



2019/2020 ACADEMIC YEAR – TERM 2

BELICK'S COMMUNITY INTERNATIONAL SCHOOL

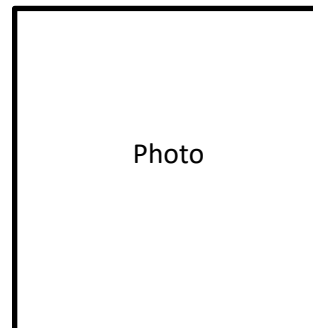
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CONTACTS: 0244 – 653986 / 0205 - 699986 / 0242 - 968459

PUPIL'S ADMISSION FORM

SCH.REG. NO.: AR/AND/2018/P020



PART I

APPLICANT'S PERSONAL INFORMATION

1) Name in full (as indicated on birth certificates /report card)

.....
(Surname) (First Name) (Middle Name)

2) Sex M ☐ F ☐ Date of Birth AGE () Place of Birth

3) Nationality Home Town

4) Postal address at which you can be reached quickly

5) Permanent Residential Address (if different from above)

6) PREVIOUS SCHOOL:

7) NAME TO CALLED AT SCHOOL:..... CLASS SEEKING ADMISION TO:

CLASS TO BE ADMITTED:

PART II

PARENT/GUARDIAN INFORMATION

6) Name of Parent/Guardian

Are you single parent or both? YES ☐ NO ☐

i. Name of Father

Tel. No. of Father Email Address of Father.....

Residential Address

ii. Name of Mother

Tel. No Email Address of Mother.....

Residential Address

PART III



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HEALTH STATUS

- 7) Indicate any Physical Disability
- 8) Indicate any special ailments
- 9) Does your child require any special care?
- 10) Does your child require any special food? YES ☐ NO ☐
- 11) What kind of food does your ward like best?
-
- 8) Ghanaian Language(s) Spoken

PART IV

DECLARATION

I,have read and agree to all the terms and conditions governing the school. I therefore wish to enroll my ward..... into the school and promise to abide by all the rules and regulations of the school. I am also aware that monies paid are not refundable

Signature:

Date: -----/-----/-----

(DD/MM/YY)

FOR OFFICE USE ONLY

NAME OF STUDENT:

ADMISSION NUMBER:

CLASS ADMITTED TO: WHO ADMITTED

AMOUNT TO BE PAID, AMOUNT PAID:

DATE: -----/-----/-----

SIGN:

(DD/MM/YY)

(DIRECTOR)



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ADMISSION NOTICE

BELICKS is a private community school with the mission to “provide a safe and nurturing environment where all children can learn to achieve success” hence the motto: ***descendo Floremus** meaning through learning we flourish*. The school currently run from Creche through to Class 1 and intend to run through to JHS.

OUR FACILITIES:

- Small class size – maximum of 15 - 20 children in a class
- Combination of Montessori and GES method of teaching
- Conducive classrooms that facilitate effective teaching and learning process
- Well groomed teachers and attendants

DEPARTMENTS:

- Creche – 1 to 2 years
- Nursery 1 – 2 to 3 years
- Nursery 2 – 3 to 4 years
- KG 1 – 4 to 5 years
- KG 2 – 5 to 6 years
- Class 1 – 6 years

SCHOOL FEES:

ITEM/CLASS	CRECHE	NURSERY 1	NURSERY 2	KG 1	KG 2	CLASS 1
ADMISION FEE	100	100	100	80	80	80
TUITION FEE	220	200	200	160	160	160
UNIFORMS(3) + APRON	150	150	150	160	160	160
PTA DUES	10	10	10	10	10	10
BOOKS (OPTIONAL)	30	50	100	150	150	250
TOTAL	510.00	510.00	560.00	560.00	560.00	660.00

NOTE:

- **SCHOOL CANTEEN:** The school serves both breakfast and lunch to pupils at GHS. 3.50peswers daily. The canteen fee is compulsory to all children in the school.
- **SCHOOL UNIFORM:** 3 uniforms with apron on them are supplied after full payment of the fee. The black and white is worn on Mondays and Tuesdays with black shoe and white socks, the black and the pink is worn on Wednesdays and Thursdays with black shoe and white socks whiles the Friday wear ie the T – Shirt is worn with jeans trousers or the Thursday trousers.
- **PROSPECTUS:** To ensure that our kids are always free from infections, the following detergent are provided each term ;

CLASS	ITEMS
CRECHE	DETOL -250ML, OMO 500g, KEYSOAP 1 BAR, TOILET ROLL 4, GEISHA SOAP 2
NURSERY 1&2	DETOL -250ML, OMO 500g, KEYSOAP 1 BAR, TOILET ROLL 4, GEISHA SOAP 2
KG 1 & 2	DETOL – 250ML, OMO 500g, TOILET ROLL 3
CLASS 1	DETOL – 250ML, OMO 500g, TOILET ROLL 3

JUST ENROLL YOUR WARD(S) FOR A TERM AND SEE THE DIFFERENCE.



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RULES AND REGULATIONS IN THE SCHOOL

PREAMBLE

The school rules and regulations are designed to state clearly the boundaries of acceptable conduct in school and in society. Enforcement of school rules and regulations are done with the intention of teaching the students to uphold high standards of behavior and assisting teaching and non- teaching staff to work effectively.

GENERAL RULES:

1. The medium of instruction and communication is English with Ghanaian Language considered as vernacular subject. Great importance is given to the two languages.
2. Parents are requested to go through the rules and regulations before enrolling the ward/child. Children from all classes are to report to school latest by 7: 00am every day for general assembly. Pupils must attend the school regularly and particularly late-comers will be sent back home.
3. Parents are to make full payment of new admissions before enrolling the child. The mode of payment of school fees or any other payment should be in cash or through mobile money on **0244653986** or **0205699986** by the name ISAAC ADU GYAMFI. Parents are to request for receipt immediately a payment is made in the school.
4. A clean and tidy uniform must be worn at all times. Pupils in dirty or untidy uniforms may not be allowed to attend classes.
5. Pupils are not allowed to attend school when sick and/or suffering from an infectious disease. Parents must make a note of this.
6. Parents are to provide the name of “pick – up or drop – off” person of their ward to the school authority.
7. Parents are requested to notify the school of any change in phone number or address.
8. All correspondence should be addressed to the Headmistress but not a teacher.
9. Parents and guardians of students are not allowed to enter the classrooms unless they are called by a teacher or school authority.
10. Parents and guardians are advised to buy the uniforms, books and any other item from the shop recommended by the school to maintain uniformity of texture and shade of materials. Eccentric haircuts and hairstyles are not allowed.

PUNCTUALITY, ABSENCE AND SICKNESS

1. A minimum of 80% attendance is required.
2. On being absent for a day, parents/guardians must notify the school clearly stating the reason for absence.
3. In case of illness, the headmistress must be notified through a phone call and the anticipated time of absence mentioned.
4. Students affected by infectious diseases or exposed to such diseases in their homes must complete the quarantine period before re-joining school.
 - a) Chicken pox – till the scabs fall off completely.
 - b) Measles – two weeks after the rash disappear.



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A person is liable for temporary suspension for a period to be decided by the school authority or expulsion without issuance of any warning letter, for the following;

1. Causing discomfiture, injury or distress-physically and /or mentally to anyone deliberately, inside or outside school premises.
2. Wilful destruction of school property or utility services.
3. Violent conduct, including manifestation of chemical or suicidal tendencies.
4. Possession and/or use of expensive watches, pen drives, firecrackers and other electronic devices are strictly forbidden.
5. Causing disturbances and disruptions during class hours persistently quarrelling and/or fighting with classmates and other students.

A first time offence will result in a warning to the student. Subsequent misconduct will result in two warning letters, leading to possible suspension. Three warning letters may lead to expulsion at the sole discretion of school authority on the following;

1. Stealing
2. Disrespecting and disobeying teachers, other supervisors and staff members.
3. Forging parent's signature.
4. Defacing and/or damaging school property.
5. Attending school in improper uniform and non-compliance with the school rules and regulations.
6. Habitual absenteeism and late-arrival.
7. Improper maintenance of books and exercise books, untidy work, neglecting homework's etc.
8. Use of foul abusive / un-parliamentary language (English or Vernacular).
9. Possession of any amount in excess of GHS10.00 per day, except for particular reasons like ordering of uniform, purchase of books, payment of school fees etc.

DISCIPLINE, ATTENDANCE AND MEDICAL

BELICKS COMMUNITY INTERNATIONAL SCHOOL lays special emphasis on the holistic development of the student, especially on the moral, ethical and social development of each child entrusted to us. Every student is, therefore expected to behave in a manner befitting the true values and spirit, while on premises and outside with school uniform.

1. Pupil should have a minimum of 80% attendance.
2. Special emphasis is given to indicate high degree of discipline amongst the pupils. Any kind of disobedience or objectionable behaviour may result in the removal of the pupil from the school.
3. If a child is hurt during the school hours, the school because it is in collaboration with SHALOM GLOBAL CLINIC will provide the basic first aid and intimate the parents, the school will bear the cost **IF** it is within GHS. 30.00 since all our children are insured as part of admission packages.

To our dear Parent, we say a big thank you for making BELICKS C.I.S the school of your choice.

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ISAAC ADU – GYAMFI

(PROPRIETOR)