

HAGOS INTERNATIONAL SCHOOL (**HIS**)

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P.O.Box 4108, Kigali, Rwanda, hagosinternationalschool.office@gmail.com, www.hagosinternationalschool.com

Jul 31, 2015

INVITATION & GREETINGS

Welcome to the school of Joy, Hagos International School (HIS) Rwanda campus, it is the desire of HIS to assist each student with the expansion of his or her world. We are here to bring out the best in your child. You are always welcome to observe and enjoy the learning that goes on in the daily life of your children. During the 2015-2016 academic school year, we will respect all kinds of constructive criticism from the parents and HIS will perpetually aim to utilize only the best and most effective methods to nurture your child. HIS will continue to add qualified local & foreign staff members as are needed. Recruitment is still going on around the world. We also invite children with special needs to immerse themselves in our curriculum. The enrollment procedure will continue, even after the school starts if space is available. HIS is a private international school established for the children of the international community as well as local families to offer the best educational opportunity with a structured curriculum and affordable school fees in a good and healthy environment. The aim of HIS is to give full satisfaction and happiness for both children and parents. Please come and enjoy HIS' hospitality.

Sincerely yours,

Joseph H. Na
Director of HIS

SCHOOL INFORMATION (2015-2016)

1. School Hours

	(N, P, K1, K2)		(G1-6)
07:40-08:00	Attendance	7:40-08:00	Attendance
08:10-08:55	Session 1	08:10-08:55	Session 1
08:55-09:40	Session 2	08:55-09:40	Session 2
09:40-10:15	Break time	09:40-10:05	Break time
10:15-11:00	Session 3	10:05-10:50	Session 3
11:00-11:45	Session 4	10:50-11:35	Session 4
11:45-12:30	Session 5	11:35-12:20	Session 5
12:30-12:50	Pick-up time (*)		
12:30-13:20	Lunchtime	12:20-13:10	Lunchtime
13:20-14:00	Session 6 Indoor Activities	13:10-13:55	Session 6
13:40-14:30	Session 7 Outdoor Activities	13:55-14:40	Session 7
14:30-14:50	Pick-up time (Mon - F) (*)	14:40-15:00	Pick-up time (Mon - F) (*)
12:30-14:30	Optional Afternoon Session (*)	14:40-15:00	Tutoring Program

- * Optional language courses: Elementary & Jr. High school only, 2 days a week
- * Club Activities: Elementary & Jr. High school only, 2 days a week (Mon, Fri) (Piano, Math etc.)
- * [Optional afternoon session: N, P, K1, K2, 5 days a week](#)
- * Tutoring program is for selected students only, 3 days a week (Tue, Wed, Thu)
- * Pick-up time should be kept promptly for children's safety

2. Curriculum

Nursery Class:

- * Art & Craft, Music, Story, Rhymes, Numbers, Letters, Physical Education, Indoor & Outdoor Activities

Preschool Class:

- * Art & Craft, Music, Story, Rhymes, Numbers, Letters, Physical Education, Indoor & Outdoor Activities

Kindergarten Class:

- * Art & Craft, Music, Story, Rhymes, Numbers, English, Physical Education, Indoor & Outdoor Activities, Life Skills, Library Activities

Elementary & Jr. High Class:

- * Art & Craft, Music, English 1-2, Physical Education, Science, Library Activities, Mathematics, Computer, Social Studies (History, Geography), Home Room, EFL or Optional language courses, etc.

[Optional language courses may be French and Kinyarwanda. \(When available\)](#)

EFL is English as a Foreign Language. Computer lesson will take place once a week for G1-G8.

There may be school activities such as HIS Kingdom Show, HIS Kingdom Concert, Swimming, Drawing & Writing Competition, Parent Teaching Day, Camping Day, Sports Day, Picnics and Educational field trip. When available, further notice will be given.

For Grade 8 children, there will be a graduation trip for around 2-3 days.

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3. Report Cards

Reports Cards will be sent home twice an academic year. The contents of report card may include evaluation of behavior development, academic activities, physical examination, teacher's comments, and estimated promotion for the following school year.

4. Belongings to be brought or not to be brought

Belongings to be brought: water (or juice), child's bag, snack, lunch box, stationary items, etc.

Belongings not to be brought: jewelry, toys, soft drinks, gum, etc.

5. Notice To/From Parents

Whenever it is necessary, notices will be given to parents [by Email](#). In case the child may be absent due to illness, travel etc.; please let us know by prior notice slip or phone call to main office. Thank you!

6. Statement of Responsibility (**)

HIS will be responsible for great care of each student but will not be liable for accidents of individual students in and outside the school facilities (including school outside events).

7. School Calendar (2015-2016)

First semester: Sep 01, Tue, 2015 - Jan 29, Fri, 2016

Second semester: Feb 03 Thu, 2016 - Jun 11, Sat, 2016

Christmas Break: Dec 18, Fri, 2015 - Jan 04, Mon, 2016

Easter Break: Apr 08, Fri, 2016 - Apr 22, FRI, 2016

National Holidays: Notice will be given for each holiday

Total school days: 180 days

8. Tuition & Fee (2015-2016 school years - on the basis of Sep 01, 2015)

Nursery Class (From 24 months, Up to 36 months), Preschool Class (Up to 48 months)

Kindergarten Class (Up to 6 years, K1-over 4 years, K2-over 5 years)

Elementary Level Class (Over 6 years, Grades 1 through 6)

Junior High Level Class (grades 7-8)

SCHOOL FEE (USD ONLY)			
	Year	Semester	Month
NURSERY, PRESCHOOL	3,000	1,800	430
KINDERGARTEN 1-2	5,000	3,000	720
G1-6	6,000	3,600	860
G7-12	7,000	4,200	1,000

HIS has all rights to decide tuition, classes, and student numbers for each class depending on the classroom space. HIS will try to keep no more than 10 students for each class.

* Optional afternoon session for N through K2: 500 USD/year, 300 USD/term, 100 USD/ month

* Lunch coupon may be 1,500(N-K2)-2,000RWF/each and can be purchased in a monthly basis.

9. Payment Regulation (**)

School fee discounts for the families who enroll their children are as follows. HIS will discount 20% for the Second and Third child, 50% for the Fourth child, free of charge for the Fifth child.

All the tuition and fees should be paid by USD cash or check. The parents are responsible for all kinds of bank charge.

The annual tuition should be fully paid before the 24th of August. As for the semester or monthly tuition and fees, you must pay before each semester or month begins. There will be a 5% interest charge added to the tuition received after the semester or month begins (although it may be even 1 day late).

School admission fee (only for new students) is 300 USD. (Non-refundable)

The total tuition will not be refundable 4 weeks after enrollment.

50% of tuition will be refundable in case of cancellation within 4 weeks after enrollment.

The total tuition will be refundable in case of cancellation within 2 weeks after enrollment.

10. The following documents should be attached when enrolling. (**)

* HIS does not accept tuition and fees without application form. (Available at the school office)

* Copy of Birth certificate (New child)

* Copy of Previous school records, Referential documents (i.e. Vaccination records) (New child)

* Copy of Valid Identity Card (Passport, Residence Permit etc.) (Both of father & mother) (New child)

* 2 passport size photographs (All children, every year)

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Enrollment Application Form (Academic Year 2015 – 2016)

Student Name: First Name _____ Family (Father) Name _____ Gender _____

Date of Birth (dd/mm/yyyy) _____ Age _____ Nationality _____

Religion: Catholic (), Muslim (), Protestant (), Other ()

Home Address (Location) _____

**E-mail addresses (Please check every day!) _____

Mother's Full Name _____ Mother's Tel _____

Job Name (Embassy, NGO, Company, shop etc.) _____ Position _____

Father's Full Name _____ Father's Tel _____

Job Name (Embassy, NGO, Company, shop etc.) _____ Position _____

Emergency Contact _____ Relationship to student _____ Tel _____

Parent (Guardian) note for staff: Please notify us about your child's medical needs, food allergies, behavior problems, disabilities, likes and dislikes, fears and strengths etc.
(This note will be helpful for teaching staff to manage and encourage your child)

1. Please select one of them. Optional language program: French (), Kinyarwanda ()
(Elementary & Jr. High children only)

2. Would you like swimming program for your child? Yes (), No ()
(Around 20 sessions for 2015-2016 school year, free of charge)

3. I like Hagos Summer School 2016 and I will send my child. Yes (), No, I don't ()

I have carefully read the school information, and I agree to and accept its statement especially (**).
The above information is true to my best knowledge.

Name _____ Signature _____ Date _____