



# STUDENT HANDBOOK

## PRE-NURSERY NURSERY



# *A Big, Warm Hug*



*Hey Amazing Parents,  
You've chosen us to care for your little stars, and that feels like the warmest hug ever! You're on top of the world, and we're over the moon to have you! Your wards are wrapped in love, laughter, and support. Our team's all in, pouring heart into every giggle, high-five, and milestone. We're not just a school; we're a family, cheering your treasures on every step of the way. Here's to a journey filled with joy and shining moments together!*



*With all our love,  
Your His Mercy Family*

# School Mission Statement

At His Mercy Private School, our passion for education burns brighter than ever, fueled by an unyielding commitment to equipping every child with the tools, knowledge, and resilience needed to conquer tomorrow's challenges. We don't just teach, we ignite curiosity, foster unbreakable spirits, and sculpt young minds into global leaders.

By harmoniously blending the rigorous Cambridge curriculum with the culturally rich Nigerian framework, we deliver an international-standard education that's as innovative as it is inclusive. Imagine a place where your child isn't just a student, but a cherished member of a vibrant family, surrounded by warmth, mutual respect, and endless celebrations of every milestone, big or small.

From the tender age of 12 months to the cusp of adolescence at 11 years, we nurture holistic growth, preparing them not only for academic triumphs but for a world that's dynamic, demanding, and full of endless possibilities. In our vibrant environment, our committed class educators bring lessons to life, turning classrooms into launchpads for lifelong success.

What truly sets us apart is our zeal, an infectious energy that drives us to go beyond the ordinary, ensuring every child receives the utmost level of education tailored to their unique potential. We're not content with good; we strive for greatness, weaving in co-curricular programs that build confidence, hone skills, and create memories that last a lifetime.

# ADMISSION POLICY & PROCEDURES

*Admission is based on an age-appropriate readiness assessment (e.g., basic interactions for Pre-Nursery, simple tasks for Nursery) and a family interview to ensure alignment with our values and the child's developmental needs, as per NERDC and UBEC guidelines. We prioritise inclusivity, accommodating children with special needs through individualised plans.*

## **Registration & Documents:**

1. Birth Certificate (issued by the National Population Commission).
2. Up-to-date Immunisation Record/Card (mandatory, including measles, polio, DPT, and hepatitis, per Nigerian health standards; proof of vaccination if applicable).
3. Passport Photographs.
4. Medical History Form (detailing allergies, chronic conditions, or special needs).
5. Receipts of all payments.

*All of which is to be uploaded on the online form.*

## **Entrance Requirements:**

- Pre-Nursery (Creche/Playgroup): From 6 months to 2 years; no toilet training required. Assessment includes parent-child interaction and basic motor skills observation.
- Nursery: Ages 2-4 by September; toilet trained or in process, able to express basic needs (e.g., hunger, discomfort). Assessment covers social skills and simple recognition tasks. We conduct health screenings (e.g., vision, hearing) upon entry.

# PARENTAL PARTNERSHIP

*Parents are essential partners in early development, as emphasized in NERDC's caregiver guidelines and NAEYC's family engagement standards. We foster collaboration through regular communication, workshops, and involvement in school activities to support hygiene, safety, and growth.*

## **General Requirements:**

- 1. Security & ID Cards:** School-issued ID cards are mandatory for entry and pick-up. No child released without presentation by an authorised adult (up to two per family). Lost cards cost ₦5,000 to replace. Unauthorised pick-ups will be reported to the authorities.
- 2. Communication:** Use school email *Support@hismercyschools.com* or phone for inquiries; no direct staff confrontations. Monthly newsletters and parent apps for announcements.
- 3. Celebrations (Strict Policy):** To promote equity and minimize distractions, no cakes, cooked food, party packs, or external celebrations for birthdays. A simple prayer and class song during circle time. School-wide events (e.g., Children's Day) organized by staff.
- 4. Grievance Procedure:** Submit complaints in writing to Management within 48 hours. Investigations follow fair process; aggressive behavior results in restricted access or withdrawal.
- 5. Labelling:** Label all items (bags, bottles, clothing) with the child's full name and class. School not liable for losses. Parents must check their children's bags daily for unfamiliar items and report any findings to staff.

## Specifics for Pre-Nursery & Nursery:

- **Daily Supplies:** Labelled bag with diapers/wipes/pull-ups (Pre-Nursery), two full changes of clothing, cardigan, bibs, and any prescribed medications (with doctor's note and consent form). Healthy snacks (nut-free, no sweets).
- **Health & Hygiene:** Do not send sick children to school (e.g., fever  $>38^{\circ}\text{C}$ , vomiting, diarrhoea, contagious rashes). Immediate pick-up will be required if symptoms arise (within 30 minutes). Notify of allergies or conditions. Handwashing routines are taught daily; staff model hygiene.

## Health, Safety, and Emergency Procedures:

- **Child Protection:** All staff are background-checked and trained in safeguarding. Zero tolerance for abuse; mandatory reporting to authorities.
- **Emergencies:** Termly fire/evacuation drills; SMS alerts to parents. Designated safe zones; first-aid trained staff on site. Emergency contacts updated annually; hospital partnerships for quick response.
- **Allergies/Medications:** Written consent for administering (e.g., paracetamol for fever).
- **Playground Safety:** Supervised play; equipment inspected daily per safety standards. No running in corridors; soft surfaces for falls.

# BEHAVIOUR MANAGEMENT (DISCIPLINE)

*Discipline is non-negotiable but focuses on positive reinforcement, redirection, and restorative practices for young children. We use a Traffic Light System (Green: Praise; Yellow: Warning; Red: Reflection) to build self-regulation and empathy. No corporal punishment; emphasis on teaching right from wrong*

| Offense   | Correctional Measure  | Rationale & Follow-Up   |
|---|---|---|
| Biting/Hitting/Pushing<br>(Common in early years) | Time-Out (1 min per year of age in calm corner); discuss feelings (e.g., "Hands are for helping").        | Builds empathy; repeated: Parent meeting to discuss triggers. |
| Tantrums/Refusal to Follow Instructions           | Redirection to a positive activity; loss of short "Golden Time" (free play). Encourage verbal expression. | Promotes self-control; model calm responses.                  |
| Improper Grooming/Unkempt Appearance              | Note home for immediate correction; assist child if needed (e.g., tidy hair). Repeat: Parent conference.  | Ensures hygiene and safety.                                   |
| Bringing Toys or Unauthorized Items from Home     | Confiscation; return to parent at pick-up with explanation.   | Prevents distractions and sharing conflicts.                  |
| Using Bad Language or Unkind Words                | Gentle reminder; model positive words (e.g., "We use kind words"). Parent discussion if persistent.       | Fosters respect; integrate into circle time stories.          |
| Damaging Property (e.g., Toys, Walls)             | Safe clean-up assistance (e.g., wiping with supervision); parent billed for repairs if intentional.       | Teaches responsibility; discuss consequences.                 |
| Late Arrival/No ID Card                           | Gate delay or return home; chronic issues: Fees and meeting.  | Ensures security and routine.                                 |

*Severe or repeated behaviours (e.g., endangering others) involve immediate parent summon and potential probation. We promote inclusion, kindness, and anti-bullying through daily routines and stories.*

# Daily Schedule

*Our balanced routine supports rest, play, and learning themes (e.g., Food/Nutrition, Health, Safety). Schedules differentiate by age for engagement.*

- 07:30 AM: Arrival & Free Play (greeting, settling in).
- 07:45 AM: Circle Time (Songs, Rhymes, Prayers, Attendance).
- 08:20 AM: Sensory/Motor Activities (e.g., textures for Pre-Nursery, shapes for Nursery).
- 09:40 AM: Potty/Diaper Break & Hygiene Routine.
- 10:10 AM: Snack Break.
- 10:40 AM: Scribbling practice/ Writing and Reading tasks.
- 12:00 PM: Lunch Break (Balanced meals; supervised eating, no sharing).
- 01:00 PM: Siesta (Nap Time; quiet stories for non-nappers).
- 02:30 PM: Outdoor/Indoor Play (Gross motor: Running, climbing; Fine motor: Drawing).
- 03:30 PM: Creative Time (Arts, Music, Storytelling)/Snacks.
- 04:30 PM: Pack-Up & Closing (Review day, goodbyes).

**Note:** *Late pick-ups after 04:30 PM incur \$1,000/hour. After-school care available until 06:00 PM (extra fee). Adjustments for holidays will be communicated in advance.*

## Morning Assembly

All pupils must line up quietly as the morning bell rings. When the assembly is over, each line of students must follow their teacher to their classes quietly in single files.

## Attendance

All pupils are expected to participate in all School activities.

# Academic Information

## Academic Curriculum

*Aligned with NERDC's One-Year Pre-Primary Curriculum and Montessori principles, focusing on play-based sensory and social development across eight themes: Food/Nutrition, Psychosocial, Cognitive, Health, Safety, Protection, Physical, Water/Environment. Assessments via observations, portfolios, and minor formal exams.*

### **Pre-Nursery (Apple Class & Early Achievers):**

- **Sensory Development:** Exploring textures, colours, and sounds through safe materials.
- **Socialisation:** Learning, sharing, turn-taking via group play; building friendships.
- **Motor Skills:** Fine (grasping toys) and gross (crawling, walking) activities.
- **Communication:** Basic vocabulary through songs, rhymes, and picture books.
- **Health Habits:** Handwashing, healthy eating routines.

### **Nursery:**

- **Montessori Methods:** Practical life (self-care, pouring) and sensorial education (matching shapes).
- **Numeracy:** Number recognition, counting objects, basic shapes.
- **Literacy:** Letter sounds, pre-writing (tracing), simple storytelling.
- **Creative & Values:** Arts (painting), music (singing), CRS (simple Bible stories), Civic (sharing norms).
- **Science/Health:** Basic exploration (plants, animals); hygiene and safety lessons.

# Classroom Rules

In the classroom:

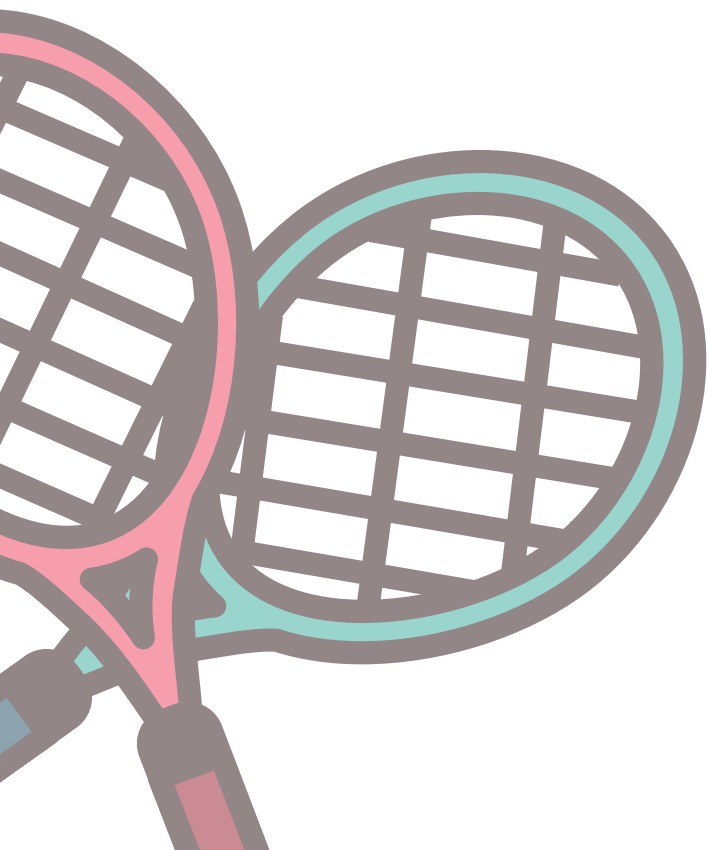
- I sit quietly in my place. I don't move without the teacher's permission.
- I follow the teacher's directions.
- I never talk during the lessons.
- I do my classwork neatly.
- I keep my desk clean.
- I don't fight with my peers.
- I raise my hand before I speak.
- I help the teacher to keep the classroom clean and tidy.
- I always speak in English, except in Yoruba and French classes.
- I never leave the classroom without the teacher's permission.
- I don't eat or drink in class except during breaks.



# Sports

When I Play Sport:

- I never fight.
- I never scream.
- I follow the coach's directions.
- I always play with my peers as a team.
- If I become ill during the school day, I tell the teachers or the supervisor.



# Dress Code (Girls)

## *Everyday Uniform:*

- **Mondays and Thursdays:** Blue short-sleeved shirt and full-length pinafore. white socks and black shoes.
- **Tuesday:** Lemon short-sleeved shirt and full-length pinafore. white socks and black shoes.
- **Wednesdays:** White shirt and Blue or Black jeans. white socks and white or black sneakers.
- **Fridays:** P.E uniform. white socks and white or black trainers.

# Dress Code (Boys)

## *Everyday Uniform:*

- **Mondays and Thursdays:** Blue short-sleeved shirt and short. white socks and black shoes.
- **Tuesday:** Lemon short-sleeved shirt and short. white socks and black shoes.
- **Wednesdays:** White shirt and Blue or Black jeans. white socks and white or black sneakers.
- **Fridays:** P.E uniform. white socks and white or black trainers.



# Hairstyles



**01** *Stylish All-back*



**05** *Patewo and Base*



**02** *One-side*



**06&07** *Scissors Patewo*



**03&04** *Stylish Threading*



**08** *Stylish Shuku*





# Hairstyles



09&10 *Zigzag*

11&12 *Sean Paul*



**(Boys)**

**Low cut always (no parting)**



# **A note to our little Jewels**

"Dear HMS Jewel, follow rules to learn and shine.  
Be kind, work hard; we believe in you!"

Yours Sincerely,  
HMS Management



# HIS MERCY REIGN

## PRIVATE SCHOOL