



THE MONTESSORI LEARNING CENTRE LTD

“LIGHTING THE PATH OF KNOWLEDGE”

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PREP SCHOOL

POLICIES & GUIDELINES

ADMISSIONS/ FEES:

Acceptance and placement is based on availability of space as well as suitability of our school program for your child. Your child may be placed on a waiting list according to the date the school has received the application form as well as the age of your child.

A **non-refundable** registration fee of **KES 10,000/- only** must be paid when you submit the application form.

Upon confirmation of the place for your child you will be required to pay 50% of the tuition fees in order to secure the place for your child. You will then be required to pay the remaining 50% as well as a **caution fee of 100,000/- only**, within the first week of the term. **(This caution fee is refundable at the end of the course when no liability has been incurred by the school or in the event that you leave the school, provided one terms notice has been given to the school).**

All fees must be paid in advance or by the first day of the term. No remissions will be made in cases of illness/quarantine/ leave during the term or any cause whatsoever.

PARENTS WHO WITHDRAW THEIR CHILDREN FOR LEAVE OR ANY OTHER REASON DURING THE TERM ARE LIABLE FOR A FULL TERM'S FEE.

Late Payment will automatically incur a surcharge of 2.5% per month.

The fee structure is as follows:

**YEAR 2- YEAR 6:
TUITION FEE: 450,000/- ONLY**

**YEAR 7 – YEAR 8:
TUITION FEE: 500,000/- ONLY**

(Fees include all textbooks, stationery, routine activities, break and lunch.)

GIFTED LEARNERS:

As a school that practices Montessori values we are well aware that each child may learn differently from others and are geared to making each child's learning experience the best for their individuality, however, it is important to note that we are **NOT** equipped with the resources to cater for children with **severe** learning/**significant** physical disabilities.

UNIFORM POLICY:

In order to uphold our equal opportunities principle, foster a sense of belonging, as well as, encourage neatness and cleanliness - school uniform is mandatory for all children at our school. A detailed uniform price/requirement list will be given to you once you have submitted the application form.

LOST PROPERTY:

We encourage labelling of ALL items. In the event that an item goes missing, the staff will exercise effort to help find and keep items safely once found. Unlabelled items will be very difficult to retrieve and parents will have to take responsibility for finding and/or replacing them.

FOOD/DRINK:

We provide a mid-morning snack, and an afternoon lunch. There is also plenty of drinking water available on campus. A water bottle can be packed in the child's bag if absolutely necessary. No snacks or food should be packed in the bags. (Any special dietary needs/ concerns should be communicated to the office and will be dealt with accordingly.)

OBSERVATION POLICY:

New parents are welcome to observe children at school at a mutually agreed date/time between the school and the parent. The observation should in no way disrupt any child's activities. Observation guidelines given by teachers/ staff must be followed.

ARRIVAL AND PICK UP TIMES:

Arrival in accordance with age group will ensure maximum benefit from classroom time. Consistent attendance is of utmost importance in order to facilitate optimum progress of the child. All children must be picked up on time.

TIMINGS ARE AS FOLLOWS:

MONDAY – FRIDAY 08:00 AM – 03:30 PM

LONG LEAVE DURING SCHOOL TERM:

Any leave required during the school term must be communicated to the school in writing at least 2 weeks in advance. The full term's fee must be paid in order to retain the place of your child.

WITHDRAWAL OF CHILD FROM SCHOOL:

One term's notice is necessary in the event that you wish to withdraw your child from the school. Where notice is not given – one term's fee must be paid in lieu. If tuition fees have been paid for the full year and the child is withdrawn from the school according to policy, the unapplied fees will be refunded.

ACADEMIC YEAR:

Our academic year begins in September and ends in July. Term dates will be given to you in advance. Any changes in dates will be communicated.

CONFERENCE & CLASS PROGRESSION:

Two (2) Parent/guardian – Teacher conferences are scheduled each academic year. Written Progress reports are also provided at these times. It is important to note that the decision of the child's move to the next class will be initiated by the teacher and discussed with the parent/guardian.

Any other consultation required must be scheduled at a mutually suitable time for school and parent/guardian. Morning discussions outside classrooms are discouraged.

ILLNESS/INJURY:

A child who exhibits signs of illness will be treated in accordance with the information in the medical sheet. Any minor injuries will be treated in accordance with general first aid procedures. A note will be sent advising parents of any minimal first aid/ administration of medication to the child. In the event of a more severe illness/ injury parents will be asked to pick the child up and where necessary emergency services will be sought. The school must be notified as soon as possible of any communicable illness so that notices of possible exposure may be posted.

DISCIPLINE & CHILD PROTECTION POLICY:

We strongly believe in creating and upholding an environment that is holistically stimulating and safe for all members of the school. All members are encouraged to conduct themselves responsibly and settle any disagreements that may occur without any form of abuse. All concerned will be held responsible for behaviour/ actions and necessary measures will be implemented where necessary.

Members of staff are always available should any child feel the need to express any concerns or gain any assistance when dealing with any difficulties.