day to read to your child. This develops reading you will instill a love for reading in your child.

20. LABEL EVERYTHING: Everything your child comes with at school must be labeled i.e. bags, uniforms, socks sweater and shoes. Anything that a child may lose when it's not labeled will not be the school's responsibility.

21. BREAKFAST

The most important thing you can do for your child is to provide a nutritional breakfast for them before they start their day at school.

22. COMMUNICATION

For More information regarding the school and your child please feel free to call our :

Mobile: +256 755280371

Tel: +256 393106904

Email: admin@milliesinternational.com

23. A FEW WORDS TO OUR PARENTS

- The first day of school is an important event.
- Anxiety is normal and your child should not feel ashamed.
- Be confident and explain to your child what to expect.
- Long goodbye add more anxiety to the young child.
- Teachers understand such anxieties and have been trained to handle the upset child.

24. CRUCIAL TASK(S) FOR THE CHILD TO LEARN

- To expand their dependency from a parent and secure a home environment to include peers, other adults and school environment.
- Manage separation anxiety ;some accomplish this with a minimum distress. For others the stress of a mom or dad is frightening and extremely stressful for both the child and mom/dad.
- Accept the friendship of adults other than family members. This is a new experience to them. Realise that word “stranger” can be good or bad. Remember their new teachers are strangers. They must know they are “good strangers” .