

# ROYAL POINCIANA SCHOOL

We are a school that focuses on experimental learning (hands on activities) and aimed at ensuring the optimum development of every child.

## SCHEDULES AND OPERATION HOURS:

- Reporting time : 6:00am to 7:00am
- Drill time : 7:00am to 8:00am
- Closing time : 3:00pm

## PICK-UP POLICY:

- Parents are to pick their wards between 3:00pm to 4:00pm
- Any day student found within the school after 4:00pm will pay for after school services
- In a situation where any parent cannot come to pick up his/her child, the school should be given prior notice and be informed of the person assigned to pick the child.

## PAYMENT OF FEES

Outright payment of fees in full is very much encouraged on re-opening. Otherwise the following applies:

- Fifty percent(50%)of fees should be paid within the week of re-opening.
- Remaining fees should be settled before mid-term.
- The school authorities reserve the right to send the defaulting child home.

## UNIFORMS

- Students are strictly expected to wear the prescribed uniforms at all times to school.(with black shoes and a pair of white socks)
- Any child who violates this rule will not be allowed into the school.

## CLEANLINESS

- It's a major policy decision of the school to maintain a very safe and highly hygienic environment for child experimental learning.

## MAKING TIME TO LISTEN:

- This policy is to encourage parents to make constructive criticisms and suggestions for a better administration of the school.

## DEALING WITH SICK CHILDREN:

- We administer first aid to the child and contact the parent for further examination and treatment.

## FOOD AND NUTRITION:

- The school provides lunch for its students. Breakfast and snacks are provided on demand.

## MEANS OF COMMUNICATION:

- The school uses phone call, text messages, emails whatsapp or printed materials and meetings to reach parents when the need arise.

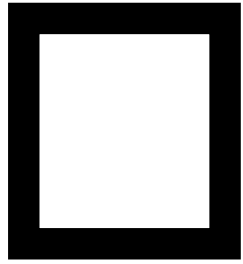
## FACILITIES:

- The school runs both day and boarding facilities to our students.
- We have a school bus that conveys our day students within kasoia and its environs to and from the school safely.

BY ADMINISTRATION



ROYAL POINCIANA SCHOOL  
DAY & BOARDING  
KASOA CONGOVILLA HNO 174/12  
ADMISSION FORM



SURNAME ..... OTHER NAME(S) .....

DATE OF BIRTH ..... AGE .....

PLACE OF BIRTH ..... RELIGION .....

HEIGHT ..... NATIONALITY.....

COMPLEXION..... REGION .....

LANGUAGES SPOKEN.....

FORM OR CLASS TO WHICH ADMISSION IS BEING SOUGHT.....

BOARDING/DAY .....

ALLERGIES .....

MEDICAL CONDITION .....

MEDICATION.....

FATHER'S NAMES .....

TELEPHONE NUMBERS.....

HOUSE NUMBER ..... STREEET..... TOWN.....

OCCUPATION.....

MOTHER'S NAMES .....

TELEPHONE NUMBERS.....

HOUSE NUMBER ..... STREEET..... TOWN.....

OCCUPATION.....

GUARDIAN'S NAMES .....

TELEPHONE NUMBERS.....

HOUSE NUMBER ..... STREEET..... TOWN.....

OCCUPATION.....

**DECLARATION BY THE PARENT/GUARDIAN RESPONSIBLE FOR THE CHILD'S  
EDUCATION**

I.....DO DECLARE THAT, THE  
NAMED CHILD WHO'S PICTURE APPEARS IS MY WARD, SON/DAUGHTER AND I  
FAITHFULLY PROMISE TO PAY HIS OR HER FEES REGULARLY AT THE BEGINNING OF  
EACH TERM. I PROMISE TO KEEP THE SCHOOL AUTHOURITIES INFORMED IN  
ADVANCE FOR AT LEAST ONE TERM IF I WANT TO WITHDRAW MY  
WARD,SON/DAUGHThER FROM THE SCHOOL OR BOARDING HOUSE FOR A TANGIBLE  
REASON. I ALSO AGREE THAT THE SCHOOL HAS EVERYRIGHT TO PUNISH MY  
WARD,SON/DAUGHTER IF CAUGHT IN ANY UNBECOMING CONDUCT eg. RUDENESS,  
DISOBEDIENCE, STEALING, SEXUAL MISCONDUCT, DRUG ABUSE, FIGHTING,  
DESTROYING SCHOOL PROPERTIES AND ABSENCE FROM SCHOOL.  
I FURTHER PROMISE TO ASSIST THE SCHOOL AUTHORITIES IN PROTECTING MY  
WARD SON/DAUGHThER BY NOT ALLOWING ANYONE I HAVE NOT INTRODUCED TO  
THEM VERBALLY OR INWRITING TO TAKE HIM/HER OR WITHDRAW HIM/HER FROM  
THE SCHOOL FOR ANY REASON.

**SIGNATURE OF DECLARANT.....DATE.....**

**SIGNATURE OF APPLICANT.....DATE.....**

**N.B**

**FEES PAID ARE NOT REFUNDABLE**

**PROPRIETOR/HEAD SIGNATURE.....**

APPROVED