



JOHN WILLIAM MONTESSORI SCHOOL

APPLICATION AND INFORMATION PACKET

P.O. BOX PC 61: KUMASI-GHANA

TANOSO-TEL: (233) 051.50447

Below Is the List of Required Items Each Boarding Student needs to Bring. Each Student is responsible For His/Her Items and Should Have the following Articles Prior to His/Her Arrival At John William Montessori School.

REQUIRED BOARDING MATERIALS

- 1 Suitcase (Small Size)
- 1 Chop Box (Small Size)
- 1 Student Mattress (Single Mattress)
- 1 Pillow
- 2 Pillow Cases
- 1 Blanket
- 2 Sheet Sets (White) and 2 Sets bed Sheets (Colored)
- 3 Towels
- 1 Sponge
- 1 Mosquito Net (Treated)
- 2 Plastic Plates and cups
- 2 Sets Of Cutlery and Napkins
- 2 Plastic Cups
- 1 Plastic Bucket
- 2 Night-Gowns/Pajamas
- 2 Morning Gowns
- 8 Underwear

- Set Of Handkerchiefs
- 1 pair Of Sunday Black Shoes
- 1 Pair Of Snickers (Comboo)
- 1-2 Pairs Of Bathroom Slippers
- 1 Raincoat, 1 Umbrella
- 6 Cakes Of Bathroom Soap and Omo For Washing
- 3 Toothbrushes
- 3 Toothpaste
- 2 Pairs Of White socks (Girls)
- 2 Pairs Of Black Socks (Boys)
- 2 Pairs Of Trousers (Boys)
- 1 Black Skirt (Girls)
- Comb, Pomade, etc.
- 2 White Shirts For Boys (Chapel)
- 2 White Dresses For girls (Chapel)
- 2 Check For House Dress
- 2 Check Shirt For Housedress
- Health Insurance Card (MANDATORY!)

ITEMS TO BE PURCHASED AT SCHOOL

- 3 School Uniforms and 1 Friday Uniform

RULES AND REGULATIONS OF JOHN WILLIAM MONTESSORI SCHOOL

John William Montessori School aims to provide a sound education and safe environment for our children. Our school is not only interested in the academic success of its students, but also in the success of the student's social development. Our institution aims to provide students with the understanding of what it means to be responsible and respectable intellectual human beings.

In order to meet such goals, our school firmly adheres to our code of conduct and or its rules of regulations. As a partnership (School and Parents), we expect that the student will follow the following code of conduct and that parents will revise this code of conduct with his/her child.

Once again, our goal is to provide a safe environment to cultivate the growth of each student. We, John William Montessori School, expect each attending student to be aware and respectfully adhere to our code of conduct so that we may guarantee a successful, academic and social school year.

Attached is a list of offences that merit suspension and or dismissal from John William Montessori School. Please Review the following list and discuss with your child the importance of maintaining proper code of conduct while in attendance at the school.

Sincerely,

The Founder and Director of John William Montessori School

DISCIPLINARY OFFENCES

1. ***Stealing***- any child found stealing would be suspended until further investigation has been done and proper evidence is produced to authorities and or school personal. The actions of the child will be reviewed by school personal and the student Judicial Committee to which a verdict of the child's disciplinary consequence, will be determined
2. ***Bullying***- John William Montessori school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or pushing; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

In the event that a child is accused of participating in the action of bullying, the reports will be followed by an investigation between both parties and witness. The complaint will be filed with school personnel and necessary action will be taken. This policy applies to students on school grounds, while traveling to and from school or a sponsored school activity, during the lunch period, whether on or off school grounds.

- 3. *Fighting-*** Any student engaged in fighting and or any violent action will be subjected to dismissal from John William School. As an institution dedicated to the social and academic development of children, the institution has zero tolerance policy for violence and or bodily harm against one another.

- 4. *Disrespectful behavior against School administration and teachers:*** If a child is found to be engaging in a disrespectful manner towards administration and or his/her teacher, disciplinary action will be taken against that child. The judicial committee will meet with the accused child and determine a suitable punishment for the student. If the child has engaged in countless acts of verbal slander against his/her teachers, then the child will be faced with suspension and or expulsion from the school.

- 5. *Disobeying School regulations and or engaging in dangerous actions:*** This includes but is not limited to: jumping over school walls and or property, Vandalizing school property i.e. writing on tables, walls, damaging desks, chairs etc., leaving the school premises without permission, allowing visitors to enter the school facility without permission, engaging in illegal and or harmful activity.

- 6. *The Act of Truancy-*** If a child has not attended school for 3 or more consecutive days, without a proper excuse from parent, guardian and or doctor, the child will be faced with possible suspension and or expulsion. The

nonattendance of students is harmful for both their social and academic well being and goes against the goals that John William Montessori sets for its students.

Parent: I, _____ the parent of,
_____ have read the school's code of conduct and agree to adhere to this code as a teacher and parent partnership with John William Montessori.

Student: I, _____ agree to respect the school's code of conduct and follow all regulations so as to have a successful school year at John William Montessori.

HEALTH REQUIREMENTS FOR SCHOOL ATTENDANCE

Dear Parent/Guardian:

John William Montessori School Requires That

- Students entering the school for the first time and transfer students must submit evidence of a physical examination done by a licensed physician, advanced practice nurse or examining physician assistant and a complete record of immunizations. The physical examination must be dated within one (1) year prior to the first day of school. **For safety considerations, students may not participate in physical education classes until the required physical form is on file in the school office.** Students enrolling at the beginning of the school year who do not meet these requirements will be excluded from school attendance.
- Students must also provide proof of dental examination. Dental examination must be completed six (6) months prior to entrance.
- Students must also submit evidence of a vision exam upon entrance to the school.
- First Aid is administered and available at the school. In the event of a more serious situation, parent/guardian will be informed by telephone.
- Please inform the school nurse if your child has any special needs and inform the office of any changes in emergency information.

Thank you for your cooperation.

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SURNAME:

OTHER NAMES KNOWN BY:

DATE OF BIRTH: _____

SEX: _____

FATHER'S OR GUARDIAN'S NAME:

FATHER/GUARDIAN'S OCCUPATION:

FATHER/GUARDIAN'S EMPLOYER:

MOTHER'S OR GUARDIAN'S NAME:

MOTHER/GUARDIAN'S OCCUPATION:

MOTHER/GUARDIAN'S EMPLOYER:

POSTAL ADDRESS:

HOME ADDRESS:

PARENT OR GUARDIAN'S PHONE NUMBER:

NATIONALITY: CHILD: _____ **FATHER/MOTHER:**

LANGUAGE (S) SPOKEN AT HOME:

LANGUAGE CHILD IS FLUENT IN:

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LANGUAGE CHILD IS EDUCATED IN:

SCHOOL YEAR CHILD IS ENROLLING FOR:

SCHOOLS PREVIOUSLY ATTENDED:

APPLICANT HAS COMPLETED (PLEASE WRITE THE NUMBER OF YEARS BELOW):

YEARS OF NURSERY/ KINDERGARTEN:

YEARS OF PRIMARY/ ELEMENTARY:

YEARS OF SECONDARY SCHOOLS:

**PLEASE WRITE THE NAMES OF EACH SCHOOL YOUR CHILD HAS
ATTENDED:**

NAME OF SCHOOL:

YEAR OF ATTENDANCE:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

PAYMENT OF FEES

Registration fees are paid only once. Admission fees are for new students only.

Tuition and tutorial fees are to be paid in full each and every term, by all students.

OFFICIAL OF DIPLOMATIC MISSIONS

The fees in this category should be paid through cheque drawn on foreign currency accounts, with either a local or foreign bank. There is a collection fee of 3% for any cheque that is rejected by the bank. Parents will be responsible for this fee.

GUIDELINES FOR THE PAYMENT OF FEES

- Fees for continuing students are payable every term and must be paid in full within a week of the start of the term.
- The penalty for the late payment after two weeks of re-opening, will result in the student's dismissal
- A full term's fee is payable irrespective of the actual date of admission, re-entry, or withdrawal.
- Parent's making foreign transfers, should forward a copy of the transfer of fees, to the school's account.
- When students are absent from school for a full term or full academic year and parents wish to retain the student's wards, fees must be paid in full for the period of the student's absence.

- In the event that a student will be withdrawn from the school, the school requires one-month notice prior to student’s withdrawal. If no such notice is provided to the school, a full term of fees must be paid in lieu thereof. The Director of the school may make exemption to this rule.
- Fees are non-refundable in the event of a student’s expulsion, or in any other (similar/dissimilar) circumstance.
- The director reserves the right to increase the fees during the course of the school year

VISITING HOURS

Visiting hours are on Friday and Saturday, from 2PM – 5PM. In the event that a parent wishes to take their child out for the weekend, please contact the school office to discuss. All visitors (including parents and guardians) must sign in with the security checkpoint before entering the school.

ACQUISITION OF PASSPORT

Every child that gains admission into the school is expected to obtain a passport to enable the student to travel when the need arises. The school is not responsible for acquiring student’s passports. Parents should make the necessary arrangements to obtain his/her child’s passport.

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

STUDENT SIGNATURE: _____

FOR OFFICE USE ONLY

DATE OF REGISTRATION: _____

REG NO. _____

DATE OF ADMISSION _____

STUDENT NAME _____

DATE OF BIRTH _____

HEALTH EXAMINATION COMPLETE (YES/NO) _____

STUDENT PASSPORT ACQUIRED (YES/NO) _____

SCHOOL FEES PAID FOR FIRST TERM (YES/NO)
