



# BACNOF SCHOOLS – GHANA

*Passport  
Picture*

## Admission Process (PRESCHOOL)

Please complete this form and bring along the following when submitting your forms at the admission center.

1. Your child's medical form.
2. A copy of your child's passport or birth certificate.
3. Passport pictures (4).
4. Child's transcript from previous school if any.
5. Child's weighing cards (3 months – 5 years).

These documentations need to be completed and submitted to the admissions/administrative office before admission is confirmed.

## STUDENT DETAILS

Date of Admission

Surname

First Name

Middle Name

Date of Birth

Place of Birth

Gender

☐

Male

☐

Female

City / Town

Previous School attended

Current Class/ Grade Level

By providing your e- mail addresses and telephone number you will be automatically signed up for INFOVIEW app, WhatsApp and Telegram group.

# Parents Details: Father

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First Name

Last Name

Home Phone

Residential Address

Work Phone

Email

City

Address

Employer

Date of Birth

Ghana card number

# Parents Details: Mother

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First Name

Last Name

Home Phone

Cell Phone

Work Phone

Email

City

Address

Employer

Date of Birth

Ghana card number

# SIBLINGS

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Please give details of any other children that attend BACNOF Schools Ghana.

|      |                      |
|------|----------------------|
| Name | <input type="text"/> |
| Name | <input type="text"/> |
| Name | <input type="text"/> |

## SIBLINGS OF THE APPLICANT

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|      |                      |
|------|----------------------|
| Name | <input type="text"/> |
|------|----------------------|

|                |  |
|----------------|--|
| Birth Date     | <input type="text"/>                                     |
| Gender         | <input type="text"/>                                     |
| School         | <input type="text"/>                                     |
| Current Grade  | <input type="text"/>                                     |
| Applying to BS | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|      |                      |
|------|----------------------|
| Name | <input type="text"/> |
|------|----------------------|

|                |  |
|----------------|--|
| Birth Date     | <input type="text"/>                                     |
| Gender         | <input type="text"/>                                     |
| School         | <input type="text"/>                                     |
| Current Grade  | <input type="text"/>                                     |
| Applying to BS | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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|      |                      |
|------|----------------------|
| Name | <input type="text"/> |
|------|----------------------|

|            |                      |
|------------|----------------------|
| Birth Date | <input type="text"/> |
|            | <input type="text"/> |

**Gender**

**School**

**Current Grade**

**Applying to BS**

☐

**Yes**

☐

**No**

**Name**

**Birth Date**

**Gender**

**School**

**Current Grade**

**Applying to BS**

☐

**Yes**

☐

**No**

## ETHNICITY

Please complete by ticking the appropriate box.

**Home Language**

**Religion**

☐

**Arabic**

☐

**Christian**

☐

**Fante**

☐

**Muslim**

☐

**Chinese**

☐

**Other**

☐

**English**

☐

**Ewe**

☐

**French**

☐

**Ga**

☐

**Dagomba**

☐

**Hindi**

☐

**Italian**

☐

**Irish**

☐

**Hausa**

☐

**Portuguese**

☐

**Spanish**

☐

**Twi**

☐

### Other

- Please Note however that Bacnof Schools is a Christian School.

## TRAVEL ARRANGEMENTS

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- ☐ Car
- ☐ Cycle
- ☐ Public Transport
- ☐ Taxi
- ☐ Walk
- ☐ Organized Pick up

## PERMISSIONS

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- Students' Images

Reflecting the increasingly high profile of the world school, we have been regularly asking parents for specific permission to use images of their children in publications. We are therefore, in line with many schools, seeking 'blanket' permission from parents, in order to reduce paper work, and to reassure staff.

I give permission for my son's/daughter's image to be used by BACNOF Schools, Ghana in the following ;( please tick as applicable)

- Newspaper

(This would include illustrations of, for example, articles about BACNOF Schools, Ghana in the daily graphic, or in the pages of any educational newspaper).

- Journal Publication

(This would include illustrations for articles in professional and research Journals).

- Conference and training presentations

(This would include illustrations for handouts and PowerPoint presentations on innovative practice at BACNOF Schools, Ghana campuses and other BACNOF Schools World events).

### Research Videos

(This would include videos of lessons interview with pupils, by teachers and academics conducting research in schools, for use as research evidence).

### Training videos

(This would include videos made by, for example, the Government or examining bodies, to be used for training teachers).

### The Bacnof Schools Website

(This would include images to accompany accounts of activities and projects at both Bacnof Schools Campuses and other Bacnof Schools events).

#### **External Websites**

(This would include illustrations of work at BACNOF Schools Campuses, for example, Government or Academic websites).

#### **Broadcast Television**

(This would include, for example, reports on local news about activities at BACNOF Schools Ghana)

#### **Social Media**

(This will include, for example, WhatsApp, face book, Instagram and all our social media platforms).

## **HOME SCHOOL AGREEMENT BETWEEN**

### **Parents/Carers/Student/School**

As parent(s) we/ I will do our/ my best to:

1. Send our/my child to school in full uniform, and ensure our/ my child is with the right equipment for school.
2. Ensure our/ my child attends school on time every day.
3. Take an interest in the work of our/my child, encourage them to always do their best, support them in their home learning and other opportunities for home learning and sign my child's journal and any other document am required to sign on a daily/weekly/monthly basis.
4. Encourage our/my child to have high standards of behavior at all times. My child will not come to school in just any uniform apart from the one bought from the school.
5. Let the school know if there are any problems likely to affect our/my child's learning.
6. Attend all meetings and discussions about our/my child's progress. Read letters from school and reply as necessary. Support the school if sanctions become necessary. I will pay all school bills before deadlines to support the school.
7. Support events that the school is involved in.
8. Read, understand and accept all the school's policies and procedures as outlined in the Handbook for parents and students.

As a school we will do our best to:

1. Check that school uniforms are worn and are in good shape and also tell your child what is needed for lessons.
2. Encourage good attendance and punctuality.

3. Teach good quality lessons. Prepare your child in a range of subjects that will allow them to succeed in public examinations. Set and mark appropriate work tasks.
4. Encourage high standards of behavior through building good leaderships and developing a sense of responsibility.
5. Listen and respond quickly to any concerns.
6. Hold regular parent and student and PTIs meetings when necessary. Report regularly on the progress, attendance and punctuality of your child. Inform you of any worries or concerns where necessary.
7. Inform you of events that the school is involved in.



# BACNOF SCHOOLS – GHANA

## PHYSICAL EXAMINATION REPORT

(To be completed by a Physician)

Students Name ..... Gender ☐ M ☐ F Age:.....

Height(meters):..... Weight:..... Blood pressure:.....Pulse:.....

Urinalyses:..... Sickling status: Yes No (if positive, what kind.....)

Vision: Right..... Left..... Does student wear corrective eyeglasses? ☐ Yes ☐ No

Hearing: Right ..... Left:.....

### SYSTEM EXAMINATION

### COMMENTS ABOUT FINDINGS

|                                    |  |
|------------------------------------|--|
| General appearance                 |  |
| Ear, nose and throat               |  |
| Skin                               |  |
| Cardiopulmonary(Heart and Lungs)   |  |
| Motor behavior/Posture             |  |
| Mouth/teeth                        |  |
| Abdomen and Gastrointestinal tract |  |
| Neurological                       |  |
| Spine and other musculoskeletal    |  |

*Summary of any abnormal physical finding (if any):*

*Specifically describe conditions that would identify the child as having a disability and / or require an educational evaluation, environmental adjustment, or activity restrictions:*

*Any significant medical history:*



***Referrals, recommendations and comments:***

***By signing below, I certify that I have personally examined the applicant and received the medical history.***

|   |                         |                     |
|---|-------------------------|---------------------|
| .....   | .....                   | .....               |
| <b><i>Physician's Name (please print)</i></b> | <b><i>Signature</i></b> | <b><i>phone</i></b> |

|                             |                         |                     |
|-----------------------------|-------------------------|---------------------|
| .....                       | .....                   | .....               |
| <b><i>Parent's Name</i></b> | <b><i>Signature</i></b> | <b><i>Phone</i></b> |

# Welcome to BACNOF Schools Ghana!

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Bacnof Schools is an independent School serving the local Ghanaian and expatriate community in Ghana. This brings a wonderful international experience and perspective to the school. Under the leadership of the Head of the School, the school is divided into the early Childhood, Primary School and Junior High School. Each with its own divisional head.

Our school is based on a firm foundation of Christian values, and all students are encouraged to demonstrate empathy, ethical behavior, integrity, discipline and service in all that they do. We offer a strong academic program that incorporates creative problem – solving, cooperation and group interaction, an appreciation of a culture that reflects BACNOF Schools' Christian values. While academic excellence is our way of life and focus, the integration of the arts, humanities, language learning, community service and athletics are closely wound into the BACNOF Schools experience.

BACNOF Schools students are expected to have an established tradition of hard work, varied interests and a passion for learning. BACNOF Schools fuses programs like the After school program among others. We hope to join several other international academic and activities conferences in order to give our students greater opportunities. Furthermore, our well – furnished classrooms and small class sizes create comfortable environments where children's interests are encouraged and rewarded, laying the foundation for a lifetime of achievement.

Excellent teachers are at the heart of an outstanding school. The teachers at BACNOF Schools come from various spheres of life and are given interactive and well-structured training. They are committed to fulfilling our school's mission and to ensuring that their students are successful. They are talented teachers, writers, scientist, mentors, artists, athletes, coaches, and friends.

We encourage our parents to get actively involved in the school through the various parent teacher conferences and activities that will be held throughout the year.

I look forward to the prospect of your family joining the broader BACNOF Schools Ghana family.

**Nana Afia Boachie – Tsikata(MRS)**

**CEO of the Schools.**

Our school is based on a firm foundation of Christian values and all students are encouraged to demonstrate empathy.

## ***The aim of our school is to:***

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1. Provide a secure, happy, friendly and hard working environment.
2. Help children develop personal, spiritual and moral values.
3. Help children develop and maintain lively, enquiring minds.
4. Promote the ability to question and discuss rationally.
5. Encourage children to apply themselves to a range of task and skills.
6. Emphasize the importance of language, number, the scientific, and the aesthetic and physical areas of learning and to develop competence in them; aiming for each child to develop his or her talents to the full and to work to the peak of his or her ability.
7. Develop in all children the ability to appreciate critically all human achievements and aspirations
8. Develop the necessary skills and understanding to cope with the demands of modern society and adult life.

## ***Admissions***

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### **BACNOF Pre School admits pupils from age 3 months to 5 years**

Application forms are available from the school office at any time; however, pupils are admitted at the beginning of the academic year.

### **Security**

Access to the school for parents and visitors is through the main entrance where they should report to office or they will be asked to show their pick up cards.

### **Attendance**

The school is committed to ensuring a high rate of attendance. We ask all parents to inform the school of any absence before 10:00 am.

The parent liaison officer/ School Office will contact parents on the third day of absence if the parents has not contacted the school.

Repeated or unexplained absences may be followed up with a visit from the office.

Children are asked to be punctual. The register will be taken at 9:00 am and any child not in class for that time will be marked as late/ absent.

Lateness and absence will be noted on the child's annual school report. 100% attendance is rewarded on an annual basis with certificates.

Parents are advised not to take their children on holidays in term time as this is considered an unauthorized absence. Time out of school disrupts learning and progress is affected considerably. Reporting time: Preschool: 7:30 – 8:00am, Primary School: 7:00 – 7:30am and Junior High School: 7:00 – 7:30am

## **Guidelines and Policies**

School guidelines and policies are regularly reviewed and updated.

## **School Uniform**

All children are expected to wear the prescribed school uniform with black shoes and white socks on Mondays, Tuesdays, Thursdays and Fridays. It helps create a sense of identity and belonging. On Wednesdays, a T- Shirt with a pair of Jeans and Sneakers. For PE all children need to have a school jersey. Please ensure items of your child's clothing are named to help avoid loss.

Children are not permitted to wear high heels, high soled shoes, jewellery and extravagant hairstyles, hoodies and ribbons in school. Weaves are not allowed. If watches are worn, then they are the responsibility of the child.

Mobile phones, tablets and iPads are not permitted in school, if discovered they must be handed into the school office.

## **Parent Involvement**

The school has a PTI. Every parent is an automatic member of the PTI and may participate in social and fund raising events. The school is also keen that parents feel welcome in school and very much values the time and energy they are able to give as volunteers.

Parent teacher interactions are a new and fast way for parents to interact closely with their children's teachers and the staff that contribute to their children's school day and school life. This improved way of interaction has several advantages that will boost parent-teacher-child interactions and will enhance the school life of child and help parents to monitor the teachers alongside the administration.

The advantages are but not limited to:

1. Parents have consistent relationships with the staff and particularly the teachers that handle their children.
2. Parent concerns are quickly heard and addressed to the best of the school's ability.
3. Staff and teachers get the opportunity to meet the parents of their pupils and voice out any concerns they have with regards to the pupils and also make recommendations.
4. Parents are abreast with programs and changes made in the school.

5. Parents can support school by knowing what changes are occurring in school practices and instruction.
6. Parental involvement with teachers leads to better classroom behavior and enhances academic performance.
7. Parental involvement lifts teacher morale and also keeps teachers on their toes.
8. Staff get to know their pupils better through their parents and this helps them to handle pupils better.
9. It helps to keep the children on their toes as well since they know both parties are in constant contact. It will help reduce petty lying and misinformation.
10. It helps build better relationships between the school and the parents which enhances the overall day to day running of the school.

BACNOF will have scheduled PTI days which will be communicated to parents. On this day, parents can walk in at any time between 9am and 5pm to interact with teachers about their children. Parents who absents themselves from the PTI without any prior notice will have a bill of Ghc100 as a penalty. Please feel free to call the office to make any further enquiries.

### **Lunch Time Meals**

Lunch money is paid weekly, monthly or termly in advance. Payment is made to 0595778570(RAPHEL NUER).

Facilities are available for children to bring a packed lunch. However, if you wish your child to do so we request that packed lunches be in a suitable container and that glass bottles of drink are not brought to school. Sweets and chocolate should also not be included in lunch boxes.

### **Break Time Snacks**

Children are encouraged to eat healthily and as part of the Healthy Schools initiative children eat only a piece of fruit or vegetable as a dessert.

### **Discipline and Behavior**

We expect children to conform to acceptable standards of behavior. We encourage and reward good behavior throughout system of house points, badges, group trophies and certificates.

When behavior is unsatisfactory there is a clear and structured policy of intervention strategies.

Unsatisfactory behavior is dealt with initially by class teacher, then Head of department and ultimately the Administrator where necessary.

Persistent poor behavior will result in loss of privileges, parent interviews and in extreme cases expulsion. However, we emphasize that the best guarantee of good behavior is through praise, reward and the co – operation between teachers, pupils and parents.

## **Homework**

Children are given homework appropriate to their needs and on a weekly basis (i.e. Mondays to Fridays). This may include reading, literacy or numeracy task, research for a topic or completing unfinished class work, etc.

Homework should be regarded as a positive experience and an extension of their school work. The school has an expectation that homework be completed on time and asks parents for support with this. In event that there is persistent lack of submission of homework or mishandling of homework books or papers sent home, the parent will be notified and if it persists the teacher will be asked to discontinue sending homework home.

## **Progress Reports and Parent Teacher Consultations**

A final termly report clearly outlines your child's progress in relation to curriculum targets and areas of learning and development. Also progress assessment is part of the cumulative records and it forms part of the basis for promotion.

## **Complaints Procedure**

If you have questions or concerns regarding your child's education we encourage you to come into school to discuss these, initially with your child's class teacher or by making an appointment with the head teacher.

## **Pick Up Policies**

1. Every parent is given three slots for people authorized to pick child(ren). This includes the parents.
2. Parents are entitled to only two phone calls a term, for people who are not authorized as pick up persons to pick up their children and such phone calls must be made three hours or more before pickup time.
3. Pick up cards **MUST** be shown before child is given to pick up person, (even if it's the parent of the child).
4. Staff have right to refuse to give child to pick up person if pick up person is extremely rude or violent verbally or physically.
5. Parents should let pick up persons be aware of procedures regarding pick up process so as to avoid any confrontations from pick up persons.
6. All pick up persons should be eighteen years and above. In the event that they are not, a consent form **MUST** be filled by parent and a pickup card made for such a person. However, this can be done in only extreme case and the school must sit down with parent to decide whether it will be accepted or not.

- 7. Pick up cards are not transferable and should not be given to another person to be used to pick up children. If that happens, card will be seized and given back only when the original owner shows up for it at the office.**
- 8. Pick up cards are renewable at the beginning of each term for Ghc2 and expire after two years. Cards that have not been renewed cannot be used to pick children up.**
- 9. If card get lost, it must be reported immediately and pick up person will have a maximum of three days to get another one. After which no considerations will be given.**
- 10. Unauthorized pick up persons Must come with a proper form of identification (passport, driver's license, voter's ID) to the main office (Gausu Extension) to be cleared to pick up children, even after parent or guardian has already called.**
- 11. Any parent/guardian who picks up their ward after 6pm MUST pay the late pick up fee of Ghc10.00 to the staff on duty. The late pick up fee MUST be paid on the spot by anyone picking up at that moment.**

# **BACNOF SCHOOLS**

## **PARENT/CARE GIVER CONTRACT**

I \_\_\_\_\_ will adhere to our agreed form of payment for tuition of GH¢2700 a term. I understand that 50 percent of the stated amount must be paid at the beginning of every school term, by the second week of reopening at either full payment or 30 percent top up must be made and by the end of the reopening month all payment must be fully made and such amount will be paid at the bank after which the slip must be brought to the school's office for an official receipt. Daily payments will not be accepted. All cheques must be given to the school in advance or within the first week of the term; Received Cheques must clear before official receipts can be given. Cancelled Cheques will attract a fee of GH¢100. Cash are not acceptable at the office. Our payments methods are either the bank (i.e. GCB 6111130000398 Obuasi branch) or MTN Mobile money (0554414456)

**PARENTS MUST PROVIDE EVERY OTHER THING THE CHILD WILL NEED FOR THE DAY AT SCHOOL.**

**Cheques are payable to BACNOF SCHOOLS.**

**Overdue Charges:** An unpaid balance remaining after the due date printed on the bill will result in a flat late fee of GHC 20.00 a week. If an overdue account should ever reach GHC 100.00 or more, arrangements must be made with the director/manager in order to continue receiving childcare. Arrangements will be made based on each individual situation and may include, but are not limited to, options such as prepayment; cessation of care until account is paid in full.

**Registration fees:** Forms, Interviews and admission fees and fees once paid are non-refundable. The money goes towards the cost of registration as well as new toys and supplies to keep the school running efficiently. Four(4) passport sized picture of the child(ren) must be provided on admission.

**Absences:** Parents must inform the school staff about their child's absence. If your child is gone for more than one week without knowledge of where they are, your spot may be filled. If your child is sick or on vacation, the full month will still need to be paid to hold their spot. Every child whose parent is in receipt of BACNOF Schools Services is permitted to be absent for Vacation of up to 3 weeks per year January to December. The parent must pay for 3 weeks' vacation, and a two-week notice must be given. Parents must first fill out a holiday request form, which must be approved. Children must not be absent during assessment periods, as children will not be allowed to write the assessment when they report to school, unless for health reasons backed by a doctor's certificate.

**Termination:** If you find that the school is no longer suitable for your needs, ONE CALENDER TERM'S NOTICE must be given regardless of the situation for leaving. Notice is to be given on the first term prior to the term you are leaving or you will be responsible for the following term's fee as well. If the school feels your child would benefit better at another school or things are not working out one month's notice will be given to you to find alternate care. In the event that your child was asked to leave immediately the school will decide whether or not the following month's fee will be refunded.

**Holidays:** The school will be closed on all statutory holidays and on weekends. If a statutory holiday falls on a weekend, the school will be closed on an alternate day;



**\*Christmas is always a time for family, for the school, and staff so the school will be closed for two weeks.**

**Closure:** If the school needs to be closed for an unseen reason, Management will inform parents as soon as possible. Please make sure you have alternate care for this. Once again full fees still apply.

### **CHILD BEHAVIOUR**

In cases of extremely aggressive or violent behavior by a child at BACNOF with no significant improvement noted after a period of time, the following actions will be taken:

1. A meeting to discuss a plan of action will be organized by the Director. A discussion concerning the behavior problem will attempt to establish a plan of cooperative action between home and BACNOF.
2. If the problem persists, a counseling session will be arranged between the parent, the child and a qualified staff member.
3. If the second phase of the policy is ineffective, the parent and Director will meet to discuss future appropriate action.
4. If all stages of the Behavior Management prove ineffective, the continuation of care will be reviewed by the Director and President of BACNOF.

**Sick children:** We realize that your place of employment may not be happy about you taking the day or a few days off with a sick child but please keep them home if they are sick. Be respectful of other children and parents using the school, if you bring your child sick and another child gets sick it then inconveniences another parent's work. In the case of a child who has become sick (or was brought sick from home) during school hours, parents will be notified immediately to pick child up.

**Pick up cards:** Parents/Guardians are required to make pick up cards which are used to pick their wards up. Failure to produce the pickup card when asked for it may result in delays, interrogations, refusal to hand over child etc. Parents should endeavor to always bring card to avoid such incidents.

### **Staff Concerns:**

In cases of any concern from parents about any staff member, the following action will be taken:

1. A meeting to discuss the concern will be set up with the parent and the staff member involved.
2. If the problem persists, the parent will discuss the matter with the Director.
3. A meeting will be then set up among the parent, staff, Director and President.

### **ASSESSMENT**

Children must have spent two to three consecutive years in the school to qualify for promotion to the next level of schooling. That is from Nursery to Kindergarten, kindergarten to Primary and so on and so forth. Also a child **MUST** spend one full academic year in a class before the child can qualify for promotion to the next class, if the child spends less than one year, that child could be retained or repeated in that class. The pass mark for all children who are awarded marks is 60%. A child must get 60% in more than six subjects consecutively in the three terms to qualify for promotion to the next class.

For children who are not awarded marks, promotion or repetition will be based on the curriculum and the child's progress. Each class has a target, and for the child to be promoted, the child must meet that target or meet at least 70% of the set target.

**GRADUATION PROCEEDURES:** At BACNOF, we hold graduating ceremonies when children complete each phase of schooling (completion of preschool, primary school etc.). These ceremonies are compulsory for each child. Parents will be billed and told in advance so that payments can be done in bits or at once, but should be paid in full before such ceremonies are held. Any other ceremonies (if necessary) will be communicated to parents and guardians in advance.

**Hours of operating:** The School is open Monday to Friday 7:00am to 6:00pm. Parents may be asked to pick up their children earlier on some days, on very rare occasions and unless deemed very necessary. The School staff must be informed by 9.00am if your child is attending for the day. If staff has not been informed by 9:00am, it will be assumed that you are not coming. If you show up at the school after 9:00am without the school knowing about your late arrival, you can be sent home. Once again school fees will still apply.

BACNOF reserves the right to add to and/or change its policies from time to time without notice and each parent agrees to be bound by such policies. We have given you a considerable amount of information to digest and there probably will be many questions. Please do not hesitate to call/contact our President/Director for further clarification or discussion. We hope you and your child have a long and happy association with BACNOF Schools.

Once a parent signs this forms the parent also agrees to abide by all rules and regulations outlined in the parent's handbook. I have read the above Parent/Caregiver Contract and agree to abide by it while my child is in attendance at BACNOF Schools.



## **ADMISSION ACCEPTANCE / UNDERTAKING**

**THE PARENT/ GUARDIANS**

**OF.....**

**HAVING ACCEPTED THE ADMISSION OFFER FOR OUR WARD, DO GIVE THE FOLLOWING**

**UNDERTAKINGS:**

- 1. THAT I/WE ACCEPT THE MISSION AND THE PHILOSOPHY OF THE SCHOOL,**
- 2. AS WELL AS ITS RULES AND REGULATIONS.**
- 3. THAT TERMLY FEES WILL BE PAID DULY, THIS COULD BE DONE A WEEK BEFORE  
SCHOOL RE-OPENS OR FIRST WEEK OF SCHOOL RE – OPENING.**

**SIGNED.....**

**NAME.....**

**(PARENT/ GUARDIAN)**

**DATE.....**



# **BACNOF SCHOOLS – GHANA**

## **PRE-SCHOOL SECTION**

**TEL: 0542099694/0248156007/0507524880**

### **Welcome!**

**Welcome to BACNOF Schools. We are a Christian school dedicated to providing excellent care and educational services. We hope you enjoy your stay and will do our best to ensure that your stay is good, educative and beneficial for you and your child(ren).**

### **Our Objectives:**

- \*To offer high quality childcare service.**
- \* To provide parents with the assurance of the best childcare as they go about their business.**
- \* To maintain a high quality learning environment, childcare and professional development for volunteers, staff and the community as a whole.**
- \* To provide sound Christian morals and values for children.**

### **Our Curriculum:**

**At BACNOF Pre School, we seek to develop children using our International Preschool curriculum (IPC) and our Pearson Curriculum of:**

- 1. Communication, language and literacy (English)**
- 2. Knowledge and understanding of the world (science & environmental studies)**
- 3. Mathematics**
- 4. Physical Education**
- 5. Creative development (art, music, dance)**
- 6. Personal, social and emotional development (social studies)**
- 7. Bible**
- 8. Supported by the GES.**

### **Operating Hours:**

**Mondays to Fridays**

**7am-6pm**

**Drop off times:**

**Crèche: 7am-8am**

**Transition, Nursery and Kindergarten: 7am-8am**

**Pick up times:**

**5.00pm-6:00pm**

**Flexible Part Time: Half Day: 7:00am-12:30pm**

**One day: 7:00am-6:00pm**

**One week: Varied times (parent must inform school about schedule)**

**Drop-In: Anytime (but school must be called first).**

### **Our services:**

**We offer long term and short term (daily, weekly, monthly and termly) care for babies and children between the ages of three months and six years. Children are generally enrolled in our school on a first come, first serve basis according to age group and vacancies. Absolutely no monetary incentives, material or services will be accepted to have children up on the waiting list or to enroll children when spaces are not available. We do, however, reserve the right to refuse any applicant we feel is not suitable for our program or to make exceptions to the "first come first serve" policy when special situations arise.**

**A. Full time (Crèche) - Monday through Friday...Termly Rate: are full time babies admitted into the crèche and are there all year round. The characteristics of this option are:**

**\* Cared for from 7:00am to 6:00pm**

**\* There is no vacation. However, center closes down for all statutory holidays, Christmas and**

**Easter.**

- \* Pick up cards.**
- \* Intake books.**
- \* Good quality supervised outdoor play in safe and well fenced environment.**

**B. Flexible part Time- you pick and choose the daily, half-day, and after school options you need each week. The schedule must be given to the school's staff in writing one week in advance. Calendars are available at the desk or from the director. If the week's advance notice is not given; childcare service may be charged a service charge of GHC 20.00 per day in addition to the regular billing rate. A two-week notice is required to change or terminate enrollment status.**

**C. Drop-in schedule- on a call in or nonscheduled basis (Emergency Care). Parents or guardians must call the school prior to bringing the child to be certain there is space available. Giving a one-week notice will eliminate the GHC 20.00 service charge.**

**D. TRANSITION CLASS- The transition class is for children from the Crèche between the ages of one and two who have 'outgrown' Crèche and are also not quite ready for Nursery. Therefore, putting them straight away into the Nursery may put undue pressure on them to learn formally and rigidly.**

**Since they have also just come from the Crèche, their time in this class will also be used to help them adjust to the new schedules in the class they are going to enter.**

**The features will be as follows:**

- \* Monday through Friday**
- \* Cared for from 7:00am-6:00pm**
- \* Introduction to Nursery syllabus.**
- \* Center closed down for all statutory holidays, Christmas and Easter.**
- \* Intensive Potty Training.**
- \* Pick up cards.**
- \* Good quality supervised outdoor play in safe and well fenced environment.**

- \* Hygienic and well-kept environment.

- \* Lunch is available at a fee if requested; children are served a nutritious lunch and a fruit or dessert and water.

- \* Children are required to pay for toiletries each term as stated in the prospectus since this is a transition class, there are bound to be a lot of potty training, eating and playing 'disasters'.

This class is compulsory for all children between the ages of one and two.

#### **F. Pre-School Children (Nursery and Kindergarten)**

- \* Are cared for from 7:00am to 6:00pm

- \* Pick up cards.

- \* Potty Training (Nursery 1)

- \* Meals are available at a fee if requested; children are served nutritious food and fruits.

- \* Good quality supervised outdoor play in safe and well fenced environment.

- \* Hygienic and well-kept environment.

#### **Holidays:**

Christmas, Easter and statutory holidays apply.

#### **Lateness:**

All parents should endeavor to drop off their wards on time as lateness will not be encouraged. Children picked up later than the pickup times without prior notice or arrangement will be fined GHC 10.00 daily. Children picked up late three times without prior arrangements will be billed for after school care. Parents, who constantly pick up their wards late, may be asked to look for alternative care.

#### **Pick up:**

Only adults; that is 18 years and above will be allowed to pick up children. Security and teachers have the right to ask for identity. No persons under 18 years of age will be

**allowed to pick up children UNDER ANY CIRCUMSTANCE. Pick up persons must be officially registered and issued pick up cards.**

## **Uniforms**

**Crèche: none (however it is compulsory for children who have walked).**

**Transition: prescribed**

**Nursery and Kindergarten: prescribed**

**Uniforms can be purchased at the school at GHC 50.00 per uniform.**

## **Fees:**

**All fees must be paid on the first day or within the first week of each academic Term in advance whether or not your child will attend unless we have made mutually satisfactory arrangements to the contrary. Fees are paid at the school's bank. Unfortunately, since our program is planned well in advance and arrangements are made for your child to participate, we cannot waiver, deduct, pro rate or rebate payment for any non-attendance, sick days or temporary absence.**

**Fee payments made by a cheque and returned to us by the bank will be subject to a Service Charge of GHC 100.00. Should a second cheque be returned, we would require all future payments to be made with Mobile Money.**

**Flexible Part Time: Half Day- GHC 150.00**

**One week- GHC 300.00**

**Drop-In: GHC 100.00 a day**

**\* Note: Parents will be required to pay Admission fee and forms fee and one month's fee on admission. These are non-re-fundable. However, if the child is already enrolled in the Crèche and is moving on to the Transition, Nursery or Kindergarten, parents will not be required to pay the admission fee. A 50% child discount will be given to families for the third child from the same family in our care.**

**\*Stationery is paid for by parents. Any deliberate damage to school property by a pupil will be billed to the parent.**

**\* Uniforms can be purchased from authorized school tailors.**



## **Short term:**

A baby or child shall be considered as short term if:

- a. He/she is going to be in school for a day or a couple of days while parents transact business, attend funerals, weddings e.t.c.
- b. He/ She will be in school for a short period, between a month and 3 months, due to the work of parents or if he or she is visiting from another country.
- c. He/she is not registered and is not a regular pupil at the school.

## **Outdoor play:**

Except in most inclement weather we take every child outdoors for at least four hours every week during which the child is in our care. This is the important part of your child's program.

Fresh air is an old fashioned but powerful remedy against long term or recurrent upper respiratory problems. Please do not ask us to keep your child indoors. If he/she is well enough to attend BACNOF, he/she is well enough to participate in the entire program, an important health component of which is outdoor play.

## **Meals:**

Hot meals and fruit will be provided to all children who eat solid foods and at a cost. It is optional. Menus are always pasted on all notice boards in advance or given on request. Parents should please inform the teacher of their child or manager concerning any specific dietary needs (in such cases parents may be asked to provide child's food or a detailed Doctors report), any allergies if necessary. Please do not give your child any candy or chewing gum to bring to BACNOF. Fruit or cookies, which may be eaten during snack time, are permitted. Please ensure that your child has had lunch if it is occasionally necessary to bring him/her to the school after 11:00 am.

**Please do not hesitate to contact us if you have any questions.**

**Thank You**