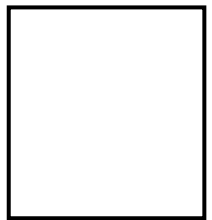


Little Hearts Kindergarten



Montessori Day care, Playgroup, PP1 and PP2
Daidai Road, South 'B' P. O. BOX 52445 - 00200 Nairobi Telephone 0704-152832
Email: lhk1999@gmail.com Website: www.littlehearts.co.ke

Admission Form

Surname of Child First Name Middle Name

Age: years months Date of Birth ____/____/____

Sex (M/F) Nationality Religion

Previous school attended (if any):

I would like my child to be admitted in (tick appropriate class and session):

- | | |
|---|--|
| <input type="checkbox"/> Day Care Class (Under 3 years) | <input type="checkbox"/> Half-Day Session (8.00am-12.30pm) |
| <input type="checkbox"/> Playgroup Class (Ages 3-4) | <input type="checkbox"/> Full-Day Session (8.00am-3.30pm) |
| <input type="checkbox"/> Pre Primary 1 (P.P.1 - Ages 4-5) | |
| <input type="checkbox"/> Pre Primary 2 (P.P.2 - Ages 5-6) | |

Mother's Name (Surname) (First Name) (Middle Name)

Father's Name

Postal Address (P. O. Box) City

Tel. Nos. (Off.) 1 Mobile (Mum) Email
2 (Dad)

Residential Location

Occupation(Mum) Name of Employer/(Mum)
(Dad) Business (Dad)

Does your child have any known allergies? (Y/N) If yes, state which

Blood group of child

Name of Family Doctor Telephone Number(s)

Date of Application: ____/____/____

FOR OFFICIAL USE ONLY

Date Application received ____/____/____ Admission Accepted (Y/N)

Admitted into Class Date of Admission: ____/____/____

Admission No. Signed: _____ (Headmistress)

TERMS AND CONDITIONS

Admission:

- ❖ Children of all races and religions are welcome to join **Little Hearts Kindergarten**.
- ❖ Admission or exclusion of any child for any reason whatsoever is at the discretion of the Management alone.
- ❖ The Management will decide in which class to enlist your child, and this decision will be final.

Age:

- ❖ Children aged 1½ to 6 years only may be admitted into this school.

Timings:

- ❖ The school is open from 8.00am to 3.30pm. The morning session ends at 12.30pm.
- ❖ Children not using school transport have to be picked up from school by 3.30pm.

Fees:

- ❖ The term fees must be paid **in full** on or before the first day of each term.
- ❖ Cash payments should be made directly to our bank account: Diamond Trust Bank, Capital Centre Branch, Account no. 0800087007 and the slip brought to the School Office. Our Mpesa Paybill No. is **205161**, Account is the child's name. Cheques are accepted in school, payable to Little Hearts Kindergarten. **Post-dated cheques will not be accepted.**
- ❖ The school reserves the right to deny entry to a child for non-payment of fees, lack of co-operation on the side of the parents and any other such reason which may affect the smooth running of the school.
- ❖ **No fee rebate will be given to parents for non-attendance of your child for any reason during the term.**

School trips, swimming and other outings:

- ❖ Your child will be taken care of to the best of our ability in school and on all our outings. However, in case of any injury beyond our control, any financial expenses incurred shall be borne by the parent/ guardian of the child.

General:

- ❖ Your child should have identification marks on his/her belongings. While members of staff will take care that these are not misplaced, the school will not be held responsible for the loss or damage of unmarked items.
- ❖ Any child suffering from a **severe** cold, mumps, measles, chicken pox or other infections will not be allowed to attend school until they are completely cured of their ailment.
- ❖ Upon arrival at the School, please hand over your child to a teacher or maid; no responsibility can be entertained for children who are not given to the care of the Staff.
- ❖ We encourage you to collect your child personally at the end of the day. However, if you are not able to do this, we require a written authority from you to be sent with the person collecting the child.
- ❖ We request you to inquire about your child's progress regularly. Thursday afternoons (1.30 pm - 3.30pm) are reserved for parent-teacher consultations. You will be duly informed about the meeting dates in the first circular of the term.
- ❖ Please inform the Management immediately of any changes in your residential address or telephone numbers.

The Management reserves the right to amend, add to or withdraw any of the above terms and Conditions. Notice of the same will duly be given to you.

All the Information I have entered overleaf is correct, to the best of my knowledge. I have also read the above Terms and Conditions, and agree to abide by them.

Signed: 1. _____ (Parent/ Guardian) 2. _____ (Parent/ Guardian)

Fee Details

1. **Admission fee:** payable once, upon enrolment.
2. **Tuition fee:** payable by all students. This fee includes:
 - a. **Learning** with the guidance of fully-trained teachers using Montessori equipment and modern teaching methods
 - b. **Computer studies** in our well-equipped Computer Laboratory. Children supplement their classroom learning here, using modern software especially designed for Pre-school children.
 - c. **Stationery:** exercise books, drawing books, worksheets, pencils, paint, crayons, etc.
 - d. **Daily break:** a snack and milk. You may ask to see the break time menu in the Office.
 - e. **Madrassah classes** for the Muslim children.
 - f. **Library facilities:** a well-stocked library with suitable books for the children to read.
3. **Lunch/ Afternoon fee:** Optional, payable by full-day students. This covers:
 - a. **Daily hot lunch** - a tasty, balanced diet made with special care using the purest and best of ingredients, served with dessert.
 - b. **An hour's sleeping time**
 - c. **Afternoon activities:** Extra tuition (if required), etc. from 2.00pm to 3.00pm.
4. **Transport fee:** Optional facility which includes door-to-door picking/ dropping at fixed times, depending on the area.
5. **Swimming fee:** Optional activity which involves weekly trips to swimming facility, where qualified instructors teach the children.
6. **Martial Arts:** Optional activity with a qualified instructor conducting weekly classes within the premises. A Martial Arts uniform has to be purchased separately from the school office. A progress report is given to the child at the end of each term.
7. **Art and Craft:** Optional activity with a qualified teacher conducting weekly classes within the premises.
8. **Skating:** Optional activity with a qualified teacher conducting weekly classes within the premises.
9. **Special needs:** Children with mild autism, downs syndrome, learning deficiencies, physical and mental challenges are also integrated in the school learning program.

Fees are payable in full upon the enrolment of your child.

Please note: All fee amendments are carefully calculated in accordance with increments in the costs of services that we provide. Although we try our best to keep our fees as reasonable as possible, a slight annual increment in fees may be unavoidable.

Additional Information and Requirements:

1. We do not have a school uniform; children are allowed to dress casually. However, your child should wear their PE kit to school every Friday morning.

Our P.E. Kit consists of:

Red Tracksuit and White T-Shirt with School Logo
(Available from the School Office)

White Socks

Sports Shoes (any colour)

Please purchase the above before your child starts school.

2. Swimming gear: a one-piece swimming costume and towel should be sent with your child on the specified day if you have opted for swimming lessons.
3. Please send your child with spare diapers, wipes and baby cream if he or she is in the Day care class and is being potty-trained.
4. Please **do not** send your child with processed snacks and artificial drinks to school.
5. Please make sure your child does bring any valuables to school.
6. All your child's belongings, including the school bag, P.E. kit and shoes, should be labelled to avoid loss of property.
7. A School Calendar will be sent to you at the beginning of every School term. This Calendar hosts all the important dates of events taking place throughout the term; please keep it safely and refer to it whenever necessary.
8. A circular will be sent to you when necessary, updating you on the latest activities.
9. A class newsletter will be issued during the start of the term by your child's class teacher, highlighting the requirements and useful information regarding that particular class.
10. An end-of-term Progress Report and work folder will be given to you on the Consultation Day at the end of every term.
11. You are requested to take time off to visit your child's class teacher during the scheduled parent meetings to discuss the progress of your child.
12. The Management reserves the right to dismiss any child for parents' refusal to comply with our terms and conditions, or non-payment of fees.

School Transport

The terms according to which we shall provide School Transport to your child are as follows:

1. The School Transport has been sub-contracted to private individuals. However, in case of any complaint or query, we request you to get in touch with the school office.
2. The School Transport covers only the immediate South 'B', South 'C', Nairobi West and Lang'ata areas.
3. The house-to-house picking/dropping facility depends on the state of the roads leading to your house as well as the time it takes to access the same.
4. Students residing in apartments will be required to be brought to a common area for pick up, and will be handed over during drop off the same way.
5. Your child **must be ready and waiting** by the time the transport van arrives in the morning. The van will not wait for any child.
6. Someone must always be present to receive your child at home at dropping time. If nobody is present, the transport van will bring your child back to school.
7. The transport fee may be altered as and when necessary, mostly in accordance with fuel prices.
8. The decision on whether or not to opt for school transport in accordance with our terms lies entirely with you, the parent.

The Management reserves the right to add to, amend or withdraw any of the terms above.
Notice of such amendment shall be given to you in advance.

Your understanding and co-operation is appreciated.