

# BELLUS SPRING ACADEMY

## ADMISSION FORM

### 1) Learner's Details

First Name		Gender	
Middle Name		Date Of Birth	
Surname		Religion	
Preferred Name			
<b>Date Of Entry</b>		<b>Year Group</b>	
Does your child have any specific learning difficulties or special needs?		Yes	No
Allergic to any food or drug?		Yes	No
If Yes, please give details	Details		
	a.		
	b.		
Home Address			
	Post Code		

### 2) Previous School

Name of previous school		Head teacher's name	
Address of previous school		Phone	

### 3) Mother's Details

First name		Occupation	
Surname			
Home Address	(If different from above)		
Hobby			
Date of Birth		Post Code	
Home telephone			
Work telephone			
Mobile			
Email address			

#### 4) Father's Details

First name		Occupation	
Surname			
Home Address	(If different from above)		
Hobby			
Date of Birth			
	Post Code		
Home telephone			
Work telephone			
Mobile			
Email address			

Early registration is recommended. Registration will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made.

#### Declaration

We request that the above-named child be registered as a learner at BSA. We understand that the Terms and Conditions of the school will undergo reasonable changes from time to time as circumstances require. We also understand that the School (through the directors, as the persons responsible) will, process and hold personal information about your child, including sensitive information such as medical details, and we consent to this for the purposes of assessment, safeguard and promote the welfare of the child. We also understand that the school may contact us from time to time for the purpose of providing information about the school and its activities.

#### **PLEASE ENSURE THAT BOTH PARENTS SIGN THIS FORM**

First Signature: _____	Second Signature: _____
Name in full: _____	Name in full: _____
Relationship with the child: _____	Relationship with the child: _____
Date: _____	Date: _____

#### ADMISSION DOCUMENTATION REQUIREMENTS

The following must be attached on submission of the completed registration form.

1. A photocopy of your child's birth certificate or passport.
2. Health information form.
3. Current copy of immunization records for children who are 2 years and below.

## STUDENT HEALTH INFORMATION FORM

Kindly ensure the school administration is informed whenever there are any changes to the information given on this document.

Kindly answer the questions:

1. Does your child suffer from congenital conditions? (E.g. G6DP. Thalassemia, Haemophilia, Congenital Heart conditions) YES/NO if yes kindly explain:

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2. Does your child have any allergies? (E.g. Food, Insect, medications). How do these allergies usually present itself and how is it usually treated. YES/NO if yes, kindly explain:

.....

3. Is your child on daily medication? If yes, kindly explain. NO/YES

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4. Has your child any significant injury, accident or a major surgery? YES /NO If yes, kindly explain

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5. Does your child have any known food or drug allergies? YES/NO If yes, kindly explain:

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6. In the event of your child suffering a high temperature we will of course make contact with you. However; do you consent to the administration of drugs? (Calpol, Tylenol, and Paracetamol) to reduce temperature? YES /NO

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7. In the event of a medical emergency, do you to consent to your child being transported to the nearest hospital? YES / NO

8. Please provide any other important information we need to know about your ward (eg. medical, behavioural etc.)

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***Please note all medication must be submitted to the school in its original bottle/package with prescription from a Doctor.***

## **BILLS FOR 2024/2025 ACADEMIC YEAR**

<b>CLASSES</b>	<b>TERMLY TUITION FEES (GHC)</b>	<b>ITEMS INCLUDED IN THE FEES</b>
RUBIES 1(3 MONTHS – 1YEAR)	3000	TOILETRIES
RUBIES 2 (1 YEAR +)	2500	TOILETRIES
NURSERY 1 & 2	2300	BOOKS/TOILETRIES
RECEPTION (1 & 2)	2500	BOOKS/TOILETRIES
GRADE 1 - 4	3000	BOOKS/TOILETRIES

## **ADMISSION/TUITION FEE DISCOUNT**

A family with more than one child enrolled in BSA will enjoy the following discount on Admission and Tuition fee.

No. Children	Admission fee discount	Tuition fee discount
1	0	0
2	40%	0
3	60%	20%
4	-	20%

## **Other fees**

PTA Termly Dues - GHC 30

Uniform

Wednesday wear, polo shirt and socks

## **PAYMENTS**

All payments can be made either directly at the school's office or to the School's Bank Account with the following details;

**Ghana Commercial Bank (GCB)**

**Account Name - Bellus Spring Academy**

**Account Number - 1491180003070**

- ❖ **70% fee payment** is expected to be paid in the 1<sup>st</sup> week of term resumption and the balance by the end of the month after.

- ❖ The penalty for not paying on time and without prior notice will attract a charge of 5% on the tuition fee.
- ❖ No fees are allowed to be carried over to the next term
- ❖ Fees paid are not refundable
- ❖ Fees are reviewed in every academic year, usually in September which marks the beginning of the academic year.

## SCHOOL HOURS

CLASSES	DAYS	OPENING TIME	CLOSING TIME
RUBIES	MONDAY TO FRIDAY	7AM	3PM
NURSERY		7AM	3PM
RECEPTION		7AM	3PM
GRADE 1 - 3		7AM	3PM

1. Parent can collect their wards between 3 - 4:30pm
2. Late pick-up will attract a fee of 50ghc per hour.
3. Please make arrangement with Administration in case you require an after-school care service at a monthly fee

### Items to bring along daily

Kindly find below a list of requirements for your child. Please ensure that the items applicable to your child are in the school bags daily as requested.

- Baby formula for 3months to 16 months
- 3 diapers daily for 3months to 23months
- Pull-up for 2years to 3years
- Bibs for 3months to 23months
- Hair brush/combs
- Wipes (for diapers and potty training )
- Small towels
- Extra clothes/change of cloths
- Vaseline /lotion( what the baby is use to) 3month to 36months

## THINGS TO NOTE – IMPORTANT INFORMATION

- PTA: We have a PTA which meets from time to time to discuss issues affecting the welfare of our learners and the school. All BSA Parents are automatic members of the PTA.
- Every child is required to pay a PTA levy of Ghc30 a term which is not included in the tuition fees.
- Parents and Guardians are free to walk into the Administration to enquire about their wards.
- Pick up persons: Your ward will only be released to persons that have been introduced to the school staff /teachers and should have a password changed every week.
- Bellus Spring Academy will update parents with wards from 3 months to 16 months from time to time on their well-being.
- Sick child: children with high temperature, cold/flu/cough and other communicable diseases are to stay home to avoid other children from being infected.
- Child absence from school: kindly notify the school whenever your ward will be absent. (Absenteeism doesn't affect termly fees.)
- Birthday celebration: Birthdays of your wards can be celebrated on Fridays only; you may bring along any items of your choice. Please note it's strictly optional.
- NB. BSA provides hot and nutritious meals daily at a cost of **Ghc 15** per meal. All foods are freshly cooked in our kitchen and served to the children. Breakfast and lunch is optional.