



# EVERGREEN NURSERY AND PRIMARY SCHOOL.

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## APPLICATION LETTER

DATE: \_\_\_\_\_

I hereby wish to apply to admission for my Son / Daughter / Ward as a pupil in your school. I hereby agree to your rules and regulations and the event of his/her being admitted. I hereby agree to follow and obey them. I also declare that the information given by me on this application is positively true.

1. Payments of fees are paid per term in advance in full or two instalments only, by the beginning of each term.
2. In case of termination of a pupil one full calendar month notice must be given in writing by the parent/guardian.
3. The child should be always smartly dressed in correct uniform.

**(FILL IN BLOCK LETTERS)**

### CHILD INFORMATION

FULL NAME OF CHILD (as in birth certificate) : - \_\_\_\_\_

GENDER : - \_\_\_\_\_

DATE OF BIRTH : - \_\_\_\_\_

BIRTH ENTRY NUMBER : - \_\_\_\_\_

PLACE OF BIRTH :- \_\_\_\_\_

LAST SCHOOL ATTENDED : - \_\_\_\_\_ GRADE :- \_\_\_\_\_

CITIZEN : - \_\_\_\_\_

### PARENT INFORMATION

PARENT NAME : - \_\_\_\_\_

TELEPHONE NUMBER : - \_\_\_\_\_

EMAIL :- \_\_\_\_\_

ID NUMBER :- \_\_\_\_\_

PARENT SIGNATURE : - \_\_\_\_\_

**NB : (Please attach a photocopy of Birth Certificate)**

## **GENERAL RULES AND REGULATION**

1. The diary may conveniently be used for brief communication between teachers and parents. Details must be entered on the issue of the cover.
2. Pupils who have absent or late should have the reason for this irregularity enter on the Record page.
3. Pupils are expected to behave politely, showing respect for their teachers and gentleness and courtesy towards their companions.
4. Parents are requested to see that their children attend school punctuality, and Late comers will be sent back home.
5. Parents are requested to co-operate with the work of the school by enforcing regularly and discipline and by maintaining a lively and encouraging concern for their children's progress.
6. Pupils must not leave the compound during school hours without permission from the head teacher.
7. Children should always be dressed neatly in school uniform.
8. Chewing gum and comics are strictly forbidden. Pupils may not buy eatables from sweet vendors.
9. All damages to school property must be paid for by the offender.
10. Parents must not interview teachers during school hours unless permission has been given and a previous appointment made as teachers may not leave the classroom during a teacher period.