**SKY COMMUNITY SCHOOL**

**PROSPECTUS**

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| **VISION**: To be the standard for the provision of holistic basic education. |
| **MISSION STATEMENT**: To create an educationally, culturally and spiritually acceptable environment for children to learn the traits of positive global citizenship. |
| **MOTTO**: “Head, Heart, Hand” |
| **CORE** **VALUES**: Quality and Affordability (Q & A) |

**INTRODUCTION**

Sky Community School is a private basic institution owned by Ing. James Mensah Yevunya, Mad. Francisca Elorm Kugbega, Mr. Edem Yao Kugbega and Mr. Lincoln Agyei. The school was started with seven children and has currently grown to providing education services to hundreds of children.

Management is in charge of admissions at all levels and reserves the right to admit a child or otherwise without an explanation. An admission fee plus the term’s fees are payable in full as soon as a child is offered a place in the school. A child’s admission is deemed complete upon the settlement of all fees related to the admission and the endorsement of the contract form on behalf of the child.

Signature on the admission form implies that all rules and regulations of the school have been read and understood. Parents and guardians must cooperate fully.

**SCHOOL HOURS**

*Preschool/ Primary school:* All children are to be in school or before 7:50am from Monday to Friday. School closes at 3:00pm. Parents / guardians will be notified on any holidays or mid-terms through the first day letters or any other newsletters from the school.

*Junior High School:* School runs from 8:00am – 3:00pm with extra tuition from 7:00am.

**MEETINGS**

Stakeholder meetings are compulsory. Failure to attend affects your ward negatively. Management reserves the right to review the admission of children whose parents / guardians fail to attend meetings for an entire academic year.

**MEDIUM OF INSTRUCTION**

All children are taught in English. Children admitted to the basic must be able to speak and comprehend English sufficiently so as to enable them to be taught in English.

**STATIONERY AND TEXTBOOKS**

For children in the pre-school, stationery charges have been added to the fees. For children in the basic school, parents must provide stationery items needed per term. Unless otherwise communicated, all textbooks should be bought at the start of an academic year from the school’s bookshop.

**ABSENTEEISM**

Parents are expected to notify management if a child is absent due to any reason. However, fees are still to be paid even if a child is absent. If a child is absent for a period of twenty (20) working days without any notification to management, it is assumed that the child has been withdrawn from the school and his / her place given another child.

**FEES**

All fees can be paid through the following:

* MTN mobile money number **024-0885838**
* Cash at the school premises
* UBA Bank account number **03214764805503**

School fees are deemed paid only when the school issues a receipt in the name of the child. Parents / guardians who pay through the MTN mobile money platform are to requested to add the charges and also notify management for a receipt to be issued in their wards name. fees for new entrants are to be paid in full on or before the day of admission.

**SCHOLARSHIP**

The school runs two financial support schemes namely James Mensah Yevunya Scholarship and Francisca Elorm Kugbega scholarship. For details, contact the administration.

**HEALTH**

Children who have one problem or the other regarding their health must be sent to the hospital and not brought to school. A sick child cannot learn but rather cause a great deal of inconvenience to the school authorities. In case of emergencies, where a child is sent to the hospital, parents will be required to pay back all amounts spent on the child.

**SUMMARY OF ADMISSION PROCESS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Pre-school** | **Primary school** | **Junior High School** |
| **Step 1** | Pick admission form | Pick admission form | Pick admission form |
| **Step 2** | Visit school with ward | Entrance exam for child | Entrance exam for child |
| **Step 3** | Pay admission & school fees | Check exam results | Check exam results |
| **Step 4** | Pick uniforms & textbooks for child | Pay admission & school fees | Pay admission & school fees |
| **Step 5** | Prepare child for first day of school | Purchase, uniforms, textbooks and all learning materials from the school’s bookshop. | Purchase, uniforms, textbooks and all learning materials from the school’s bookshop. |
| **Step 6** |  | Prepare child for first day of school | Prepare child for first day of school |

**ENROLMENT FORM**

**PERSONAL DETAILS OF CHILD**

1. First name: \_\_\_\_\_\_\_\_\_\_\_\_
2. Surname: \_\_\_\_\_\_
3. Other name (s):
4. Date of birth:
5. Name of father:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Occupation of father:
2. Phone number of father:
3. Whatsapp number of father (if different from phone number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. GPS address of father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Name of mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Occupation of mother:
7. Phone number of mother:
8. Whatsapp number of mother (if different from phone number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. GPS address of mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Religious denomination of mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Religious denomination of father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Does your child any medical condition? Yes No
13. If yes, please give details. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Does your child have any allergies? Yes No
15. If yes, please specify.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACT FORM**

This is a contract between management of Sky Community School and parent of

As a parent to this child, I will ensure that:

* He / she reports to school regularly.
* He / she dresses neat to school.
* His / or her fees are paid on time.
* His stationery & textbooks will be paid for.
* I will attend stakeholder meetings on his / her behalf.

I having read through the terms and conditions accept to be responsible for this child.

Name of parent:

Signature of parent: Date:

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| --- | --- | --- | --- |
| **BILL FOR TERM 1 2023 / 2024** | | | |
|  | **Preschool**  **[Creche, Nursery, KG]** | **Basic  1 – 6** | **Basic  7 & 8** |
|  | GH¢ | GH¢ | GH¢ |
| Admission fee | 50.00 | 50.00 | 50.00 |
| Tuition | 300.00 | 300.00 | 350.00 |
| Utilities | 10.00 | 10.00 | 15.00 |
| First Aid | 10.00 | 5.00 | 10.00 |
| Maintenance | 20.00 | 20.00 | 10.00 |
| Entertainment / Sports | 10.00 | 15.00 | 10.00 |
| ICT | 0.00 | 0.00 | 5.00 |
| **TOTAL** | **400.00** | **400.00** | **450.00** |
|  | | | |
| Toilet roll | 5 pieces | 5 pieces | 5 pieces |
| Liquid soap | 1 bottle | 1 bottle | 1 bottle |
| Disinfectant (Dettol / Savlon / Camel only) 250 ml | 1 bottle | 1 bottle | 1 bottle |
| Liquid soap (400 ml) | 1 bottle | 1 bottle | 1 bottle |
| Wet wipes  (**creche** **only**) | 1 pack |  |  |

**The cost of uniform, textbooks and stationeries can be ascertained from the school’s bookshop**