



LITTLE EXPLORERS

No 2, KG 327. Nyarutarama. Kigali.
+250 794 778 307

Regulations form

2024-2025

Both parents should agree on the enrollment.

OPENING HOURS & PICK UP TIME

Our opening hours are from 7:30 am to 5:00 pm, Monday to Friday

Classes begin promptly at 9 am, so we advise parents to bring their child by 8:45 am. Please note that late arrivals disrupt the class routine and may cause your child to miss important daily presentations. Your cooperation in being punctual is greatly appreciated.

You may pick up your child according to the program he/she is enrolled in:

- half-day with lunch between 12:45 pm and 1:15 pm
- full-day between 4:45pm and 5:40 pm

If any person other than a parent/guardian is collecting a child, the school principal must be informed who that person is. In case parents forgot to inform the school, the management will contact them prior to allowing pick-up.

For late pick-ups please inform us in advance. For repeated delay there will be penalties as following:

- **pick-up after 5:40 pm: 10,000 RWF**

If your child is absent, please inform us before 10 am.

Health and Prevention

Children with symptoms such as fever, cough, severe runny nose, diarrhea, skin rashes, or any other serious condition should remain at home. They will not be allowed to attend school to protect their health and prevent the spread of illness to others.

If your child has an infectious disease, please submit a medical certificate detailing the illness and confirming that they are no longer contagious.

Sick children are not admitted to school let's respect the other's right to health!



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THE SCHOOL YEAR

Little Explorers is open throughout the year, starting from 1st, August 2024.

Little Explorers is closed for the weekends, Rwanda public holidays, end of the year. Exact dates of holidays are published on the school calendar.

FOOD AND DRINKS

We provide a healthy and diverse diet, prepared by our qualified chef in a spotless and hygienic kitchen. We believe that having all children eat the same meals fosters good food habits and encourages a sense of community.

Therefore, packing food and drinks for your child is not permitted unless you have a direct agreement with the School Administration. If your child has any allergies or specific dietary needs, please inform us, and we will accommodate them accordingly.

Snacks are provided at 10 am and 3 pm, lunch is served at 12:00 pm.

CLOTHING AND PERSONAL BELONGINGS

- Children are asked not to bring toys, coins, valuables, or sweets to school, as we cannot take responsibility for any loss unless their personal belongings are clearly labelled.
- Please ensure your child is dressed in comfortable clothes and shoes suitable for daily activities.
- Pacifiers are permitted only during nap time for the comfort of the children.

SPECIAL EVENTS & BIRTHDAYS

Parents are warmly invited and encouraged to participate in school events and celebrate their child's birthday at school. You may bring a cake to share with the class during the morning snack (10:00 – 10:30 am) or afternoon snack (3:00 – 3:30 pm), but please provide a list of ingredients to avoid any allergic reactions. ***Ensure that potential allergens, especially nuts, are avoided. Please note that sparkling candles and sodas are strictly prohibited.***



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During registration of your child, you should submit:

- . Registration form
- . 1 copy of parents' and child's passport (or child birth certificate, if no passport yet)
- . 1 copy of child's certificate of vaccination
- . 1 recent passport photo of your child
- . The copy of the bank payment of the registration fee (100,000 RWF)

We can make photocopies for you if you come with original copies

School requirements to be brought to school on the first day:

- . 1 package of diapers + cream/lotion for children not potty trained.
- . 1 box of tissues and 1 of wipes (*required every month*)
- . 1 box of big markers or big coloured pencils or big wax crayons
- . 1 ream of coloured paper (*different colours*)
- . 1 ream of printing papers
- . 1 plastic folder for school works
- . 1 toothpaste and toothbrush

Your child should bring daily a labelled bag containing:

- . Extra sets of cloths
- . A plastic zipper bag for dirty/wet clothes
- . Anti-slippery socks or slipper
- . Sunscreen and cap (*if necessary*)

School fees are payable monthly and are due by the 5th of each month. Please provide proof of payment (such as a bank slip, screenshot, or transfer confirmation) to the receptionist. Invoices are available upon request.