

**WELCOME**

Dear Parent(s),

You are warmly welcome to K-OAK School.

Choosing the right school for your child is one of the most critical decisions that you, parents have to make. At K-OAK School, we aim to support you in this decision–making role with an offering geared towards the total development of your child’s potential and values. You may have many options, but we urge you to choose K-OAK School

considering the following benefits:

1. **We run the spring for pre-school:** we are opened all year round with the exception of festive seasons and public holidays.
2. **We run the term with intermittent recess programmes:** (such as talent building, multi-language lessons, educational tours etc.) for our grade schoolers. We have you, your work and schedules in mind that is why a warm, comfortable and safe environment is provided for your child all year round to enable you have the peace of mind at work and on other importance schedule.
3. **We use an integrated curriculum:** our curriculum is a Hybrid of the Early Years

Foundation Curriculum, Cambridge International Curriculum (by the British) Comprehensive Curriculum (An American curriculum for Grade Schools), and the

Ghana Education Service (G.E.S) Curriculum.

1. **Professional Team:** we pride ourselves on dedicated, committed, and skilled teachers and staff who know the ins and outs of Early Childhood Education and Grade School Development.

**REQUIREMENTS**

1. School uniforms and the days each of them should be worn will be stated on the uniform pack.
2. One meal (lunch) and a post lunch snack will be served.
3. If your child does not eat solid foods, please bring their own lunch and snack.
4. School opens at 6:30am (Children can bring their own breakfast).
* Daily program starts at 8:00am.
* School closes at 3:00pm.
* Late pick-ups attract a fee of GH¢20.00 for every 30mins from 4:00pm
1. After school program (Optional):
* Playtime – 4pm to 5pm at an extra charge of GH¢ 20.00
1. Two (2) coloured passport sized photographs and immunization records are required.
2. The daily bags of learners should contain the following:

|  |  |
| --- | --- |
| Children less than 3years  | Children between 3-5years  |
| a. Two (2) changing clothes.  | a. One (1) changing cloth  |
| b. Two (2) face towels  | b. A face towel  |
| c. Four (4) diapers per day | c. Drinking water  |
| d. Wipes  |   |
| e. Drinking water  |   |

All personal belongings are to be labeled with child’s name

**FEE SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTRY FEES** | **Crèche GH¢** |  | **Nursery 1****GH¢** | **Nursery 2****GH¢** |
| Admission Fee | 500.00 |  | 500.00 | 500.00 |
| Uniform Package1. 2 polo T-shirts
2. 1 P.E. kit
3. 1 bib
4. 1 short / skirt
 | 320.00 |  | 320.00 | 320.00 |
| Books and logistics | 150.00 |  | 300.00 | 300.00 |
| **Sub-Total** | **970.00** |  | **1,120.00** | **1,120.00** |
|  | **MONTHLY FEE** |  |  |
| MONTHLY FEES | Crèche GH¢ |  | Nursery 1GH¢ | Nursery 2GH¢ |
| Tuition & Care | 350.00 |  | 250.00 | 250.00 |
| Lunch & Post-Lunch Snack | 250.00 |  | 250.00 | 250.00 |
| Utilities & Maintenance | 25.00 |  | 25.00 | 25.00 |
| Toiletries | 20.00 |  | 20.00 | 20.00 |
| First Aid | 5.00 |  | 5.00 | 5.00 |
| **Sub-Total (For each month)** | **650.00** |  | **550.00** | **550.00** |
| **Grand Total** | **1,620.00** |  | **1,670.00** | **1,670.00** |

Please note the following:

1. All monthly fees are due every month.
2. Monthly fees are to be paid by the 7th day of each new month.
3. Monthly fees are paid in full irrespective of the actual date of admission, re–entry or withdrawal.
4. Where a pupil will be absent for a full month and the parent wishes the place is kept, half the monthly fee is to be paid. This offer shall be allowed for a maximum of 2 months per year
5. Fees are not refundable in the event of a pupil being expelled or in any other circumstance.
6. Fees can be paid into the school’s account and a receipt is brought to the front desk. Fees can also be paid at the front desk or paid into the school’s momo. Insist on a receipt after each payment.

**PAYMENT DETAILS (**Kindly use your child’s name as the reference**)**

Name of Account: K-oak School Ltd

Branch: Sofoline

Bank: GCB Bank PLC

Number: 6311470000108

If having read this, you have any further questions or would like to discuss, please do not hesitate to contact us and we will be glad to help you.

Once again, we are committed to the total development and experience that you and your ward will cherish forever.

Sincerely,

Principal