



**NURTURING
FUTURE
LEADERS**

HANNIES CHILDCARE CENTRE

Shool Prospectus



hcccschool.com



1. WELCOME MESSAGE FROM THE PROPRIETRESS

Dear Parents and Guardians,
Welcome to Hannies Childcare Centre, where every child is valued, supported and encouraged to thrive.
We believe the early years are an important foundation for a child's future. Our dedicated team provides a caring environment where children can learn, explore, build confidence and develop positive values.
We are committed to working together with parents to give every child a happy and meaningful learning experience. Thank you for choosing Hannies Childcare Centre as a partner in your child's early development.
Warm regards,
The Proprietress
Hannies Childcare Centre

2. ABOUT HANNIES CHILDCARE CENTRE

Hannies Childcare Centre is committed to providing quality early childhood education and care in a safe, stimulating and supportive environment.

We believe every child is unique and deserves the opportunity to learn, explore and develop with confidence. Through a balance of academic learning, play, creativity and character development, we nurture children to grow socially, emotionally, physically and intellectually.

We work closely with families to provide a strong foundation for lifelong learning and prepare our children to become confident, responsible and future leaders.



3. OUR VISION

Our vision at Hannies Child Care Centre is to nurture confident, curious, and responsible young learners by providing a safe, stimulating, and supportive learning environment that prepares children to become future leaders.

4. OUR MISSION

The mission of Hannies Child Care Centre is to provide quality early childhood education and care for children, fostering strong academic foundations, creativity, character development, and school readiness, in partnership with families and in accordance with the education standards and laws of Ghana.

4. OUR MISSION

At Hannies Childcare Centre, we believe children learn best in an environment where they feel safe, valued and encouraged. Our approach combines learning through play, creativity, exploration and hands-on experiences with strong academic foundations. We focus on the whole child, supporting their intellectual, social, emotional, physical and creative development. We also encourage independence, confidence, good character and a love for learning while working closely with parents and families.

6. OUR CORE VALUES

- Respect – valuing ourselves and others.
- Responsibility – learning to take responsibility for our actions.
- Kindness – showing care and compassion.
- Integrity – being honest and doing what is right.
- Creativity – encouraging imagination and self-expression.
- Curiosity – developing a love for discovery and learning.
- Confidence – encouraging children to believe in themselves.
- Teamwork – learning to cooperate and work well with others.

7. OUR PROGRAMMES

At Hannies Childcare Centre, we provide age-appropriate learning experiences designed to support every stage of a child's early development.

- Infant (from 3 months)
- Lower creche
- Upper Creche
- Nursery
- Kindergarten (KG)
- After School Care
- Day Care Services

8. WHAT WE OFFER

At Hannies Childcare Centre, we provide a well-rounded experience that supports children's learning, growth and overall development.

- Academic Development – strong foundations in literacy, numeracy, communication and other essential areas of early learning.
- Character Development – nurturing respect, kindness, honesty, responsibility and good manners.

- Creative Development – art, music, drama, storytelling and creative activities that encourage self-expression.
- Physical Development – active learning through play, exercise, outdoor activities and age-appropriate physical activities.
- Social & Emotional Development – building confidence, friendships, appropriate expression of feelings and teamwork.
- Practical Learning – real-life experiences, exploration, projects and hands-on activities.
- School Readiness – developing the academic, social and personal skills needed for the next stage of education.

9. EXTRA-CURRICULAR ACTIVITIES

We offer optional extra-curricular activities designed to develop children's talents, creativity, confidence, discipline and practical skills beyond the classroom.

- Ballet
- Music
- Cultural Dance
- Brownies (Girl Guide Programme)
- Piano Lessons
- Robotics

Please Note: Extra-curricular activities are optional and attract additional fees.



10. SPECIAL ACTIVITIES & EVENTS

At Hannies, learning extends beyond the classroom. Our children participate in engaging activities and special events that make learning fun, practical and memorable.

- Art & Craft Activities
- Gardening Projects
- Fruits Day
- Fashion Day
- Sports & Physical Activities
- Picnics & Outdoor Activities
- Career Day
- Cultural & Special Celebrations
- Graduation & School Events

These experiences help children develop confidence, creativity, teamwork and practical life skills while having fun.



11. OUR LEARNING ENVIRONMENT & FACILITIES

At Hannies Childcare Centre, we provide a safe, welcoming and child-friendly environment where children can learn, play and grow with confidence.

- Well-equipped and child-friendly classrooms
- Safe play and activity areas
- Age-appropriate learning resources
- Creative and practical learning spaces
- Clean and hygienic surroundings
- A secure environment for children

We continually strive to create an environment where every child feels safe, valued and ready to learn.

12. OUR TEACHERS & STAFF

Our dedicated team is at the heart of the Hannies experience. We are committed to providing children with quality teaching, attentive care and positive guidance.

Our teachers create a supportive classroom environment where children are encouraged to participate, ask questions, express themselves and develop confidence.

We also value continuous professional development, teamwork and positive communication with parents to ensure that every child receives the support they need.



13. CHILD SAFETY & WELLBEING

The safety and wellbeing of every child entrusted to us is a priority at Hannies Childcare Centre.

We promote a clean, secure and caring environment while encouraging children to develop healthy habits, positive relationships and awareness of personal safety.

We also work closely with parents and guardians to ensure that children's health, safety and emotional wellbeing are properly supported.

14. PARENT–SCHOOL PARTNERSHIP

At Hannies Childcare Centre, we believe that children thrive when parents and school work together. We encourage open communication and collaboration with parents and guardians to support each child's learning, development and wellbeing. Parents are kept informed about their child's progress, school activities and important announcements. We also encourage parents to actively participate in school programmes and engage with teachers when necessary. Together, we can provide children with the support, encouragement and guidance they need to succeed.

15. SCHOOL POLICIES & EXPECTATIONS

15.1 Fees Policy

To ensure the smooth running of the school, parents and guardians are expected to make school fee payments within the stipulated periods.

- **Termly Payment:** Parents who choose to pay termly should settle the full term's fees before the first month of school re-opening.
- **Monthly Payment:** The termly fee is divided by the number of months in the term. Monthly payments should be made on monthly basis, and last payment should be made 2 weeks before the end of the term.
- **Installment payment:** First installment should be paid before or for the first week of school
Second Installment should be paid by the middle of the term.
Third Installment should be paid three weeks before end of term.

15.2 Feeding Policy

Hannies Childcare Centre provides flexible feeding options to meet the needs of parents and guardians.

- **Weekly basis** – payment should be made on the first day of the week.
- **Monthly basis** – payment should be made before the first week of the month.
- **Termly basis** – payment should be made before the end of the first month of the term.

Feeding Claims

A two-week claim period applies to feeding payments. Parents are required to submit any feeding claims within two weeks of the relevant payment period. Claims made after the two-week period may not be accepted. Feeding payments are strictly designated for the provisions of meals and may not be exchanged, transferred or used as payment for other goods or services offered by the school.

15.3 Medical & Health Policy

The health and wellbeing of our children and staff are a priority at Hannies Childcare Centre.

- Children experiencing rashes, colds, coughs or other illnesses should receive appropriate care and treatment before returning to school.
- Children who are unwell or displaying symptoms that may affect their wellbeing or pose a risk to others should remain home until well.
- Where a child develops or displays a rash that may be contagious, parents/guardians are advised to seek medical advice before bringing the child to school.
- Parents should inform the school of relevant health concerns that may affect the child during school hours. These measures help us maintain a healthy and safe environment for all children and staff.



15.4 Attendance Policy

Regular attendance is important for children's learning, development and continuity. Parents and guardians are encouraged to ensure that children attend school regularly and arrive on time. Where a child will be absent, parents should notify the school and provide the reason for the absence. Children who are unwell should remain at home until they are well enough to return to school.

15.5 Drop-off & Pick-up Policy

- Children should be dropped off and picked up within the school's designated times.
- Children should be handed over to an authorised staff member upon arrival.
- Children will only be released to parents, guardians or authorised persons.
- Parents should notify the school in advance when someone else will be picking up their child.
- Changes to regular pick-up arrangements should be communicated to the school promptly.

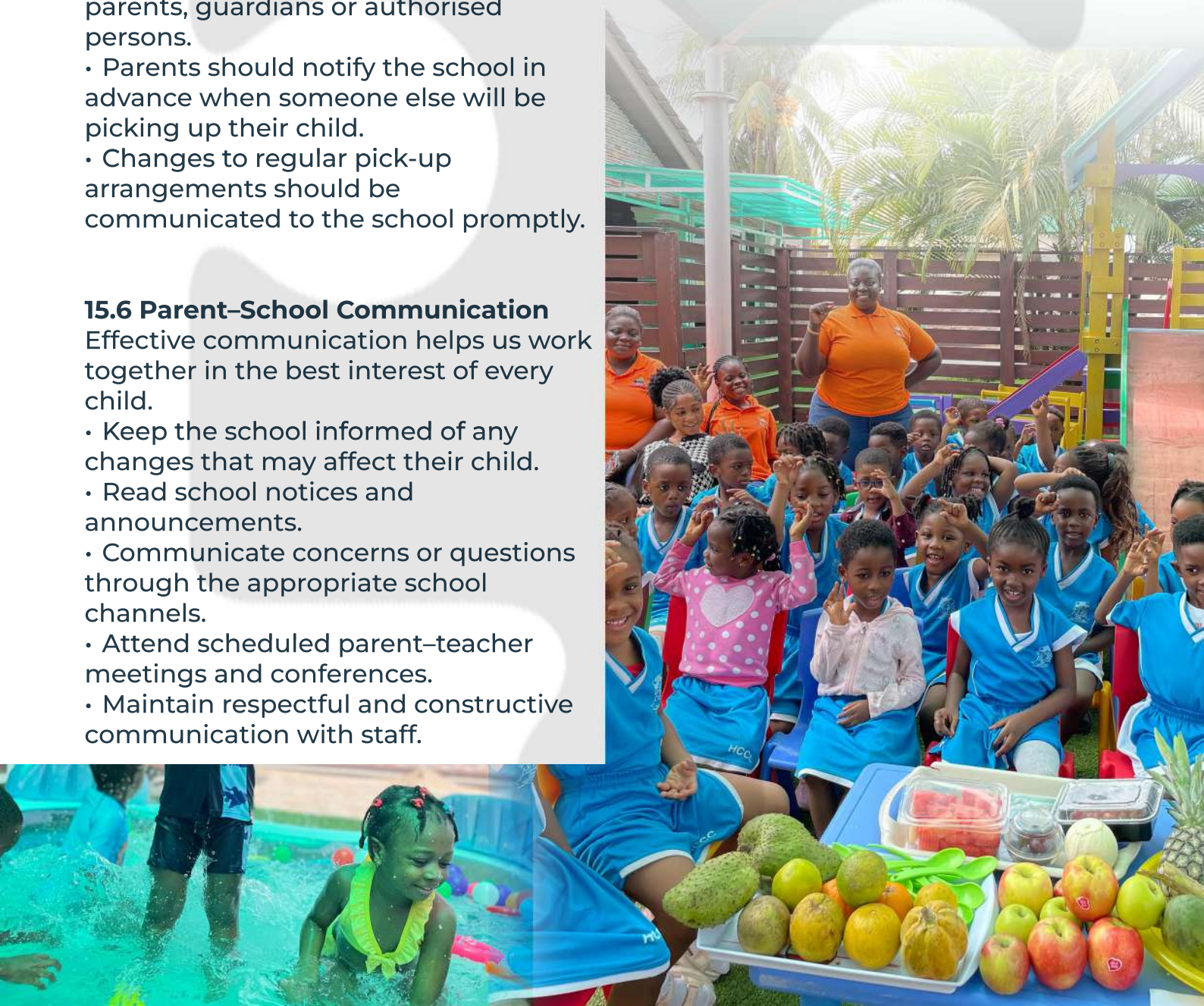
15.6 Parent–School Communication

Effective communication helps us work together in the best interest of every child.

- Keep the school informed of any changes that may affect their child.
- Read school notices and announcements.
- Communicate concerns or questions through the appropriate school channels.
- Attend scheduled parent–teacher meetings and conferences.
- Maintain respectful and constructive communication with staff.

15.7 Parent/Guardian Responsibilities

- Ensure school fees and other agreed payments are made on time.
 - Provide children with necessary learning materials and personal items.
 - Ensure children come to school clean, appropriately dressed and ready to learn.
 - Inform the school of relevant health or personal circumstances.
 - Support school rules and expectations.
 - Encourage good manners, respect and positive behaviour at home and at school.
- Together, we can create a positive and supportive environment where every child can thrive.



16. ADMISSIONS

At Hannies Childcare Centre, we welcome families looking for a safe, nurturing and stimulating environment where children can learn, grow and develop with confidence.

Admission Process

- Contact the school or visit our premises.
- Obtain and complete the admission form.
- Submit the required documents.
- Complete the admission process and make the necessary payments.
- Receive information about the child's class, school requirements and commencement date.

Admission Requirements

- Completed admission form
- Child's birth certificate or relevant identification document
- Recent passport photographs
- Relevant medical/health information
- Any other documents required by the school

Please note: Admission requirements may vary depending on the child's age and class



17. SCHOOL HOURS

Monday – Friday

Opening Time: __6:00 am

Pick up Time: __3:00 pm

Grace period up to 5:30 pm

Parents and guardians are encouraged to observe the school's opening and pick up times to support a smooth daily routine.



18. WHY CHOOSE HANNIES CHILDCARE CENTRE?

At Hannies, we are committed to giving every child a strong and positive start to their educational journey.

- A safe and nurturing environment
 - Child-centred learning
 - Strong academic foundations
 - Dedicated and caring teachers
 - Character and values development
 - Creative and practical learning experiences
 - Exciting extra-curricular activities
 - Opportunities to discover and develop talents
 - Strong parent-school partnerships
 - A supportive environment that builds confidence and independence
- At Hannies Childcare Centre, we don't just teach children—we nurture them to become future leaders.

We look forward to welcoming you and your child to the Hannies family.
Hannies Childcare Centre — Nurturing Future Leaders.

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