



## **Introduction**

CedarCreek School is a Lagos State approved childcare center. It is run by Omolola Oresanwo a passionate educationist and certified teacher with many years of experience with children. She is a graduate of computer science from University of Lagos and a Post Graduate Diploma in Education from the same Institution. She has a certificate in Best Practice in Early Year Foundation Programme from the college of Education, University of South Africa (UNISA). She also has a diploma in Montessori Education, and has been to several other trainings. She is an alumnus of Enterprise Development Centre (EDC) of the Pan Atlantic University and Daystar Leadership Academy (DLA).

Cedarcreek School opened May 2014 with a child and it is growing by the day.

## **Our Vision**

To Nurture Global Achievers.

## **Our Mission**

To provide an enabling learning environment of love and care, built on sound godly values where every child's potential is discovered, developed and maximized for global relevance.

## **Our Core values**

Godliness, Creativity, Cleanliness, Love, Leadership, Excellence.

## **Our Belief**

Every Child is unique, an active learner with great potentials that can be maximized. Play is Synonymous in early learning and a child learns by doing. Above all, every child deserves respect and should be given the best learning experience.

## **Our Promise**

To ultimately help your child to develop into a confident, creative and excellent young leader and achiever with global relevance.

## **Our Facilities**

Stimulating, attractive and fully air conditioned classrooms with CCTV coverage, equipped with age appropriate learning materials. A fully operational ICT and Music Room. Our play areas are also equipped with up to date toys and play equipment.

## **Our Curriculum**

We offer a broad based and flexible curriculum using the Early Years Foundation Stage (EYFS)/International Primary Curriculum(IPC) of the British Curriculum and our own Nigerian Curriculum delivered with the Montessori type of teaching.

## **Assessment**

Assessment of developmental and learning needs will be on-going throughout the school year. We assess how young children are learning and developing by observing them frequently. Each child is unique and we deal with them as such, helping them learn better based on their own learning styles. We give regular verbal and written reports to parents. All our children have equal opportunity to develop their talents, however great or small, to the fullest.

## **Our Team**

We refer to our staff and employees as team members because we believe that every member of the team is important in the achievement of the vision. We are very careful in hiring and retaining highly trained, experienced caregivers and professional teachers that are passionate about child education & well being.

## **Our Dear Parents**

We believe that you are the 1<sup>st</sup> carer and teacher your child has and we aim to work in partnership with you for the benefit of your child. We welcome your comments, suggestions and feedback from time to time. Information will be communicated via messaging apps, school's Edu Portal, school notice board and through newsletters to keep you updated.

We encourage our parents to volunteer and participate in our activities when invited, this is to appreciate the teachers' and caregivers' work and have an idea of your child's day at school. We also encourage parents to make out time for our open days where you can meet with the child's teacher one on one to discuss about your child's performance, also our parents tea parties which is a parent's forum where we discuss about the school and the general welfare of the children.

## **Admission policy**

Application forms are purchased at a fee determined by the school authority.

Other documents to be submitted along with completed application form includes:

2 Passport Photographs, a photocopy (original for sighting) of birth certificate and a copy of immunization records (for Creche –Nursery 2).

A child seeking admission into the Nursery class will take a school readiness assessment in addition to an interview with the child and the parents. Pupils seeking admission into the Primary classes will take an entrance test in English, Mathematics and Science(Upper Primary).

Parents are to give comprehensive information about the child in case of any special needs. Cedar creek School reserves the right to ask a child to leave the school for non disclosure of the child's special needs or health condition. Parents will be invited to come in with their children prior to the start date to get familiar with the environment.

### **Our Classes/Age requirement**

Crèche for babies 3mths to 12 months

Playgroup (1yr – 2yrs)                      Pre Nursery (2yrs - 3yrs)

Nursery 1 (3yrs – 4yrs)                      Nursery 2 (4yrs- 5yrs)

Primary 1 -6 (5yrs – 10yrs)

Promotion from crèche to the playgroup is at anytime of the school year when a child clocks 1yr 2mths depending on the child's readiness. For other classes: Pre nursery, Nursery 1 and nursery 2 and Primary, pupils must have turned their new age by Sept 30th of each academic year. **This implies that a child that moves into playgroup needs to have clocked 2 by September 30<sup>th</sup> of that academic year before he/she can go to Pre –nursery class. Also a child moving into the primary must have clocked 5 by September 30<sup>th</sup> of that academic year.**

In the Nursery, each class has a minimum of 2 adults depending on the number of children with a graduate teacher leading each class. The recommended teacher /child ratio for each age group is considered.

### **Closing Hours**

**Creche 6.45AM – 6.00PM Playgroup \_ Primary 8.00AM - 2.00PM Afterschool 2.30PM – 6.00PM**

Parents are encouraged to pick up their children at the closing time. **There is a grace of 30mins for afternoon pickup and 10mins for evening pickup after which a fine is levied and is expected to be paid at pick up or by the next morning.** Pickup time is therefore either between 2.00pm - 2.30pm and 6.00pm – 6.10pm.

Preschool children are expected to be in class by 8.00am so that they can participate in all planned activities for each day.

### **Graduation/Valedictory Ceremony**

At the end of each academic year, our Nursery 2 and Primary 6 pupils are celebrated in grand style. We encourage that our pupils complete the mandatory 6 years of primary education for proper closure and readiness for the next phase of their education. Please note that pupils moving into the secondary school from primary 5 at the instance of the parents will not be awarded a certificate/testimonial.

## Holidays

Cedar Creek School observes all Federal and State public holidays for crèche, this also applies to Preschool and Primary in addition to the termly holidays. The crèche will close for the year before the Christmas and re-open 1<sup>st</sup> Monday of the New Year while the school will resume at a predetermined date for the beginning of another term.

## Meals

For the babies, parents are to provide cereal and milk with hot water in a flask. It is carefully prepared when the baby needs to eat.

Children in the main school are to bring their food in warmers and their drinks in bottles. Snacks and fruits can be added. After school children can come with raw noodles to be cooked for them.

### Our Meal time:

**Breakfast 7am to 7.50am Snacks 10am Lunch 12noon After-school Lunch 2.30-3.00**

Please note that children that come in after 7.40am will not take breakfast till snack time. This is to settle the children down before class starts at 8.00am.

Babies and children below 15mths are provided with meals on a more regular basis. If there is a need for specific instructions, caregivers are to be notified and same be communicated in the communication book.

## Dressing/Clothing

### Creche

Parents are required to supply adequate and disposable diapers, wipes & creams. Only creams authorized by the parents will be used. Two change of clothes are advisable to be put in the child's bag. Note that extra diapers supplied by the crèche should be replaced by the next day. Beads or other accessories that are considered unsafe for the children are not allowed.

### School

The school's uniform is purchased in the school. Children are expected to dress neatly and nicely in their uniform or mufti dresses(playgroup), the weather condition should also be considered. However, an extra change of cloth is advised in case a child messes up his/her dress. **Beads or other accessories that are considered unsafe for the children are not allowed.**

## Emergency and Illness

Parents are to provide the contact of a relative or persons close to the school in case of emergency. Please inform us as soon as possible in case of any change in phone numbers. In case of any emergency the parent will be contacted immediately. The child has to be picked up within 1hr. In case on unavailability the registered emergency person will be contacted. We will contact the parents to pick up their sick children and indicate to keep them at home if we notice any of the following signs:

- If his/her measured temperature is over 38.3°C (indicating a fever)
- Vomiting
- Diarrhea
- Heavy cough
- Breathing difficulties
- Rash or unusual spots
- Contagious sickness like chickenpox, measles etc.

Parents are encouraged to keep the child at home till he/she is fit to come back to school.

### **Medical Policy**

A medical form is filled during the admission process and it is expected that all necessary information is provided including photocopies of immunization records and any other relevant documents. In case of any drug administration, parents are to fill a medication form from the school or write the drug name, dose and number of days on a signed paper and attach to the communication book or physically handed over to the teacher. Please note that no medication will be administered to children unless the medication form is filled by the parents or guardian. Children are to stay back at home on immunization days.

### **Security**

The safety of the children is paramount so everyone entering will be checked. No one is allowed into the premises without proper identification and no child will be released to a person that is not authorized by the parents in the application form or previously introduced. Please notify us on time of any change.

### **Fees**

Fees for crèche can be monthly or quarterly, while school is termly. Payment should be made by the first week of the month/ term. When fees are not paid, the school reserves the right to exclude the child from class activities for a grace period before being disallowed to come to school.

Any recommended books, worksheets ,excursion or field trips will be paid for by the parents. Notice will be given to this effect.

Payment should be made into:

**Cedarcreek Creche and Preschool                      Zenith bank acct no 1013802849.**

**Please note that fees paid are not refundable or transferrable.**

### **Our Contact**

14 Solomon Durodola Street, Unity Estate zone 2 Carwash b/stop Egbeda Idimu Rd.

08023163348, 08093126618, 07063343557

Website: [www.cedarcreekschool.com.ng](http://www.cedarcreekschool.com.ng) email: [cedarcreekcp@gmail.com](mailto:cedarcreekcp@gmail.com)

facebook: cedarcreek school      Instagram: Cedar creek.School

## Agreement

We, the undersigned, acknowledge that we have fully read this handbook and agree with these aforementioned policies of CedarCreek School. We accept what we have read as part of the child care contract with CedarCreek School. The school may change policies as needed with advance written notice.

Mother's Name

Signature

Date

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Father's Name

Signature

Date

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Guardian's Name

Signature

Date

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NB: Please fill this page and submit to the school. Thank you