



# HAPPY HEART SCHOOL

# PROSPECTUS 2023



# A Welcome note from the Director, School Operations

*Dear prospective Parent/Guardian,*

*I am pleased to welcome you and your ward(s) to our School and to share with you this prospectus developed by*



*the Management of Happy Heart School (HHS). The prospectus is the School's formal statement of policies, objectives, aspirations and philosophy, which factors in the expectations of parents and staff, as well as government directives through the Ministry of Education (MoE) and the Ghana Education Service (GES).*

*HHS is a safe, friendly and pleasant School that our pupils and parents are proud of. The Management and Staff make it a point to know each child personally and relate with their*

*individual needs. We maintain small class sizes and encourage Teachers and Staff to keep a bond of closeness to the child.*

*We are open to accepting children from all nationalities, races and creeds on a rolling admissions basis (all year round), subject to the availability of class vacancies.*

*Parents are key stakeholders in our partnership to raise these children to give them hope and a great future. Our aim is to bring satisfaction to all stakeholders, make each heart happy – child, parent and School management alike. Our motivation is that a happy child makes a good learner, and also that a happy parent makes a good supporter! We at Happy Heart will continue to provide a conducive environment for your child's learning and growth!*

*A warm welcome awaits you and your child at Happy Heart. Thank You!!*

Harriet Asante (Mrs.)

Director, School Operations

## Letter from the CEO

*The School has dedicated teaching and non-teaching staff, parents and caregivers, who together team up in synergistic efforts to raise responsible children for our society. Our guiding principle at HHS is to train the child in an all-round manner so that he/she lacks nothing while progressing through to adulthood and life.*

*We invite you to visit our School to find out for yourself and make the important decision to bring your wards, and also recommend to your neighbors to consider this pleasant School for their wards as well.*



*Our arms are wide open and we are eager to partner with you for the education of your child!*

Isaac A. Asante  
*Chief Executive Officer*

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## 1. Our Vision

Our vision is that every child will experience total development through early childhood education that is responsive to Christ-centered values and current best practice.

## 2. Our Mission

Happy Heart School (HHS) provides quality homecare and an educational environment to preSchoolers and young people that will affect them positively for a lifetime.

## 3. Our Goals and Objectives

To support our mission, we identify and pursue four principal goals, namely:

1. To provide top quality care and education for the children
2. To ensure the children are put at the centre of all HHS programming
3. To ensure HHS is a desirable place to work
4. To ensure long term sustainability of the School

## 4. Our Core Values (4Cs)

- o We are **Christian**
- o We value **Children as the gift of God** who must be nurtured with Christ-like care
- o We value **Continuous improvement** in services to our pupils, parents and the public
- o We are **Companions** in the total development of the child

## 5. Our Motto

“We grow, we learn, we serve”

## 6. Our Approach

We combine the Montessori approach with the traditional GES curriculum in a supportive and well-organized learning environment that promotes the whole (i.e. cognitive, emotional, physical, social) development of the child.

At HHS we strive to create an environment that enables children to develop critical thinking, make them bold and promote teamwork with others because we recognize these to be the key skill set for the world today.

If you are a parent or guardian in search of a facility where Christian underpinning in the caregiving, education and training of your child is a key consideration, then you can rest assured that your wards will be in the good hands of dedicated staff at HHS.

## 7. We are Partners

We have an open door for partnerships and are keen to collaborate with organizations and individuals that add value to learning for our wards. As such, our key stakeholders include our present and past pupils, their parents, the Social Welfare Department, the Ghana Education Service (GES), local government institutions, the Church, NGOs, individual or corporate donors as well as members of the general public.

## 8. Our History & Environment

HHS was started by Isaac and Harriet Asante as a private company on 31<sup>st</sup> July 2014.

The Dome community has been experiencing a teeming growth in population, currently the 19<sup>th</sup>

largest settlement in Ghana with a population of 78,785 (source: Wikipedia, March 2021). The School started operating with a set of twins at Dome, Accra on August 11, 2014. The facility has since been growing and become the popular choice for many working parents as a conducive, homely and scholarly setting for the early development of their wards. The School is having an impressive rate of growth.

## 9. Behavior in School

We have a policy that children should show a positive behavior that will ultimately benefit and guide them to become responsible, respected adults. We train children to be of high moral standing right from their early years, by constantly ensuring that the teachings of Christ underlie all instruction. Children are taught to show love and respect to others, whether the latter are more elderly or are their peers. We commend good and upright behavior and chastise unruly conduct firmly in a loving manner.

## 10. Books & Learning Materials

Books are supplied by the School so that parents are spared the time taken to travel around to procure sometimes scarce recommended text. The cost of books and equipment for an ensuing academic year is billed at the beginning of the first term for continuing pupils, and is made part of the bill for new admissions. Books and/or Learning materials are billed separately from tuition fees, and a pupil will not be

issued any books or materials if he/she has not paid for them.

The full cost of books and learning materials will be billed to a new pupil irrespective of the date of admission in the term.

## 11. ICT Facilities

We aim to inculcate the skills and aptitude of information technology to the children right from their early years. At HHS we recognize the vastness of the benefits that ICT brings to development and want to leave no child behind. Our ICT lab has internet connectivity. It is equipped with desktops and has a fine ambience for teaching and learning of ICT, under the responsibility of a dedicated ICT teacher.

## 12. Equal Opportunities & Inclusion

While we embrace everyone without regard to race, ethnicity or creed, we are Christian and continuously strive to deliver programming in a Christ-centered manner.

## 13. School Meals

We serve the children breakfast and lunch cooked on the campus by excellent caterers employed by HHS. Both meals are paid for but are optional. Parents must indicate at the beginning of each term whether their children will take School meals, by paying for meals for the term in advance along with School fees. Each term there is an indicative menu that seeks to provide a balanced diet of food with good nutritional value.

Fees paid for School meals are non-refundable. However, if a pupil is absent for a continuous period of more than a month due to sickness, the School may carry a balance as credit to him/her for ensuing weeks or term.

## 14. Our Current Curriculum

We run PreSchool (**Crèche, Nursery**) and Basic School (**Kindergarten, Primary and JHS**).

## 15. Pre-School

PreSchool consists of Crèche and Nursery classes, with pupils typically in the age brackets 1 to 3 years. Our crèche classroom is air conditioned and we have television sets for Nursery and Crèche. All classrooms are well-ventilated. Classes have been kept small in size in order to create a conducive environment to bring out the best in learners.

### I. Crèche



Children should have started walking before being accepted into the Crèche. We place emphasis on the following result areas in the Crèche.

- Physical development
- Health
- Emotional & Social development
- Cognitive & Language development
- Music, Art and creativity

### II. Nursery



The nursery group consists of pupils typically of average age two to three years. The subject areas expand to seven as follows:

- Health
- Emotional & Social development
- Cognitive & Language development
- Music, Art and creativity
- Letters & Numbers
- Nature & Environment
- Creativity

## 16. Kindergarten



There are two years of Kindergarten (KG), i.e. KG1 and KG2, which are classified as the start of Basic education and typically for 4- and 5-year olds respectively. KG instruction areas build on the Nursery stage blocks and include:

- Language and Literacy, (comprising Oral Language, Reading and Writing),
  - Numeracy (Mathematics),
  - Creative Arts,
  - Our World and our People. (This is a new body of knowledge that integrates Religious and Moral Education, Civics, Geography, Agriculture Science and Computing)
- Other subjects: Music, Robotics,

## 17. Primary School

After completing the two-year KG, pupils progress to Grade 1 through Grade 6 of Primary School before moving on to Junior High School. Pupils

would usually have reached the age of twelve by the time they are ready to go to the Junior High School (JHS).



The Primary School curriculum is a build-up upon the PreSchool activities, and at this point ICT, foreign language(s) and local Ghanaian languages are introduced as additions to Maths and Science. The course list for Primary School is as follows:

- Mathematics
- English Language,
- Science
- Creative Arts
- Our World and our People (OWOP)
- Physical Education
- Ghanaian Language
- Religious and Moral Education
- ICT
- French
- Chinese

## 18. Extra-Curricular Activities

On a continuing basis we strive to include value-adding extra-curricular activities that add up

to increasing the versatility of the child in their development process.

- Currently we have the following School clubs:
  - Music
  - Performing Arts
  - Reading & debating
  - Robotics
  - French
  - Chinese
- We have lessons in playing piano, drums, guitar and other enlightening extra-curricular activities for children during vacation School.
- We take children on excursions to environments that help them to solidify what is taught in class and for relaxation and sight-seeing.



## 19. After-School Provision

### a) In-Term late child pick-up

In normal times (as opposed to the COVID-19 pandemic period) School closes at 3:00 pm and parents are required to pick up their children latest by 4:00 pm). We allow working parents to pre-arrange late pick-up extended to 6.00 pm. This late pick-up period attracts a considerable fee of GHS 300.00 per term, or on a daily basis, GHS 15:00 per hour of delay after 4pm.

### b) Out-of-Term Vacation School

Attendance to HHS's vacation School is optional but highly recommended for all children. It is aimed at exposing the children to activities that help them gain extra-curricular aptitudes to complement their normal classroom training. It is also targeted to support parents that have work and other engagements and are having challenges taking care of their wards during the holiday period.

## 20. Getting to Know Your School

Parents are welcome to be shown around the School prior to admitting their wards.



## 21. A Safe & Secure Environment

HHS is currently set out on a 21,000 square feet (0.482 acre) plot with three blocks. Classes are not jam-packed, to ensure each child gets sufficient attention from the Teacher and Assistant(s). It has its perimeter fully walled, which ensures that the child is secure throughout the day once he or she enters the School.

The compound has a fair mix of trees and flowers, providing horticultural beauty, freshness and wind breaks.

## 22. Child Protection

We make child protection a top priority to ensure that children grow and learn in a safe and secure environment. We have man-guarding services who are tasked to prioritize the security of our pupils and staff.

To ensure the safety of children, only their parents or nominees introduced to the School are permitted to collect children from the premises.

Staff commit to treat children with care and to protect the wellbeing of children at all times.

## 23. Our Dress Code

At Happy Heart School we encourage the children to take pride in wearing their School uniform. We believe that it helps to distinguish pupils of various departments and to unite us all behind a common badge and common colors. It also helps us to identify each other when we are out on excursions

or in the community. Our custom-made uniforms are available for purchase at the School Administration. No other dresses are allowed to be worn to School apart from the prescribed uniform.

Parents are to ensure their wards dress in line with the prescribed uniform for the respective days.

At present the daily dress code is:

- Monday, Tuesday and Thursday - prescribed School uniform



- Wednesday - Blue-black fabric laced with "kente" cloth



- Fridays - PE uniform.



School uniforms are purchased from the School Administration at time of admission and whenever needed.

## 24. Jewelry & Hair

Girls who have pierced ears are permitted to wear only stud earrings. Children may also wear a watch. Wearing any makeup, nail varnish, very long, uncombed or dreadlocked hair by both males and females are also not allowed. Pupils, particularly girls in PreSchool, are not permitted to put small hair accessories in their hair. All pupils must keep their hair decent and not long.

## 25. Teaching & Learning

We deem what we teach and the method used to teach it of fundamental importance. Teachers are innovative in their approach to subject areas, and involve the children in more practical and interactive ways. Teachers look out for specific strengths and interests of each child and encourage them to excel. The target is that no

child is left behind, and that the children should be excited and eager to learn.

## 26. School Reports

We produce each child's academic report for end-of-term as well as mid-term assessments. They are sent on the parents' emails or WhatsApp or can be hand-picked from the School Administration.

## 27. Assessment

Children are assessed through one or a combination of the following ways.

- Placement Test before the child joins the School
- Classwork
- Unit tests/assessments
- Projects
- Exams at the end of the term
- Continual observation of pupils' performance by their teachers.

## 28. Special Educational Needs

At HHS we make the effort to identify special needs as early as possible in order to address each child's needs by an individual education program. We currently collaborate with organizations that consult on cases of children with special needs, to have their staff on secondment at the School to support the concerned children.

## 29. Concerns & Complaints Procedure

The School is ready to amicably discuss any matter of concern with parents.

Minor complaints should be raised directly with the class teacher. If you are not satisfied with the outcome, this should be raised with the Administrative Officer. An investigation will be conducted and a meeting arranged to try and resolve the issue.

If a parent still believes the complaint has not been dealt with satisfactorily by the Administrative Officer, he/she may complain to the Management of HHS (via the Director, School Operations).

## 30. School Staff



We do our best to employ suitably qualified teachers for each class. We have trained and/or tertiary level teachers from KG 2 through Primary School. Teachers in the PreSchool department (Nursery and Crèche) have undergone Early Childhood Development or Montessori training or both.

There are dedicated office staff who offer great support services to School operations, parents and the public.

## 31. Parent Teacher Association

We have a Parent-Teacher Association (PTA) that meets each term to discuss matters relating to the progress of their wards and the effective development of the School.

Parents are notified through termly newsletters, WhatsApp and SMS about meetings for PTA.

A parent who enrolls a child at HHS becomes an automatic member of the PTA. The constitution of the PTA is available from the School Administration or School website.

## 32. Homework Policy

Our policy requires parents to take homework that teachers give to their children seriously. They should supervise and ensure that all homework is complete and submitted by the due date. A parent or guardian should sign off on the place provided in the child's homework book. Parents may guide their children to do the homework, but are not to directly do the work for them.

## 33. Attendance & punctuality

School hours (Monday to Friday) are subject to change due to COVID-19 arrangements:

PreSchool 8:00 to 2:00 pm.

Primary - JHS 7:30 to 3:30 pm

We are fervently opposed to lateness to School, as such Parents/guardians must ensure their wards arrive on time daily.

Term periods for the year are:

Term 1 January - April (actual dates TBD)

|        |                                 |
|--------|---------------------------------|
| Term 2 | April - June (actual dates TBD) |
| Term 3 | June - Sept. (actual dates TBD) |

This helps us to plan ahead and, where necessary, provide appropriate advice.

## 34. Illness & Absence

If your child is absent due to illness, please telephone the School Administration on the first day of absence and follow this up with a letter on your child's return to School.

Please let us know if your child has been in contact with an infectious illness. If your child is sick or has diarrhea, flu, cough, or other infectious diseases, please get medical attention and keep them at home until they get well. This helps prevent the disease spreading to other children in the class/School.

Parents and guardians are required to carry their wards' academic records from any previous School(s) along to the first admission interview. They are also to provide immunization records for children seeking Crèche and KG admissions.

The parent will be required to complete an admission/application form, provide a copy of the birth certificate or weighing card and one passport-size photo, along with payment of full requisite fees (see [School fees policy](#)).

Parents may pick up an application form from the School Administration or download an application form from the Admissions link [Happy Heart School](#). Normally, admission will be completed with the ward physically coming along with parent/guardian to the Admissions Office. Parents may call in personally at the School or phone call first (contact at the end of this prospectus).

## 35. Medicines in School

Parents who want us to administer medicines to their child should add prescriptions made by a doctor, nurse prescriber or pharmacist prescriber to the medicines.

Parents must sign a consent form at the School Administration. All medicines must be brought to the School office by the child's parent. No child should bring medicine into School themselves or carry any medicine around with them. The medicines are to be brought in the original container dispensed by a pharmacist together with the prescriber's instructions for administering. We will not administer medicines that are not prescribed.

The School will not accept responsibility for dangerous medicines or for failure to administer a dose and are unable to store medicines in a fridge.

## 37. School Fees Policy

- HHS provides value for money education, and we charge reasonable School fees.
- School fees for the next term are invoiced to Parents in the final week of the current term. Invoices are normally distributed along with end-of-term academic reports, but also may be emailed or sent by Whatsapp or SMS. Reminders to pay invoices are sent by the same methods.
- A special discount is given to parents with three or more biological children in the School. There is no discount for the first or second child. If a child is adopted, parents must provide proof of legal adoption in order to qualify for a discount.

## 36. Admissions/enrolment

All applicants to Happy Heart School are required to take an assessment test for us to ascertain the strengths and weaknesses of the potential pupil.

- d) School fees are determined or fixed annually by the Board, but each term's fees are due for payment at the beginning of the term.
- e) A pupil must not have a balance of unpaid fees carried into the next academic year.
- f) New pupils must pay 100% of admission fees and full School fees for the term on the day of admission
- g) Continuing pupils must pay 70% to 100% of fees before or on the first day of the term. The balance of fees for continuing pupils must be paid no later than the start of mid-term.
- h) Advance settlement of a full year's fees is acceptable. If there is an upward revision in fees, parents who have paid in advance are required to pay the difference in fees.
- i) Entry/admission fee is charged when applying for admission to any of the departments (unless during a promotional period when it is waived). It is non-refundable, non-transferable, and non-adjustable for any reason).
- j) Methods to pay School Fees - Fees may be paid through any of the following routes:
  - i. Mobile app e.g. bank apps
  - ii. Cheque
  - iii. Mobile money –ID 560003 or telephone # 0248717606
  - iv. Bank wire or transfer (banking details below)
  - v. Direct bank deposit (banking details below)
    - o **Banking details:**  
ECOBANK, Westland Branch,  
account number 1441002327550
- k) There is an administrative charge of GHS 100.00 to anyone who issues a dud cheque.

- l) Charges for wire, mobile money transfer or similar method of payment are borne by Parents and are not deductible from School fees.
- m) All cheques and transfers should be made payable to HAPPY HEART SCHOOL

## 38. Non-payment of Fees

- i. Failure to pay School fees may result in a loss of the pupil's place in the School, withholding of their School reports, testimonials, and/or examination results, as well as temporary or permanent exclusion or expulsion from School.
- ii. HHS reserves the right to seek legal redress to retrieve unpaid School fees from parents whose wards leave the School.

## 39. Refunds

The admission fee is non-refundable; tuition fee refunds will be made based on the number of weeks remaining in the term. If a pupil withdraws or leaves School, the refunds will be processed as follows and returned to the original payer.

- 1) **If a pupil is withdrawn prior to the start of the term**, the fees paid will be refunded, 100% admission fee will be retained by the School.
- 2) **If a pupil is withdrawn during the School term**, the Admission fee is non-refundable, and the tuition is refunded in accordance with the time already spent in School in the term:
  - a) **if a pupil attends School for one week or less**, 50% of Tuition fees may be refunded.
  - b) **if a pupil attends School for more than one week**, the full fees for the School term will be charged.

## 40. Library Books

There are library books for the children to read in School and also to borrow to read at home during the weekend. Parents should ensure books are handled well by their wards. Pupils will be surcharged for loss or dilapidation of borrowed books.

Our electronic communication will utilize parents' contacts held by the School, so each parent must ensure they leave a working phone number and a working email contact with the School Administration.

## 41. Birthdays

Children's birthdays may be celebrated in School but only on Fridays after 2:00 pm.



## 42. Discipline

HHS seeks to create a respectful and disciplined atmosphere in the School. We need utmost cooperation from parents, guardians, teachers and children to achieve this.

- Pupils should not bring items such as toys and mobile phones to School.

## 43. Information to Parents

We advise parents and guardians to read all communication HHS sends through printed circulars, SMS, WhatsApp or emails.

## APPENDICES

## Appendix 1: Acknowledgement of Prospectus & Policies

My signature below is to acknowledge that I have read and understand the Happy Heart School prospectus and the policies it contains.

| Signed on behalf of the School                 | Signed by Parent/Guardian                      |
|------------------------------------------------|------------------------------------------------|
| .....<br>.....<br><i>Signature</i> <i>Date</i> | .....<br>.....<br><i>Signature</i> <i>Date</i> |
| .....<br>.....<br><i>Name</i>                  | .....<br>.....<br><i>Name</i>                  |

## Appendix 2: Fees Payment Agreement

In return for the education, care and training of my ward(s) at Happy Heart School, I agree to pay all legitimate costs for them. This includes, but is not limited to, tuition fees, e-learning fees, cost of textbooks, stationery and supplies, PTA dues, late pick up fees, Vacation School fees, club fees, etc.

I understand that I have to pay my ward(s) fees in time, and that if my ward leaves the School for any reason, I am required to settle all outstanding fees.

.....

.....

Parent/Guardian Name

.....

Signature

Date

## School Contact Details



Happy Heart School, P.O. Box T90, TUC, Accra.  
217 Jerusalem Street, Dome Pillar 2, Duase, near Auntie Mary taxi rank

**Fixed Phone:** +233(0) 302 434660

**Cell Phone:** 0554414948; 0205279850;

**Website:** [www.happyheart.edu.gh](http://www.happyheart.edu.gh)

**Email:** [admin@happyheart.edu.gh](mailto:admin@happyheart.edu.gh)

**Skype:** isaacasante