



## Guidelines for New Enrollments 2018 - 2019

### GENERAL INFORMATION

#### Office Hours and Contact Numbers:

|                            |   |
|----------------------------|---|
| <b>Office Hours</b>        | Monday to Friday from 8.00 am. to 4.00 pm.                                  |
| <b>Office Phone Number</b> | 0361 - 414312 / 081999101808  |
| <b>Email</b>               | childrenoftheworldschool@gmail.com<br>info@childrenoftheworldschoolbali.com |

#### The School:

|                            |                    |
|----------------------------|--------------------|
| <b>Nursery School:</b>     | 2 to 5 years old   |
| <b>Primary School:</b>     | 5 to 11 years old  |
| <b>Junior High School:</b> | 11 to 14 years old |
| <b>High School:</b>        | 14 to 17 years old |

Please note: 5 year old children wishing to continue to local SD would go to Kindergarten. Those wishing to follow the British Curriculum would start Primary School.

#### School Hours:

##### Nursery School:

|  |                        |
|--|------------------------|
| <b>Tiny Tots:</b> (ages 2 to 3 years)    | 8.00 a.m. - 12.00 p.m. |
| <b>Toddler:</b> (ages 3 to 4 years)      | 8.00 a.m. - 12.00 p.m. |
| <b>Reception:</b> (ages 4 to 5 years)    | 8.0 a.m. - 12.00 p.m.  |
| <b>Kindergarten:</b> (ages 5 to 6 years) | 8.00 a.m. - 12.00 p.m. |

**Primary School:** ( 5 to 11 years ) 8.00 a.m. - 2.30 p.m.

**Junior School:** (11 to 14 years ) 8.00 a.m. - 3.30 p.m.

**High School:** ( 14 to 17 years )

**5 days a week (Monday to Friday)**

**School Holidays:**

The school is closed on all Indonesian national holidays.

### **Attendance and Punctuality:**

It is important that your child arrives at school on time, as this ensures an uninterrupted start to the day. Latecomers disturb the class and must report to the school office.

Please make sure you collect your child on time at the end of school hours. After school hours all staff leave the premises. Lateness in collecting your child will mean staff having to stay behind and wait for you.

Regarding your child's safety, if you have arranged for someone new to collect your child you **MUST** inform the office beforehand otherwise the child will not be released.

Please inform the school office if your child is going to be absent from school for any reason. If you are taking your child out of the school (holidays etc.) then you **MUST** inform the school office beforehand.

### **School Uniform:**

It is compulsory that all children wear the required school uniform, which is purchased directly from the school at a price of Rp 200.000 per set and for the sports uniform RP 180.000

## **Emergency Procedures:**

In case your child becomes ill at school, staff will make every effort to contact you. It is therefore very important that we have an updated list of contact numbers. Should your number change, it is important that the school is informed immediately.

## **Parents:**

We appreciate the support of parents in working with the staff to ensure a co operative environment. Suggestions from parents are always welcome.

## **TERMS AND CONDITIONS OF SCHOOL FEES**

### **Fees Structure 2018 – 2019:**

|                                    |               |
|------------------------------------|---------------|
| <b>Admission Fee - Nursery</b>     | Rp. 6.000.000 |
| <b>Admission Fee - Primary</b>     | Rp. 6.000.000 |
| <b>Admission Fee – Junior High</b> | Rp. 6.000.000 |
| <b>Admission Fee – High School</b> | Rp.10.000.000 |

The admission fee has to be paid in advance. Once the admission fee is paid, your child is then secured a place at the school.

**Capital Levy Fee (Annual Fee)**      Rp. 3.500.000 / Yearly

The Capital Levy Fee has to be paid at the latest one week before the new school year starts in July. (Date varies depending on the Indonesian school calendar). The fee is applicable to all students.

### **Tuition Fee (Monthly Fee)**

|                  |                       |
|------------------|-----------------------|
| <b>Tiny Tots</b> | Rp. 700.000 / Monthly |
| <b>Toddler</b>   | Rp. 700.000 / Monthly |

|                           |                        |
|---------------------------|------------------------|
| <b>Reception</b>          | Rp 750.000 / Monthly   |
| <b>Kindergarten</b>       | Rp 750.000 / Monthly   |
| <b>Primary School</b>     | Rp 1500.000 / Monthly  |
| <b>Junior High School</b> | Rp 2.000.000 / Monthly |
| <b>High School</b>        | Rp 2.000.000 / Monthly |

Monthly fees are due between the 1<sup>st</sup> - 5<sup>th</sup> of each month. Late payments will incur a penalty of Rp 25.000 per day / per child.

If a parent falls into financial difficulty they should contact the school immediately to discuss ways to overcome the problem.

Continual late payments may result in the child being suspended until all outstanding payments are settled.

All tuition fees must be paid on time even if the child is absent due to holidays etc. Non payment can result in the child's place in the school being lost.

All Tuition fees can be be paid monthly, annually, or by term.

### **Tuition Fee (Discount)**

A discount of 5% will be deducted if Tuition fees are paid annually in advance.

There is 5% discount for siblings.

### **Notice Period:**

One month's notice in writing is required should parents wish to withdraw their child from the school. There will be no refund for that month/term's fee.

There will be no fee reduction made if a child is absent from school for whatever reason during the school term.

**If you have any questions please do not hesitate to contact the school office.**