



## INFORMATION SHEET

### SCHOOL HOURS

- ❖ The **Full Day classes** run from: 8.00 am – 3.00 pm while the **half day classes** run from 9 am to 1 pm.
- ❖ The School and Administration office are open from **Monday to Friday**, 7 am to 4 pm and on **Saturdays**, 8am to 12pm on school days; we are closed on public holidays while we are open from **Monday to Saturdays**, 8am to 12pm on school holidays.
- ❖ School is 5 days a week from **Monday to Friday** for all students from the **Reception Class (3-4 year olds)**.
- ❖ For the students that are **NOT** on school transport the **morning drop off time** is 8am and the **evening pick up time** is either 1pm or 3pm as per the **arrangement with the school**.
- ❖ The Children that are **NOT** on School transport may be **dropped as early as 7.00am** in the morning, where necessary, they will be supervised by a teacher during that time and should be **picked everyday by 3.00pm** unless otherwise advised.

### REQUIREMENTS

#### 1. REGISTRATION

Please note that your application will **NOT** be accepted without the following:

- Complete & Signed Registration forms
- Copy of the Birth certificate
- 1 passport size photographs of the child
- 1 passport photo each for the Sponsor(s) / Parent(s) / Guardian(s) or any authorized person to pick up the child

#### 2. TO SCHOOL

Parents to provide the following items and all these items brought to school **daily** should be **well labeled** with at least **two names of the child**:

- A school bag
- A school apron (Navy with RED binding **T/C**) **for all the classes**; it will be kept in school through the term.
- Indoor shoes (Slip on or Velcro shoes) for all the kindergarten and Junior school students; these will be kept in school through the term.
- 1 packet of wipes (the wipes will be left in school) for 2-3 years old.
- Spare set of clothes for 2-4 years olds should be packed in their bags daily and where necessary a clean diaper (**NB: At Zuwena International School we Potty / Toilet train our students**).
- For Children above 3 years joining us from other schools **we require to review their Performance report and or file(s) and also carry out an assessment test**.

#### POINTS TO NOTE

- There are 3 Terms per academic Year (January, April, September)
- Upon Acceptance, Fee is due **on or before the first day of the term**
- All children are provided with **clean drinking water, warm chocolate milk, a snack and lunch** as per the school Menu.
- Our school uniforms are available at **Animet Ltd, 2<sup>nd</sup> Floor, T-Mall Langata Road**.
- All uniforms should be **well labeled** with at least two names of the child. **Nametags** are available on **order** from **Animet Ltd**.
- For the swimming days as appropriate provide your child with their **swimsuit, Swim Cap, towel and sunscreen lotion / oil**.
- Shoes should have fastenings that can be easily managed by a child and stay firmly on the foot.
- Please keep in mind that children get messy easily, and it is often necessary to wash their uniforms frequently. We suggest you purchase extra sets of uniform for this reason.

#### INSURANCE COVER

We require that **ALL** children be covered by the School Insurance cover.