

Nairobi Waldorf School

P.O. Box 13732, 00800 Nairobi, Kenya



Application for admission

Date of Application

Child's Name:

First

middle

Last

Date of birth: Sex:

Place of Birth: Nationality:

School applying to:

Mother's particulars

Father's particulars

Name:

Nationality:

Occupation:

Employer:.....

Residential Address

P.O. Box:

Work Phone:

Home phone:

Mobile:

Email:

Person to notify in event of emergency:

Are duplicate mailings requested for separate households:

Who will sign the enrolment acceptance agreement and be responsible for payment of fee?

How did you hear of NairobiWaldorfSchool and Kindergartens? _____

Sibling information

Name

Birth Date

Sex (M/F)

.....
.....
.....

Waldorf Kindergarten Lavington
Mageta road, Lavington
Phone:0728617423/0733994592
Email: lavington@nairobiwaldorfschool.ac.ke

Nairobi Waldorf School,Kindergarten and Playgroup
Miotoni road, Karen
Phone:0722823463/0733487/537
email: info@nairobiwaldorfschool.ac.ke

GUIDELINES AND REGULATIONS

FEES PER TERM in Kshs Effective Term 3 (2015/ 2016)



	First Child 100%	Other Children 10% Sibling Discount
TODDLER AND PLAYGROUP		
Daily rate per term (9.00 – 12.30) 5 days / full week	73,800/-	66, 420/-
KINDERGARTEN	90,000/-	81, 000/-
5 days / week	5, 760/- for one day per term or 540/- per afternoon	
AFTERNOON CARE		
PRIMARY SCHOOL		
Class 1 (off on Friday afternoons every week)	146, 410/-	131, 769/-
Class 2 (full time)	193, 050/-	173, 745/-
Class 3 – 7 (full time)	226, 270/-	203, 643/-
Application fee: A non-refundable Ksh 5,000 (five thousand) is due with submission of the application.		
Admissions fee: Each child admitted to the Waldorf Kindergarten will pay a non-refundable admission fee of Kshs 7,000 (seven thousand) Each child admitted to the Waldorf Primary School will pay a non-refundable admission fee of Kshs 12,000 (twelve thousand)		
Security Deposit: Each child admitted to the Waldorf Kindergarten will pay a fully refundable "caution" fee of Kshs 20,000 (twenty thousand). Each child admitted to the Waldorf Primary School will pay a fully refundable "caution" fee of Kshs 50,000 (fifty thousand).		
CLASS MATERIALS All writing books, main lesson books, textbooks and basic craft materials are included. Materials for special projects are purchased by parents directly from suppliers or by teachers and charged to the parents. Class outings and trips will be charged to the parents.		
LUNCH A warm lunch is included in the Primary school fees and a snack for break and warm lunch are included in the Toddler Group, Playgroup and Kindergarten fees.		

SPORT

The primary school children are required to wear a sports kit which is available from the school. A T-shirt costs shs 600/- and shorts are shs 500/-. For activities like swimming, children are required to provide their own costume and towel.

INSURANCE

Basic pupil insurance is arranged with Resolution Insurance and covers all medical costs resulting from accidental injury at school or during school trips. Medical evacuation is covered by Amref Flying Doctors.

A NOTICE PERIOD OF THREE MONTHS IS REQUIRED FOR WITHDRAWALS FROM THE SCHOOL.

If a three month notice to withdraw from the school is not given, one term's fees is payable to the school in lieu of notice, with forfeiture of the refundable "caution" deposit

SCHOOL BUS

School transport is available from most neighborhoods surrounding Nairobi. We will do our best to provide transport to your location. Charges are shs 31,850/- per term per child. Requests/ Confirmations for use of the school transport should be made with the front office.

PAYMENT INFORMATION

All fees and payments can be made to either:

Bank Transfer or Deposits to:

NIC Bank Ltd, Karen Branch
A/c Name: Nairobi Waldorf School Trust
Kshs A/c No. 1002689231
Bank Code: 41
Branch Code: 119
Swift Code: NINCKENA

OR**MPesa Paybill Business Number 488700**

Account Number – **WST** space then type narration e.g. **WST Fees Jenny**
N/B **The word WST is a must.**

You will receive an M-PESA reference number and the narration put after the word WST. Please remit the reference number to accounts@nairobiwaldorfschool.ac.ke, to enable us update your statement.

EARLY PAYMENT DISCOUNTS

You can take advantage of the early bird discounts on school fees as follows:-

- a) **2.5%** discount on school fees **paid in full** before the first day of school
- b) **5%** discount on annual school fees **paid in full** before the first day of school
- c) **10%** sibling discount on school fees for additional (younger) children.

Payment Options, Deadlines and Late Payments

1. Full school fees and other related fees (bus fees and other fees billed ahead of or during a term) must be received **no later than the first Friday of school** of any given term.

- a) A late payment fee of Ksh 5,000 per child is charged for any outstanding fees past the first **Friday** of the school term. Outstanding fees include all fees related to a child and are not limited to school fees only.
- b) The full balance on the child's fee account, including the Ksh. 5,000 late payment fee, must be settled **no later than the Friday of the second week of school.**
- c) Failing to provide payment, the child will be asked to remain at home as the third week of school commences. **Parents will receive one e-mail, one letter in hard copy and one phone call alerting them to the final late payment deadline.** It is the responsibility of parents to pay all of the fees on time regardless of whether these alerts have been received or not. Please ensure that contact information is correct, including up-to-date phone numbers and emails.

**** Please Note****

~ On direct deposits or electronic fund transfers, school fees are considered unpaid until parents provide proof of payment to the School in adherence with the above stated deadlines.

~ Post dated checks are not accepted by the School

~ Payments in kind or other such rendered services cannot substitute the payment of school fees.

GUIDELINES AND REGULATIONS cont.

2. Per Term Payment Plans

- a) **Complete Application submissions for a Payment Plan have to be made at minimum two weeks prior to the first day of the new term.**
- b) Once a request has been made, the School Finance team will respond with an application for a Payment Plan.
- c) An administration fee of Ksh. 5000 per child is charged with the submission of an application to the School.
- d) The School Finance team will respond via email within five working days as to the status of your application.
- e) Term fees will be accepted in a maximum of 3 installments. All fees must be cleared by the end of term
- f) **The School will not send reminders for payment deadlines.** It is the responsibility of the parents to provide proof of payment for any of the three payments to the School and do so in advance of or on the payment deadline. Parents will receive a confirmation of payment from the School Accountant.

****Please Note****

~ Should any of the payment deadlines be missed, the delayed payment option will be cancelled and all fees shall fall due immediately. Failing to provide the full payment will lead to the child not being admitted to class.

~ Parents missing a payment deadline will no longer be eligible for a delayed payment option for the remainder of the school year. Should the failure to meet a payment deadline occur in term III, the parent is not eligible for a delayed payment option for the entire next school year.

3. Regardless of the payment option selected by the family, all fees must be cleared by the end of term. Failure to do so will exclude your child(ren) from School as the new term or academic year commences.

Fees are payable to **Waldorf School Trust**.

Food

A full breakfast for Kindergarten and lunch for the whole school is included in the school fees and is served each day.

Kindergarten hours are from 8.00 a.m. to 12.30 p.m. Monday through Friday.

Primary school hours are from 8.00 a.m. to 3.30 p.m. Monday through Friday.

GUIDELINES AND REGULATIONS cont.

Arrival and Collection

It is the duty of all parents to hand over their child or children to one of the teachers upon arrival at the school. The Kindergarten/School are not liable for children left with non-Waldorf staff.

If children are collected by a driver or ayah, please inform the Administrator and introduce the driver or ayah to the teacher and assistants.

Clothing

No special uniform is required by the Waldorf Kindergarten/School, however parents are asked to dress their children comfortably. Spare clothes for changes should also be brought in the child's school bag.

Children should have one pair of "house shoes" at the Kindergarten/School; these are shoes that the children can put on by themselves with minimal help (e.g. ngomas). Also required are one pair of gumboots, a raincoat and a sun hat. Primary School children require sports shoes.

Care and Safety

The children are well supervised both inside the school and in the playground; the staff are deployed according to a strict duty rota. The Waldorf Kindergarten/school are not liable for injury to children during school hours, however the greatest precautions are taken to ensure their daily safety. In cases of emergency, AIG provides medical coverage for all children in the Kindergarten and Primary School.

Terms and Holidays

There are three terms per year and each term is approximately 3 months long. Two to three days are allowed for a mid-term holiday. The Kindergarten/School also observes the stand public holidays.

Absence

Please inform the head teacher if your child will be away for any length of time or late returning in the following term. The head teacher must also be informed if your child is absent due to an infectious illness. A notice will be made to alert other parents.

Telephone and Address

Please notify the school of any changes to your telephone number and box number at home and at work. Accurate and up-to-date contact information is critical to communication should an emergency situation arise.

CHILD'S BIOGRAPHY

We request the following information so that we may obtain as complete picture as possible of the development stages of the children that come under our care, thus enabling us to serve the needs of the child and family to the best of our ability. All information will be kept confidential. Thank you for your cooperation.

How old were the parents when the child was born?

Please describe the pregnancy

Hospital or home birth? What family/friends were present?

Please describe the birth.....

.....

If the child was adopted, at what age and under what circumstances?

.....

Approx. weight at birth? Was the child breastfed?..... For how long?.....

At what age did the child crawl? Walk?..... Speak?

At what age did the child start referring to himself as "I"?

.....

At what age was the child toilet trained? Does the child wet the bed?

If so under what circumstances?

Does the child suck thumb/fingers/clothing?

Any other habits? (nail biting, hair twisting)

Are there any letters or sounds that the child doesn't speak clearly (such as R, Y D)?

Please describe any complications/ extraordinary events during the first 3 years of the child's life:

.....

.....

.....

MEDICAL HISTORY

Does your child wear glasses?.....

How long has the child been wearing them?

When do they need to be worn?

Illnesses suffered (include measles, mumps, chicken pox, etc)

Vaccinations

Allergies?

Medications currently in use

Injuries sustained?

Please describe serious injuries or surgical operations

Vulnerable areas in child's health

Eyes..... Stomach.....Ears..... Nose.....Throat.....

Constipation..... Diarrhea.....

Other? Please explain

.....

Describe any academic/ social – psychological evaluations that your child has experienced

.....

Describe child's history of prescribed medications.....

.....

Please list name, address & phone | of resources for above evaluations/treatments.....

.....

.....

.....

May we have your permission to contact the above resources? Yes..... No.....

Part 3

FAMILY LIFE

Does your child live with parents?

Do both parents reside in the home?

If not, does child have contact with both?

How much time is spent in each household?

What other adult live in household(s)?

What language is spoken at home?

What languages does child speak?

By Mother? By Father?

What time does child awake in a.m. on weekdays? Weekends

How does child awaken (dreamy, crabby, cheery, etc)?

.....

What does the child eat for breakfast?

.....

Does child and/or other family members follow a special diet?

.....

What foods do your child like most?

.....

Least? (any strong dislikes of salty, spicy, sour?)

What meals does child have with entire family?

What time are the meals?

Please describe regular chores your child may have

.....

Describe your child's temperament.

.....

Describe what you do when your child does not meet your standards of behavior.

.....
.....

What time does your child go to sleep on weekdays? Weekends?

Describe the bedtime ritual.
.....

Does the child fall asleep easily?

Does child sleep easily through the night?

Describe any recurring nightmares or dreams?

Describe how your family spends time together.
.....

Describe your family's weekend activities

What does your child like to do with her/his mother?

With her/his father?

What holidays does your family celebrate?

Describe home life or attitudes that you consider to be different or unique?

.....
.....

Part 4

PLAY LIFE

Does your child use computer/computer games? How often?

Does your child watch TV or videos? When?

How often? How long?

What kind of music do you and your child listen to at home?

.....

Do you play radio/tapes while in the car/train/bus?

.....

Are you willing to limit your child's viewing and listening time?

.....

Describe the physical activities your child enjoys.

.....

.....

What does your child do after school?

.....

Who is with your child at this time?

If child has siblings, describe their relationship and play

.....

Does your child have pets?

Does your child have friends in your neighborhood?.....What are their ages?

Describe their relationship and play

.....

Does your child have imaginary playmates?

Describe and give names

.....

Does your child like playing alone?

Describe the play.....

.....

What kind of play and toys does she/he enjoy most?

Least?

Is there a special toy or doll?

Describe your child's outdoor play environment

.....

.....

What are you hoping to find in Waldorf education for your child?

.....

How did you learn about the Waldorf School Trust?

.....

To what other schools have you applied?

Is there anything you feel is pertinent to your child's biography that has not been covered above, e.g. special abilities, physical characteristics, behavioral, medical or emotional problems, academic strengths/weaknesses?)

.....

.....

NB: If your child is transferring from another school, please include your reasons for doing so. Please use a separate sheet for your comments.

Also note that for your scheduled interview with the Kindergarten teacher, both parents and the child are required to be present. The interview cannot be conducted without the duly completed application forms, the application fee and both the parents and the child.

The WaldorfSchool Trust does not discriminate on the basis of race, religion, color, nationality or ethnic origin in its admission, financial assistance or educational policies

Part 5

SIGNATURE PAGE

Emergency Medical Treatment

In case of emergency, you would always be informed before the child is taken to a hospital and consulted if a vaccine or blood transfusion was suggested by the hospital.

Indemnity Notice

I shall at all times hereafter keep the school indemnified against all actions, claims, proceedings, costs and expenses in respect of personal injury to and loss or damage to property belonging to, the student arising out of any expedition or transport facilities provided or arranged by the school.

Declaration by parent or guardian

I agree to these conditions of entry and to other conditions stated or implied with these forms.

Signature (parent or guardian)..... Date.....



THE NAIROBI WALDORF SCHOOL

School Illness Policy

Please use good judgment when sending your child to school. Children must be well and able to participate in activities. Any child who is sent home with a rash or fever, or wakes up with such, must remain home for 24 hours. **NO EXCEPTIONS.**

To avoid the spread of communicable disease, any child who develops fever, rash, vomiting, or diarrhea during school hours will be isolated from others and guardians will be called to collect child immediately.

Do not send to school if your child has these symptoms:

- Fever
- Vomiting
- Diarrhoea or blood in stool
- Rash
- Rash with mouth sores and blisters on hands, feet, and diaper area
- Severe runny nose or sneezing
- Runny nose with cough/sore throat/body aches/decreased appetite
- Sore throat
- Cough if barking or spasmodic or accompanied by weight loss
- Pink Eye(s) with discharge or crusting
- Drooling or mouth/lip sores
- Swelling/Pain of cheeks or salivary glands

Your child may return to school if they are:

- Fever free for 24 hours
- Without vomiting for 24 hours
- Without diarrhoea for 24 hours
- 24 hours after onset of rash, if it has been determined to be non-contagious by a physician
- If child has/had rash AND fever with mouth sores, blisters on hands/feet/diaper area they need to remain at home for 2 weeks after onset
- Runny nose and sneezing are less severe
- Child has improved and it has been 3 days since runny nose, sore throat, and other symptoms began
- Child has been on antibiotics for 48 hours or sore throat has been determined non-contagious by physician
- Croup or Whooping Cough has been ruled out by physician or child has recovered

- If child has cough and weight loss, a TB evaluation needs to be completed before child can return to school
- After 48 hours of antibiotic eye drops AND resolution of pink eye/crusting/discharge
- Drooling or mouth lip sores are resolved or a physician has determined child to be non-contagious
- 5 days after initial onset of swelling/pain of cheeks or salivary glands

Ebola Precautions:

In general, the risk for Ebola at our school and for our students is extremely low. Initial symptoms of Ebola include fever, headache, swollen glands, red eyes, stomach pain, diarrhoea, vomiting, sore throat, tiredness, and joint and muscle aches.

An individual with Ebola is NOT contagious until they display symptoms.

Ebola is spread through contact with body fluids (or surfaces contaminated with body fluid) such as sweat, blood, vomit, urine, and feces.

Any child with a fever will be isolated and sent home immediately as a matter of standard school policy. Guardians should assess a travel and contact history. If a child has travelled to a known Ebola epidemic area, they should remain at home for 21 days after return. If a child has been in contact with an individual who has travelled to an Ebola epidemic area and the traveller then became ill, the child should remain at home until the illness is determined NOT to be Ebola.

Please confirm that you have received this letter by signing and returning the slip below.

✂-----

I/We _____ the parent(s) of _____

_____ have read

and understood the school health policy and I/we agree to pick my child in good time, if

and when notified that he/she is unwell.

Signature: _____

Date: _____

Nairobi Waldorf School

P.O. Box 13732, 00800 Nairobi, Kenya



Dear Parents,

We will often update our website and our school Handbook with current information and photos, please read and sign the release below pertaining to children's photos and school material. Feel free to contact me with questions.

All the best,

James Kioko
School Manager

I/We _____ with the admission of my/our child _____ to the Waldorf School, I agree that the school can use photos and videos of my child to promote the school through, among others, the school website, the parent handbook, promotional materials, and videos.

I further agree that my own contact details like names, addresses, and phone numbers can be shared among the school community meaning administration, teachers and parents. The school will not provide this information to any third parties or draw any commercial use out of it.

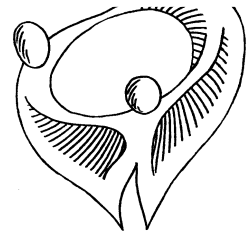
Remarks: _____

Date: _____ Signature: _____

Waldorf Kindergarten Lavington
M ageta road, Lavington
M obile: 0 733- 994 592/0 7286174 23
E- M ail: lavington@nairobiwaldorfschool.ac.ke

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E- mail: info@nairobiwaldorfschool.ac.ke
www.nairobiwaldorfschool.ac.ke

Nairobi Waldorf School



Acceptance of place Particulars of Pupil

Surname: _____

Date of Birth: _____

First Name: _____

Admission Date: _____

Preferred Name: _____

Class: _____

Agreement

I,
(Full names)
in my capacity as father (or specify relationship)

Residential Address:

.....
.....
.....

Postal Address:

.....
.....

Telephone Numbers:

Home:.....

Office:.....

Cell:.....

Email:

Occupation:.....

I,
(Full names)
in my capacity as Mother (or specify relationship)

Residential Address:

.....
.....
.....

Postal Address:

.....
.....

Telephone Numbers:

Home:.....

Office:.....

Cell:.....

Email:

Occupation:.....

P.T.O.

Please advise school of any changes to the above information in order to update contact details.

ACCEPTANCE OF PLACE AGREEMENT CONTINUED

To be signed and returned together with a non-refundable application fee of Ksh. 5,000/=.

I/we _____

accept a place at the Nairobi Waldorf School, Karen/Waldorf Kindergarten, Karen/ Waldorf Kindergarten, Lavington for (name child)_____ and also acknowledge having read and understood the statement of Conditions of Entry and agree to be bound by the provisions, summarizing:

1. That I/we are jointly and severally liable for all fees and charges relating to our above mentioned child, whether or not he/she attends school, and that, should we wish to withdraw our child from the school at any time, a 3-month written notice is required or alternatively, a fee equivalent of term's fee will be levied. This is applicable regardless of the reason for such withdrawal;
2. School fees paid per term must be received in full no later than the first Friday after the first day of school each term. An administration fee of Ksh 5000/- per child will be charged for outstanding balances past the above deadline. All school fees must be paid in full no later than the second Friday after the first day of school of each term
3. That I/we are aware that the school holds normal accidents insurance covering certain accidents and injuries sustained on the school premises or on school outings, but to a limit of Ksh 100,000/- per year per child. I/we expressly indemnify and hold harmless the school, its board of Trustees, its employees and volunteers against any claim arising from any cause including (but not limited to) injury, loss or damage which any pupil or visitor that I/we introduce to the school may suffer;
4. That admission from Kindergarten to primary school is not automatic. Any child turning 6 years of age on or prior to the 30th of August of a given year will be automatically assessed for Class One readiness during term II of the current school year. Upon successful assessment, the child will then be admitted to Class One commencing usually in late August/early September of that given year. Any child turning 6 years of age after the 30th of August of a given year will not be assessed for Class One readiness for that year and will not receive Class One admission for that year. The Nairobi Waldorf School Trust reserves the right of admission.
5. That should the Board of Trustees decide to institute legal proceedings against me/us, because of my/our failure to meet my/our obligation under this agreement, I/we will be held liable for all legal costs, including collection commission and fees as between advocate and client;
6. That no purported termination or variation of this agreement shall be on any force and effect unless reduced to writing (or acknowledged as received, in the case of notice of termination) and signed by both parties.

Signed at _____ Signed at _____

On this _____ day of _____ 20__ On this _____ day of _____ 20__

Father/guardian _____ Mother/guardian _____
(specify relationship) (specify relationship)

Name&Surname: _____ Name&Surname _____

Signed by the school: _____

Name: _____ Position _____ Date: _____

For official use: receipt no: _____ Date: _____