



# OMOLOLU INTERNATIONAL SCHOOL (OIS)

P.O. Box 703 The Valley AI-2640, Anguilla - Phone: 264-497-5430, Fax: 264-497-3911 – email: [info@omololuschool.org](mailto:info@omololuschool.org)

## STUDENT APPLICATION AND REGISTRATION FORM – 2016 - 2017

Please print and complete entire form, sign and date.

Student Name: \_\_\_\_\_  
(Last) (First) (Middle)

Gender:  Male  Female Nationality: \_\_\_\_\_ Passport No# \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Birth date (DD/MM/YY): \_\_\_\_\_

First Language: \_\_\_\_\_ Other Language(s): \_\_\_\_\_

Expected date of enrollment: \_\_\_\_\_ Entering OIS at grade: \_\_\_\_\_

Student Lives with:  both parents  father  mother  guardian(s)  other: \_\_\_\_\_

Siblings	1	2	3
Name:			
Age:			
School:			

Mother/Guardian Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Last) (First)

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(P.O. Box Number) (Preferred email address to be used for all school communication)

Nationality \_\_\_\_\_ Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Father/Guardian Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Last) (First)

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(P.O. Box Number) (Preferred email address to be used for all school communication)

Nationality \_\_\_\_\_ Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

---

Student's Home Address (if differs from parent/guardian): \_\_\_\_\_

Student Phone No: (if differs from parent/guardian): \_\_\_\_\_

Family reference: Parents are  Married  Living together  Widowed  Divorced  Separated  
 Other: \_\_\_\_\_

---

If you are residing temporarily or part-time on the island, please indicate your permanent or alternate address below, including street address, box numbers, province/state, country, postal code and telephone numbers:

---

### Academic History of Student

Please account for every year that your child has been in school:

<i>Name of school and location</i>	<i>Type of School (Pre-school, Kindergarten, Primary)</i>	<i>Dates attended: From mm/yy to mm/yy</i>	<i>Ages</i>	<i>Years of grades</i>	<i>Language of instruction</i>

---

### Special Needs and Assistance

Are you aware of your child having any learning or physical disabilities?

No,  Yes, If "Yes", please elaborate: \_\_\_\_\_

Has your child ever received any special academic, social or emotional support (e.g. speech, language, psychological)?

No,  Yes, If "Yes", please elaborate: \_\_\_\_\_

Is there any area in which you think your child may need extra support?

No,  Yes, If "Yes", please elaborate: \_\_\_\_\_

---

Please state if there are any cultural and/or religious practices that the school should be made aware of:

-----

Has your child ever been asked to leave a school?

No,  Yes, If "Yes", please elaborate: -----

-----

---

**Other**

The person who will usually be picking up my child from school is:

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

If in case of an emergency you cannot be reached, who would be the next person for us to contact?

\_\_\_\_\_ Tel: \_\_\_\_\_

-----

---

**School Directory:**

The Omololu International School prepares an annual Student Directory which lists the student's name and year group, the student's parents name, home telephone number and parent email address, in order to facilitate communication within the Omololu community. OIS does not provide this list to anyone that is not a parent or teacher within the Omololu community, and the Directory is not intended to be used for commercial purposes. All parents and families are automatically listed in this directory unless otherwise noted. Do you have an objection to OIS sharing your contact information with the parent and teacher body.

\_\_\_\_\_ I prefer to keep my contact information private.

-----

**Student Photos and Video**

Occasionally students at Omololu International School may be photographed for either a local newspaper article or the school's newsletter. In addition, students' images may be displayed on the school's website and/or school brochures to promote OIS. At times, videotapes of special events and ceremonies may be made which may also be displayed on local television and the school's website. We would like for all students to be able to participate in these activities and are seeking your permission for such use.

Please initial at your choice below:

Yes, I hereby give the unqualified right to OIS to take pictures and/or film my child to put to legitimate use without limitation or reservation.

No, I do not give OIS permission to take pictures and/or film of my child.

-----

## Application Checklist:

1. Completed Application Forms (Registration, Health, Parental Involvement)
2. Passport/Birth Certificate and other applicable immigration paperwork
3. Copy of Anguilla passport or Belonger Stamp (when applicable)
3. 2 passport pictures
4. Official School Records (last 3 years)
5. Copy of Vaccination booklet / Immunization Records
6. Payment of US\$ 375.00 (Pre-K and K) or US\$ 625.00 (Grades 1-6) Non-refundable Registration Fee (at time of registration for Learning Material Fund and Personal Liability/Accident insurance)
7. Tuition fee payment for:
  - First month (before September 5th 2016) \_\_\_\_\_
  - First term (before September 5th 2016) \_\_\_\_\_
  - Whole school year 2015/2016 (before September 5<sup>th</sup> 2016) \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



**OMOLOLU INTERNATIONAL SCHOOL (OIS)**

P.O. Box 703 The Valley AI-2640, Anguilla - Phone: 264-497-5430, Fax: 264-497-3911 - email: [info@omoluluschool.org](mailto:info@omoluluschool.org)

**2016-2017 HEALTH RECORD**

**Student Name:** \_\_\_\_\_

Gender:  Male  Female      Nationality: \_\_\_\_\_      Passport No# \_\_\_\_\_

Place of Birth: \_\_\_\_\_      Birth date (DD/MM/YY): \_\_\_\_\_

**Immunizations – Please indicate the month and year of last immunization**

Polio	Pertussis
Hepatitis	Tetanus
Diphtheria	Measles
Chicken Pox	Mumps
Rubella	Other (please specify)

**Vital Medical Information**

Operations: Please list any surgery your child has had and the approximate date of it.	
Medical history: Please list any childhood medical problems (i.e. frequent nosebleeds) from which your child has suffered.	
Chronic disorders or other issues: Please list any problems or chronic conditions that the school should be made aware.	
Allergies: Does the child suffer from any allergies? (i.e. penicillin), If yes, please list.  <input type="checkbox"/> YES <input type="checkbox"/> NO	

Does the student take any regular medication (prescription and/or non-prescription)?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Complete name of medication:	Illness/Condition related to:	Approximate duration of prescription:
--	------------------------------	-------------------------------	---------------------------------------

---

**General medical information:**

Name local family Physician/Pediatrician: \_\_\_\_\_

Please list the last date the following has occurred:

Physical examination		Eye examination	
Dental examination		T.B. Test	

Does the student have any physical disability?  Yes  No

*(If yes, please explain)* \_\_\_\_\_

Does the student wear contact lenses or glasses?  Yes  No

*(If yes, please explain)* \_\_\_\_\_

Is the student's hearing impaired in anyway?  Yes  No

*(If yes, please explain)* \_\_\_\_\_

---

**Permission**

Do you give OIS permission to administer oral over-the counter medications, e.g. Tylenol or Ibuprofen, to your child, if needed?  Yes  No

In case a medical emergency should arise with your child, are there any medical treatments that are prohibited on medical, religious or cultural grounds (i.e. blood transfusions)?  Yes  No

*(If yes, please explain)* \_\_\_\_\_

***I hereby confirm that the information given on this Health Record Form is correct to the best of my knowledge.***

\_\_\_\_\_  
Father / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother / Guardian Signature

\_\_\_\_\_  
Date

---

## 2016-2017 PARENTAL INVOLVEMENT

Child name(s):

1.	<i>Last</i>	<i>First</i>	<i>Grade</i>
2.	<i>Last</i>	<i>First</i>	<i>Grade</i>
3.	<i>Last</i>	<i>First</i>	<i>Grade</i>

Father/Guardian: \_\_\_\_\_  
*Last* *First*

Mother/ Guardian: \_\_\_\_\_  
*Last* *First*

Parent involvement is very important for the Omololu International School as it is to support the goals of the school through a range of initiatives. Activities include, but are not limited to:

- Promoting a sense of community by means of school social and special events.
- Working to raise monies to provide the school with additional funds.
- Fostering understanding, appreciation and co-operation between teachers and parents.

Please fill in below in which way you can support the school:

	Father / Guardian	Mother / Guardian
<b>Committees</b>		
○ P.T.A.		
○ Fundraising Committee		
○ Marketing / P.R. Committee		
○ Social Events Committee		
○ Landscaping/Beautification projects with students		
<b>Classroom support</b>		
○ Assist with fieldtrips		
○ Assist with lunch program		
○ Assist in classroom during certain activities (reading program and others)		
<b>Financial support</b>		
○ Donation to Scholarship Fund to support diverse enrollment		
<b>Others</b> ( <i>special skills of parents that may contribute to the improvement of the school</i> )		
○ ICT/ multimedia skills		
○ Workshops arts, music, dance		
○ Assist in Library		
○ Poetry, literature, sciences		
○ P.E. and Sports coaching/classes		

Feel free to list any areas not mentioned above: \_\_\_\_\_



## Tuition and other Fees for 2016 – 2017

### Registration fee (non-refundable)

A US \$ 375.00 non-refundable fee is required yearly at the time of registration for Pre-School and Pre-K. For all other grade levels this will be US\$ 625.00. This fee will be fully transferred to the Learning Material Fund which is intended to cover the costs of books, workbooks, support materials for instruction and related technology hardware/software, which will enhance the student's learning process throughout the school year. No exemptions are made in the payment of the registration fee.

### Student Insurance

All OIS students are covered by insurance provided by Nagico. The cost of this insurance is US \$25 per school year. This payment can be combined with the registration fee. The insurance covers Accidental Death or Dismemberment up to \$5000 USD and Accidental Injury up to \$500 USD.

Payment of Registration and Student Insurance should be made payable to “**Anguilla Educational Foundation**” at the time of registration.

<b>Bank name:</b>	<b>Scotia Bank</b>
<b>Account number:</b>	<b>1460919</b>

### Tuition Fees

A school needs to plan for its human and physical resources on an annual basis. This planning is based on student enrollment and school fees. The tuition is set for the year and per term. In order to facilitate parents, payments though may be made in monthly installments. Parents who like to withdraw their child from school need to inform the school well in advance (at least 3 months). If a child is withdrawn half-way the term without prior knowledge of the OIS Board, tuition fees will not be waived for the remainder of the term.

### Payment of Fees - Guidelines

All school tuition fees are due by the published dates; in general this means that all tuition should be paid by the third of the month, except for the first payment at the start of the school year which is due August 15<sup>th</sup> rather than September 3<sup>rd</sup>). If payment is not received on the indicated date a late fee will be added, which is currently set at **\$50.00**. A returned cheque is considered as a late payment. Where fees remain unpaid after 30 days further attendance of students shall be denied. Reports and school records will be withheld pending full payment on any outstanding accounts.

Only payment of the first installment of the tuition fee and the registration fee (see below) will secure a place for the new school year.

The cost of uniforms and general school supplies appropriate for each grade level shall be the responsibility of the parents. The list of school supplies can be obtained from the Office Administrator. Books, related software and other supplementary learning materials are intended to be covered by the yearly registration fee, which will be transferred to the Learning Material Fund. Field trips, external examinations, damaged or lost books **are not** covered by the registration fee, tuition fee or the Learning Material Fund contribution.

### Monthly Tuition

Monthly tuition fees are payable by post-dated cheques or standing orders **ONLY**.

### Discounts

For families with more than one child in the school there are discounts for the 2<sup>nd</sup> and 3<sup>rd</sup> child (in case of 4th and 5th child the same discount as 3<sup>rd</sup> child applies). The discount is always related to the youngest child. Therefore, in case there is one child in primary and one in kindergarten, the discount is calculated on the kindergarten fee.

Discounted fees are:

- 2nd child: 20% discount
- 3rd child: 30% discount



## Tuition Payment Options

Installments should be made payable to “Omololu International School”

<b>Bank name:</b>	<b>Scotia Bank</b>
<b>Account number:</b>	<b>1460520</b>

**Bank payments:** This can be completed by various ways: **Direct Deposit or Cheque**. Upon completion of payment, a copy of the deposit slip needs to be submitted to the Office Administrator as proof of payment.

**Cheques:** If payment by cheque is the chosen payment option; all post-dated cheques need to be handed in by the start of the new school-year (September 01<sup>st</sup>). The cheques are to be dated per month from: September 3rd through June 3rd, no installments are paid in July and August. A returned cheque will be considered as a late payment.

**Cash payment at the school will under no circumstances be accepted.** Cash deposits can be done in the form of a direct deposit into the school’s bank account; a copy of the deposit slip should be handed over to the Office Administrator.

## Payment Plans

Payments can be made by selecting one of the three payment plans. Tuition fees have to be paid at the start of the school year, term or at the beginning of the month dependent on the selected option.

### Tuition Payment Plan 1

Full payment in advance at time of registration.

<b>Year Level</b>	<b>Anguilla Belongers: 1 Installment of</b>	<b>Non-belongers: 1 Installment of</b>
Pre–Kindergarten and Kindergarten	US \$4,500	US \$5,850
Primary School (Grade 1 – Grade 6)	US \$6,000	US \$7,350

### Tuition Payment Plan 2

Payment in three equal installments. First payment is due at time of registration and the second and third at the start of the 2<sup>nd</sup> and 3<sup>rd</sup> term.

<b>Year Level</b>	<b>Anguilla Belongers: 3 Equal Installments of</b>	<b>Non-belongers: 3 Equal Installments of</b>
Pre–Kindergarten and Kindergarten	US \$1,500	US \$1,950
Primary School (Kindergarten – Grade 6)	US \$2,000	US \$2,450

### Tuition Payment Plan 3

Payment in ten equal installments. First payment is due at time of registration and on the 1<sup>st</sup> day of each subsequent month thereafter. (Option only available to students registered during first term)

<b>Year Level</b>	<b>Anguilla Belongers: 10 Equal Installments of</b>	<b>Non-belongers: 10 Equal Installments of</b>
Pre–Kindergarten and Kindergarten	US \$450	US \$585
Primary School (Kindergarten – Grade 6)	US \$600	US \$735

## **General Conditions of Enrolment**

- Notwithstanding the right of each party to terminate this contract, the school has the right, at its discretion, upon presumption of a disorderly act by the student named in this application which endangers the order or discipline on campus, to terminate this contract immediately for cause.
  
- Data related to our child's attendance at the school are stored in the school's data bases and are used for school related purposes only.
  
- It is agreed that, notwithstanding the year level for which application is made, final year placement is at the discretion of the administration. It should be understood that the year levels at Omololu International School do not necessarily correspond to those in any other school or national or international system of education.
  
- A child must be at least three (3) years of age on or before December 1<sup>st</sup> of the year of entry for entrance into the pre-school class and having met other stipulated criteria and at least four years of age on or before December 1<sup>st</sup> of the year of entry for entrance into the Pre-Kindergarten class.
  
- We have read the general conditions of enrolment outlined above. We also agree to provide one full term's notice in writing, or fees for one full term in lieu of notice, if we withdraw a child from the school.
  
- This application, when signed, constitutes a contract subject to the laws of Anguilla. Purposely providing incorrect or incomplete information can lead to the school's termination of the contract.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**