

# FUTURE LEADERS ACADEMY

## Parent Information Booklet

2020-21

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Legal Representatives in Kinshasa, DRC, The Firm of Malengo & Associates

### FLA's MISSION

To form knowledgeable future leaders, who are open-minded, reflective, caring, principled, inquirers, thinkers, communicators, and risk-takers who have balance in their intellectual, physical, spiritual, and emotional lives.



**FUTURE LEADERS**  
ACADEMY

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FLA holds the right to make any changes as is necessary to this document at any point in time.



# TABLE OF CONTENTS

I. About the FLA Directors	Page 2
II. Our Philosophy & History	Page 3
III. FLA Rules & Regulations	Pages 4-8
IV. What Should Parents Send Daily?	Pages 9
V. International Age Grade Placement Criteria	Page 10
VI. How Do I Begin the Application for Admission?	Page 10
VII. Important Dates to Note	Page 11
VIII. Detailed Uniform Pricing	Page 12
IX. Detailed School Supplies: Daycare, Toddler & Preschool	Page 13
X. Detailed School Supplies: Grades 1-3	Page 14
XI. Detailed School Supplies: Grades 4-6	Page 15
XII. Detailed School Supplies: Grades 7-9	Page 16
XIII. Detailed Workbooks/Worksheets: Daycare, Toddler & Preschool	Page 17
XIV. Detailed Workbooks/Worksheets: Grade 1-9	Page 18
XV. Detailed Bus Pricing by Zone	Page 19
XVI. Detailed School Fees	Page 20



## I. About the FLA Directors

FLA was founded in June 2012, by a dedicated group of working mothers who can share your values of raising children with a strong moral and educational foundation. That is why these three mothers, combined their forces to create a safe and relaxing environment, where you can trust that your child will develop, not only a love for learning but also the skills necessary to later lead in today's challenging & technologically advanced world.

FLA's fun & interactive Canadian & International Curriculum allows for learning in both traditional and non-traditional settings. FLA challenges their students to develop appropriate public speaking & presentation skills. FLA classes have a maximum capacity of 15 students, which allows for more learning centers and one-on-one interaction. Students also learn the importance of taking care of their country and mind. Yearly, FLA's "#IloveCongo" and "DEAR" (Drop Everything and Read) initiatives, encourage students to appreciate the beautiful culture, delicious food, and resilient people of the Congo, and at the same time FLA pushes them to discover more about the world around them through reading and developing their minds today, in order to better develop their country tomorrow.

Khurshid Munshi, mother of three, was raised and educated in Canada where she completed her studies in Education and Child Psychology at the University of Toronto. She worked as a Project Manager for 5 years in Canada. She has over 15 years of experience in working in Education. She is responsible for researching and updating FLA's curriculum guidelines. She leads weekly teacher meetings where staff share best practices and discuss the progress of each child on an individual basis. Khurshid Munshi is FLA's Academic Principal.

Carine Ndaya, mother of four, was raised and educated in both Lubumbashi and Kinshasa where she completed her studies in Business Administration and Finance management. She has over 11 years of experience in a Telecom Company in DRC and 10 years as the Managing Director of a SME in Construction. She is responsible for Human Resources and Finance. Carine Ndaya is FLA's Human Resources and Finance Director.

Patricia Nzushi, mother of four, was raised and educated in Kinshasa, where she completed her studies in Business Administration and Finance Management. She has over 25 years of experience in Trading and worked for 2 years in CEI for the first Democratic Election in DRC. She is responsible for all Logistics and Procurement.

These three wonderful mothers, who were originally united by their children's friendships, fourteen years ago, have a beautiful vision for the future of education in Congo, Africa and the world. It all begins with children discovering the joy and value of learning, and having opportunities to quench their thirst for understanding the world through productive activities.



## **II. FLA's Philosophy**

FLA sincerely believes that the quality of a school system rests on the quality of its teachers and their ability to help students develop the skills required for success during the early years. The early stages in a child's life are the foundation and determining factor for forming good habits and guaranteeing success in the future.

FLA works hand in hand with parents in order to better help students;

- ~ Learn responsibilities, good manners and proper etiquette.
- ~ Understand positive discipline and develop patience
- ~ Appreciate giving and receiving respect

The home and school environment where children are learning must always be safe. Children should always be respectful and respected, listened to, connected to and involved in the learning experience, as engaged children are better learners.

FLA believes that each child has many intelligences and it is up to the adults to help them identify their inner talent and build on it, following their purpose in life, to achieve exceptional results. FLA's philosophy is to encourage children to work in line with their natural abilities in order to give them a better sense of direction early on in life. Children also experience a profound sense of purpose when living in harmony with their inner born capacities.

FLA believes that when parents and educators work together, and use the same language of love, respect, harmony and understanding, there can only be one outcome for their children, and that is success.

### **FLA's History**

FLA started off as an After-School Program in June 2012, for students from all of the different schools in Kinshasa. It was a place for students to come and do their homework, and develop their skills in many different areas. FLA also offered and continues to offer the following classes to students from different schools; Cooking, Dance, Karate, Arts & Crafts, Swimming, Piano, Guitar, and Soccer.

FLA has since transformed into one of Kinshasa's most elite school, with not only a high quality of education in mind but as well, a mission, of helping children uncover hidden talents.

FLA students have successfully transferred to IB (International Baccalaureate), Italian, American, Canadian, and British IGCSE schools to gain scholarships, be placed in advanced classes and/or succeed with high honors in their respective classes.



### **III. FLA Rules and Regulations**

#### **1. OFFICE**

Signed and completed:

- a) Student Application/Media/Health/Payment Contract/ Forms,
- b) Immunization records and or photocopy of Vaccination cards,
- c) Photocopy of Passport ID and Birth Certificates,
- d) 4 Passport size pictures,
- e) First payments

and all other pertinent information must be submitted to the office prior to the beginning of school and is the responsibility of the parent or guardian.

Students with incomplete registration information will not be allowed to attend class.

#### **2. PARENTS and FLA COLLABORATION**

FLA works together with parents to improve student academic, physical and social-emotional performance. It is most recommended that parents discuss any concerns regarding FLA's performance directly with FLA and not with their child or other parties. This will result in a better outcome for all parties involved.

#### **3. RESPECT**

Students admitted to FLA are expected to behave in a manner which collaborates with our mission at all times. Improper language, disrespect of any kind, verbal or physical abuse, not following school rules, will result in disciplinary action;

1st violation) A conversation with student

2nd violation) A call to parents + loss of Class Dojo points

3rd violation) A letter and call to parents + Detention from recess or after school activities

4th violation) An incidence report to parents requiring their intervention + student suspension

5th violation) Student will be placed on academic probation for a specified period of time

6th violation) Expulsion from FLA

#### **4. MEALS**

All students are expected to come daily with a healthy lunch, snack and water bottle of 1L minimum.

Parents may opt to purchase FLA meals at the time of registration or give an advanced notice of at least 1 academic day, through the office. The following foods are not allowed; candies, lollipops, chips, chewing gum, caffeinated drinks such as coca, Fanta, d'jino etc. Please remember that the food we feed our children directly affects their energy and mental performance. Students arriving to school with no food, will be fed a lunch and parents will be invoiced per meal.

#### **5. LABEL YOUR CHILD'S NAME**

It is extremely important for you to label all of your child's uniforms, shoes, socks, school supplies, lunch boxes, water bottles, backpacks, etc... Children may misplace their things in playing, however if their name is clearly placed on all items, it can easily be returned to its rightful owner. If you also notice that your child has brought something home which does not belong to him/her, it is just as important to return the item to school so that it may be returned to its rightful owner. FLA holds no responsibility for lost uniforms or school items. Teachers have a uniform control sheet, which is used daily to ensure all items brought to school, are returned home. All students in primary and middle schools are expected to take care of their items independently.



## 6. ATTENDANCE

### a.) Tardy

Elementary students are expected to arrive by 7:00 a.m. Preschool students are expected to arrive by 7:45 a.m. Dropping a child off on the road is dangerous and strictly forbidden. FLA staff is not responsible for taking students out of vehicles and escorting them to enter, nor are they responsible for bringing your child to your vehicle. Students are expected to be escorted by an adult to enter and exit the school grounds.

If elementary students are tardy, the person bringing them to school must sign the students into school in the office. All students arriving after 7:20 a.m. will not be allowed into the classroom until the end of the period, when all late arrivals will enter at the same time. This prevents unnecessary disturbance in teaching.

### b.) Dismissal

Any deviation from the normal routine for dismissal must be made in writing with the date, student's full name, grade and reason of dismissal or absence, and directed to the Secretary's attention. The secretary will notify the teacher of the dismissal change. There will be NO exceptions! Only emergency calls will be delivered to pupils.

If anyone other than the registered parent, guardian, driver or maid will be picking up a student from school, it is the parent/guardian's responsibility to notify the office of this change. Parents/maids/drivers are NOT to bring or pick-up children to or from the classroom, nor is a parent/maid/driver to visit a classroom for the purpose of checking a student out of school. All students must be picked up outside from the pick-up station.

### c.) Absentees

Pupils who are late or absent from school must call a reliable telephone buddy for the missed assignments. Tardiness or absence from school does not exonerate a pupil from this responsibility. Parents must call the school to notify the office if a student will be absent. Please take this opportunity to request that their books be sent to a sibling, neighbor, carpool or the office for pickup. Parents must write a note upon the pupil's return to school after an absence. An absence of three days or more requires a note from the doctor.

### d.) Late Pick-Up

**Daycare & Toddler** pick up times are 12:00 p.m. sharp Mondays-Thursdays and 11:00 a.m. on first & last Fridays.

**Preschool** pickup times are 2:00 pm sharp on Mondays- Thursdays and 11:00 a.m. on first & last Fridays.

**Grades 1-9** pickup times are 3:30 pm sharp on Mondays-Thursdays and 1:00 p.m. on first & last Fridays.

**After School** pickup times are 3:30 pm sharp on Mondays-Thursdays and 1:00 p.m. on first & last Fridays

Parents who have not registered their children for After School Care will be charged \$20/hour if students are picked up later than their scheduled time. Parents/maids/drivers are required to sign the late pick-up invoice if the child is picked up late. The latest that a teacher and/or office staff member will remain with a child afterschool is 4:00 pm, after this time, children will remain with the school guards at the pick-up station until pick-up.

## 7. AFTER SCHOOL CARE

Parents are required to register students for After School Care with the office at the beginning of the year, month or trimester. Parents are expected to send extra food or purchase the Snack Plan, if their child is registered to stay after school. Please see registration forms for pricing. After School Care days and hours are:

**Daycare & Toddler** Monday-Thursday, 12:00-3:30 pm

**Preschool** Monday-Thursday 2:00-3:30 pm



## **8. EXTRA-CURRICULAR ACTIVITIES**

As part of their Physical Health Education and Creative Arts curriculum, students have creative and physical activities daily. All students are required to participate in order to gain the necessary credits. FLA uniforms are mandatory for participation in these activities. Only a parental note will exonerate a pupil from any Physical Health Education activities

## **9. UNIFORMS**

All preschoolers and elementary students must wear the full school uniform, including proper underwear, undershirts, socks and shoes for boys and girls (No open toe sandals), every school day – Fridays being the only exception.

Students out of uniform will first be issued a warning and then have a point deducted from their Class Dojo points. They must come to school the following school day in complete uniform. Those students not in compliance will have to call someone to bring what is needed or will not be allowed into the classroom. Boys' shirts and girls' blouses MUST be tucked in at all times.

Students must wear the required uniform for each extra-curricular class. Students without the proper uniform will not be allowed to participate.

Boys' hair must be short- no hair over ears, eyebrows, or shirt collar, and if so it must be tied up. Girls' bangs may not hang in their faces. Bangs longer than their eyebrows must be clipped back at all times. NO hair dyeing, including Sun-In, lemon juice, temporary dyes, or any product which will alter the color of the child's hair. Nail polish on fingernails or toenails are strictly forbidden.

## **10. CLASSROOM**

### **a.) General guideline**

All students are expected to arrive on time, in proper attire, with all required supplies, water bottle with a minimum of 1L, lunch or FLA meal/snack purchased. There is to be no eating, in the classroom, except for the designated lunch or snack period, unless specific permission has been requested and granted, also, no gum chewing on the school grounds. Throwing of anything in the classroom is strictly prohibited. An atmosphere of general understanding, learning and respect is expected.

### **b.) Creative Learning Assignments/Class Work**

All students must complete their CLAs as directed by their subject teacher(s) over the weekend and return with them on Monday. If a student is not able to complete their classwork during the allotted class time, they will have the option of doing this work during the extra-curricular time and/or take it home for completion. If your child requires extra review, it is the child's responsibility to do an extra review or plan a time to work with their teacher one-on-one for extra assistance. All students are required to read daily before bedtime.

### **c.) Classroom Policy**

Questions in reference to a pupil's academic or disciplinary format must first be directed to the homeroom teacher. Parents are to meet with teachers or staff by appointment only. Parents or guardians are strictly forbidden to enter the classroom for the purpose of discussing their child's progress without a prior appointment.

### **d.) Illnesses**

Students suffering from conjunctivitis, colds, flu, influenza, cough, runny nose or any other contagious illnesses are to stay home. They are strictly forbidden to attend school. FLA staff is prohibited from giving any medicine to students. Ill students may return only once fully cured.



## 11. HYGIENE

Each student will be checked for clean hair, lice, short nails, clean clothes and overall clean hygiene, every Friday. If lice are found in your child's hair, you will be asked to come and pick up your child from school right away. Lice shampoo must be used for 2 days before the child may return to school.

## 12. PROHIBITED ITEMS

White out, sharp objects, toys, fire arms, weapons of any kind, caffeinated drinks, glass bottles, drugs, animals, etc. are NOT to be brought to school. If so, it will be confiscated and result in disciplinary actions. Phones, and or tablets are to be signed in to the office at the beginning of the day, and signed out at the end of the day. Only items indicated on the school supply list will be allowed in school.

## 13. SCHOOL PROPERTY

Any loss or damage caused by a student to the school property, building, materials, books, equipments etc... will result in disciplinary action. Parents will be responsible to pay any costs incurred.

## 14. SCHOOL BUS

The school bus is available for drop off or pick up in certain areas.

School Zone 1 areas are Ngaliema, Macampagne, Kintambo & Meteo. **Zone 1**

Outside Zone 2 areas are Gombe, Grande Poste, UPN & Bandal. **Zone 2**

Outside Zone 3 areas are Gare Centrale, Beau Marche, Limete & Maman Mobutu. **Zone 3**

Please see us to find out if your address is on the school bus route.

If you live in an apartment building, the school bus driver will not come up and take your child. You must have your child ready and waiting downstairs for pick-up. It is also just as important for you or someone designated by you, to receive your child after school.

If the bus arrives late we ask you to please be patient as many factors dictate arrival time. Parents who wish to register their child for this service must do so at least 1 week in advance. This gives us the weekend time to locate your address, determine pick-up or drop-off area and plan a fixed route with timings. Parents are not to give school bus driver, maid, worker(s) etc... any sort of motivation money or children's school fees. This is to be strictly done in the office at FLA or via the bank.

## 15. FEES PAYMENTS

All of the following fees must be paid in full to Future Leaders Academy, prior to the first day of class; **Registration (One-Time fee), school supplies, IT, books, uniforms, infirmary, events, photos, yearbooks and field trips**. Second payment due will be for the **1st Payment of Tuition Fees, ESL, lunch, snack, and bus services** and are due within the first five days of each month/ trimester/year.

In registering your child you are responsible for paying 1 Entire Academic Year of school. FLA. has facilitated your payment by providing you with the option of paying by trimester in 3 instalments or monthly in 10 payment instalments. If you decide to change your Payment option from Yearly or by Trimester after selecting and signing a payment option, at any point during the academic year, please note that penalty fees will be applicable. If payments are not received within the first 5 academic days, penalty fees of 10% will apply the first week, and increase over the course of the month, FLA also holds the right to withhold your child's report card. If payments are not received within 30 days, FLA has the right to automatically withdraw your child from his/her class. We have a strict "no pay, no class" policy.

**New Academic Enrollment begins April 1<sup>st</sup>, 2020**





## 16. TRAVEL/STUDENT IN GOOD STANDING CERTIFICATE REQUESTS

### a) **Travel Certificate Requests:**

If you will be travelling during the academic year holidays, your embassy may request that the school provide a Travel Certificate, specifying your child's information and school closure days. If you require such a certificate, you must place your request directly to the office 48 hours before the day of submission to the embassy. The cost for this certificate is \$25, and your payment must be submitted, before obtaining the certificate.

### b) **Student in Good Standing Certificate:**

- i) If you are requested to provide a certificate of your child being in "Good Standing" with FLA, all of your payments must be in order, prior to requesting this certificate. Parents with any fees outstanding, will automatically have their request for this certificate rejected. You must also place your request for this certificate directly to the office 48 hours before the day that it is needed. The cost for this certificate is \$25, and your payment must be submitted, before obtaining the certificate.
- ii) If you are requested to provide a certificate of your child being in "Good Standing" with FLA, and having been registered for the new academic year, all of your payments for the current academic year, and 1<sup>st</sup> payments for the new academic year, must be in order, prior to requesting this certificate. Your request for this certificate will automatically be rejected, if you have any outstanding balance with FLA. You must also place your request for this certificate directly to the office 48 hours before the day that it is needed. The cost for this certificate is \$25, and your payment must be submitted, before obtaining the certificate.

If you wish to withdraw your child from FLA, a written notice is required 30 days prior to the withdrawal date. The next payment(s) will still be due, even if the child will not be attending school. Registration is for 1 Academic Year. All fees paid are Non-Refundable.

All payments must be made directly to the office in cash or deposited directly into FLA's bank account.

**PROCREDIT BANK: Future Leaders Academy**

**ACCOUNT #: 000 180000 50144 5521 20046**

**SWIFT CODE: PRCBCDKI**

Post dated cheques are not accepted. It is the parents' responsibility to always obtain a receipt upon payments, whether it is from the office or the bank. The responsibility will be that of the parents, in case a proof of payment should ever be requested from FLA.

Parents must **never** pay FLA staff; money, bribery, motivation, gifts, etc...without an official consent from the office. FLA holds the right to expel any student(s) whose parents or guardian's attempt to bribe any member of FLA staff.

**NOTE: The principal has the right to, immediately and without advanced notice, expel or suspend any student who exhibits a nature or take action(s), which FLA believes to be incompatible with that of the school.**

#### IV. What Should Parents Send Daily?

Classes	Parents to send in child's bag daily/as needed
<b>Daycare/Toddler</b>	1) 1 packet of diapers/pull ups to keep in the child's washroom cubby <i>When the stock is nearly finished, the teacher will notify you.</i>
	2) Sippy cup with water or milk (No bottles please)
	3) 1 extra set of clothes and underwear
	4) FLA activities clothes
	5) 1 box of tissue to keep in the class <i>When the stock is nearly finished, the teacher will notify you.</i>
	6) Healthy lunch and snack or FLA lunch and snack
	7) Mosquito repellent <i>When the stock is nearly finished, the teacher will notify you.</i>
	8) Sterimar or any nasal spray with anti-histamine syrup (If allergies exist) during allergy seasons
	9) Hand sanitizer bottle <i>When the stock is nearly finished, the teacher will notify you.</i>
	10) Wet wipes
	11) Hat/Cap
	12) Water proof sunblock lotion for swim days
	13) Asthma sufferers should have their emergency kit labelled and kept in the infirmary
	14) 1 Liter bottle of water
	15) Student journal signed (daily)
<b>Preschool</b>	All of the above with the exception of #1, & #2, plus
	16) Water bottle, minimum of 1.5 L
<b>Grades 1 &amp; up</b>	All of the above with the exception of #1, & #2, plus
	17) Laptop with MS Office Suite with updated anti-virus and charger
	18) 1 USB flash disk

**NOTE: LABEL YOUR CHILD'S NAME ON ALL ITEMS**



## V. International Age Grade Placement Criteria

For 2020-21 Academic Year		
GRADE	AGE	BIRTH DATE RANGE
Daycare	15 months-2	1st Sept 2018 to 31st Aug 2019 inclusive
Toddler	2-3	1st Sept 2017 to 31st Aug 2018 inclusive
Pre-Kindergarten	3 - 4	1st Sept 2016 to 31st Aug 2017 inclusive
Kindergarten	4 - 5	1st Sept 2015 to 31st Aug 2016 inclusive
Sr. Kindergarten/Prep	5 - 6	1st Sept 2014 to 31st Aug 2015 inclusive
Grade 1	6 - 7	1st Sept 2013 to 31st Aug 2014 inclusive
Grade 2	7 - 8	1st Sept 2012 to 31st Aug 2013 inclusive
Grade 3	8 - 9	1st Sept 2011 to 31st Aug 2012 inclusive
Grade 4	9 - 10	1st Sept 2010 to 31st Aug 2011 inclusive
Grade 5	10 - 11	1st Sept 2009 to 31st Aug 2010 inclusive
Grade 6	11 - 12	1st Sept 2008 to 31st Aug 2009 inclusive
Grade 7	12 - 13	1st Sept 2007 to 31st Aug 2008 inclusive
Grade 8	13 - 14	1st Sept 2006 to 31st Aug 2007 inclusive
Grade 9	14 - 15	1st Sept 2005 to 31st Aug 2006 inclusive

## VI. How do I begin the application for admission?

In order to begin the registration process with FLA, you will need to complete the following;

- ✓ Completed Student Application Forms
- ✓ Photocopy of Child's Birth Certificate
- ✓ Photocopy of Passport Id page
- ✓ Photocopy of health card listing all vaccinations received to date
- ✓ 4 recent passport pictures
- ✓ 1<sup>st</sup> Payments
- ✓ Students applying for preschool must complete the "Criteria" document for entrance to this class.
- ✓ Students applying for Grades 1 and up must complete the FLA entrance tests.
- ✓ Students applying for Grades 4 and up must submit a "New Student Recommendation Letter" from their previous school.
- ✓ Students transferring from another school must provide the previous school's report card and transfer certificate.

**Our office staff will gladly help you complete all necessary information.**

**Please make an appointment to schedule a visit and meeting, and a separate appointment for the FLA student placement tests which may take up to 2 hours.**



## VII. Important Dates to Note

**Parents, please note these important dates and time on your calendar.**

**Wed, April 1<sup>st</sup> – Re-enrollment begins - 1<sup>st</sup> Payments Due**

**Mon, Aug 17<sup>th</sup>- 1st Trimester Payments Due**

**Sat, Sept 5- Mandatory Parent Information Session 10 am-12 pm**

### **September**

Tues, Sept 8 - First Day of School

Sat, Sept 26-Student Guided Open House 10-11 am

### **November**

Fri, Nov 13- Parent Teacher Conference 10 am – 12 pm

**Mon, Nov 16- 2nd Trimester Payments Due**

Wed, Nov 18-Wed Nov 25- Exam Review Week

Thurs & Fri Nov 26, 27- Thanksgiving Holiday-School Closed

Mon, Nov 30 to Fri, Dec 4 - 1st Trimester Examination

Period/Early Dismissal

### **December**

Mon, Dec 7 to Thurs, Dec 10- X-mas Winter Olympics Practice

Fri, Dec 11- FLA X-mas Family Olympics Potluck

Mon, Dec 14 to Fri, Jan 1- Winter break- School closed

### **January**

Mon, Jan 4- First Day for staff

Tues, Jan 5-First Day of Class for students

Fri, Jan 15 & Mon, Jan 18 -Local Public Holidays (16&17)- School Closed

### **February**

Fri, Feb 12- Valentine’s Day Celebration – Early Dismissal

Mon, Feb 15- School Carnival- Early dismissal

**Mon, Feb 15- 3<sup>rd</sup> Trimester Payments Due**

**Fri, Feb 26<sup>th</sup>- Parent Teacher Conference 10 am – 12 pm**

### **March**

Mon, Mar 15-Thurs, Mar 18 - Exam Review Week

Fri, Mar 19-Thurs, Mar 25- 2nd Trimester Examination Period/Early Dismissal

Fri, Mar 26- Trimester 2 School Wide Field Trip

Mon, Mar 29- Mon, Apr 5- March break - School Closed

### **April**

Tues, April 6- First Day of School

Fri, Apr 30- School Closed

Mon, May 3- School Closed (May 1<sup>st</sup> holiday)

### **May**

Mon, May 17 - Public Holiday-School Closed

Fri, May 28- Parent Teacher Conference 10 am - 12 pm

### **June**

Sat, Jun 5- Year-End Show

Mon, Jun 7-Thurs.10–Final Exam Review Week

Fri, Jun 11- Thurs., Jun 17- Final Examination Period

Fri, Jun 18- Last Day -Party for all classes- Early Dismissal



### VIII. Detailed Uniform Pricing

\*Note that it is mandatory for students to wear the respective extra-curricular activities uniforms in order to participate in the activities.

#### Daycare & Toddler Mandatory Uniforms

Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	*Swim Suit (Includes 1 suit + 1 goggles)	*P.E(Dance & Soccer) (Includes 2 t-shirts + 2 shorts)	Art Apron (1 piece)	<b>Total</b>
\$50	\$40	\$60	\$15	<b>\$165</b>

#### Pre-School Mandatory Uniforms (Pre-KG, Kindergarten, Sr. Kindergarten)

School Uniforms (Includes 2 sets + 1 t-shirt)	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	*Swim Suit (Includes 1 swimming suit + 1 goggle)	*P.E(Dance & Soccer) (Includes 2 t-shirts + 2 bottoms)	Art/Cooking Apron (1 piece)	<b>Total</b>
\$120	\$50	\$40	\$75	\$15	<b>\$300</b>

#### Grades 1-3 Uniforms

School Uniforms (Includes 2 sets + 1 t-shirt)	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	*Swim Suit (Includes 1 swimming suit + 1 goggle)	*P.E(Dance & Soccer) (Includes 2 t-shirts + 2 bottoms)	Art/Cooking Apron (1 piece)	<b>Total</b>
\$130	\$50	\$40	\$75	\$15	<b>\$310</b>

#### Grades 4-6 Uniforms

School Uniforms (Includes 2 sets + 1 polo)	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	*Swim Suit (Includes 1 swimming suit + 1 goggles)	*P.E(Dance & Soccer) (Includes 2 t-shirts + 2 bottoms)	Art/Cooking Apron (1 piece)	<b>Total</b>
\$150	\$60	\$50	\$75	\$15	<b>\$350</b>

#### Grades 7-9 Uniforms

School Uniforms (Includes 2 sets + 1 polo)	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	*Swim Suit (Includes 1 swimming suit + 1 goggles)	*P.E(Dance & Soccer) (Includes 2 t-shirts + 2 bottoms)	Art/Cooking Apron (1 piece)	<b>Total</b>
\$175	\$70	\$50	\$75	\$20	<b>\$390</b>

\*Parents are responsible for purchasing their own choice of **slippers** and **towels** to accompany the swimsuit & goggles, and their own choice of **soccer shoes/socks** and **running shoes/socks**, outside of FLA to accompany the P.E. (Dance & Soccer) and school uniform.



### VIII. Detailed School Supplies: Daycare, Toddler & Preschool

#### DAYCARE/TODDLER-Mandatory School Supplies List

MANDATORY ITEMS TO PURCHASE FROM FLA	Price	Quantity	Total Price
1. A4 Hard cover lined book with 3 subjects for communication	\$15	1	\$15
2. Packets of min. 20 sheet colored bristol paper	\$5	3	\$15
3. Pelikan school paint	\$12	3	\$36
4. Set of paint brushes	\$15	1	\$15
5. Sets of gloss paper	\$3	4	\$12
6. Sets of large wax crayons	\$6	4	\$24
7. Bottles of liquid white glue	\$3	6	\$18
8. Pair of round tipped scissors ( safe for toddlers )	\$3	1	\$3
9. Coloring book	\$6	1	\$6
10. Blocks of white paper (Paper One brand))	\$6.30	3	\$19
<b>TOTAL COST</b>			<b>\$165</b>

#### PRESCHOOL (PRE-KG , KG. & SR. KG) -Mandatory School Supplies List

MANDATORY ITEMS TO PURCHASE FROM FLA	Price	Quantity	Total price
1. Liquid white glue	\$3	3	\$9
2. Art book	\$4	3	\$12
3. Packets of min. 20 sheet colored bristol paper	\$5	3	\$15
4. Pelikan school paint	\$12	2	\$24
5. Set of paint brushes	\$15	1	\$15
6. Set of crayons	\$6	3	\$18
7. Set of markers	\$10	2	\$20
8. Sets of pencils crayons	\$3.50	3	\$10.50
9. Pair of round tipped scissors	\$3	1	\$3.00
10. Coloring book	\$6	1	\$6
11. Name tag stickers	\$2	1	\$2
12. A4 size lined book with hard cover, spirals & 3 subjects for communications	\$15	1	\$15
13. Boxes of pencils (12)	\$3.50	6	\$17.50
14. Boxes of erasers (20)	\$12	3	\$36
15. Sharpeners	\$0.80	12	\$9.60
16. Ruler	\$1.50	1	\$1.50
17. Plastic folder with button	\$0.80	2	\$1.60
18. Gloss paper	\$3	3	\$9
19. A4 size lined book with hard cover	\$10	3	\$30
20. A4 size writing book with normal cover	\$4	3	\$12
21. Block of white paper (Paper One brand)	\$6.3	3	\$19
22. Notebook covers	\$0.80	3	\$2.40
<b>TOTAL COST</b>			<b>\$290</b>

**Note:** All items are provided by FLA



## X. Detailed school supplies- Grades 1, 2 & 3

<b>GRADES 1-3 -Mandatory School Supplies List</b>			
<b>MANDATORY ITEMS TO PURCHASE FROM FLA</b>	<b>Price</b>	<b>Quantity</b>	<b>Total Price</b>
1. Liquid white glue	\$3	3	\$9
2. Art book	\$4	3	\$12
3. Packets of min. 20 sheet colored bristol paper	\$5	3	\$15
4. Pelikan school paint	\$12	2	\$24
5. Set of paint brushes	\$15	1	\$15
6. Set of crayons	\$6	3	\$18
7. Set of markers	\$10	2	\$20
8. Sets of pencils crayons	\$3.50	2	\$7
9. Pair of round tipped scissors	\$3	1	\$3
10. Coloring book	\$6	1	\$6
11. Name tag stickers	\$2	1	\$2
12. A4 Hard cover lined book with 3 subjects for communications	\$15	1	\$15
13. Boxes of pencils (12)	\$3.50	6	\$21
14. Boxes of erasers (20)	\$12	3	\$36
15. Sharpeners	\$0.80	12	\$9.60
16. Ruler	\$1.50	1	\$1.50
17. Plastic folder with button	\$0.80	2	\$1.60
18. Hard plastic folder with 12 pockets	\$15	1	\$15
19. Gloss paper	\$3	3	\$9
20. High lighters	\$3.50	1	\$3.50
21. Block of white paper (Paper One brand)	\$6.3	3	\$19
22. Notebook covers	\$0.80	10	\$8
23. A4 Hard cover lined book	\$10	5	\$40
24. A4 Paper cover writing book	\$4	5	\$20
<b>OPTION 1: TOTAL COST (without dictionaries)</b>			<b>\$330</b>
25. English-French dictionary	\$10	1	\$10
26. English Thesaurus	\$10	1	\$10
27. Spanish-English dictionary	\$10	1	\$10
<b>OPTION 2: TOTAL COST (with dictionaries)</b>			<b>\$360</b>

### Note:

- All items are provided by FLA
- If items #25, 26, and 27 are not brought to class within the first week of school, parents will automatically be invoiced, and students will be given the missing items.



## XI. Detailed school supplies- Grades 4, 5 & 6

### GRADES 4-6 -Mandatory School Supplies List

MANDATORY ITEMS TO PURCHASE FROM FLA	Price	Quantity	Total price
1. Liquid white glue	\$3	3	\$9
2. Art book	\$4	3	\$12
3. Packets of min. 20 sheet colored bristol paper	\$5.00	3	\$15
4. Pelikan school paint	\$12	2	\$24
5. Set of paint brushes	\$15	1	\$15
6. Set of markers	\$10	2	\$20
7. Hard plastic folder with 12 pocket	\$15	1	\$15
8. Sets of pencils crayons	\$3.50	2	\$7
9. Pair of round tipped scissors	\$3	2	\$6
10. Name tag stickers	\$2	1	\$2
11. High lighters	\$3.50	1	\$3.50
12. A4 Hard cover lined book with 3 subjects for communications	\$15	1	\$15
13. Boxes of pencils (12)	\$3.50	6	\$21
14. Boxes of erasers (20)	\$12	3	\$36
15. Sharpeners	\$0.80	12	\$9.60
16. Ruler	\$1.50	1	\$1.50
17. Plastic folder with button	\$0.80	1	\$0.80
18. Gloss paper	\$3	3	\$9
19. Bristol Paper	\$1.00	5	\$5.00
20. A4 Paper cover lined book	\$6.00	5	\$30
21. A4 Hard cover lined book	\$10	5	\$50
22. Notebook covers	\$0.80	10	\$8
23. Block of white paper (Paper One brand)	\$6.30	3	\$19
<b>OPTION 1: TOTAL COST (without the below items)</b>			<b>\$335</b>
24. Scientific calculator	\$25	1	\$25
25. Protractor set	\$10	1	\$10
26. Spanish-English dictionary	\$10	1	\$10
27. English-French dictionary	\$10	1	\$10
28. English Thesaurus	\$10	1	\$10
<b>OPTION 2: TOTAL COST (with all of the above items)</b>			<b>\$400</b>

#### Note:

- All items are provided by FLA
- If items #24, 25, 26, 27, and 28 are not brought to class within the first week of school, parents will automatically be invoiced, and students will be given the missing items.





## XII. Detailed school supplies- Grades 7, 8 & 9

### GRADES 7-9 -Mandatory School Supplies List

MANDATORY ITEMS TO PURCHASE FROM FLA	Price	Quantity	Total price
1. Liquid white glue	\$3	3	\$9
2. Art book	\$4	3	\$12
3. Packets of min. 20 sheet colored bristol paper	\$5.00	3	\$15
4. Pelikan school paint	\$12	2	\$24
5. Set of paint brushes	\$15	1	\$15
6. Set of markers	\$10	2	\$20
7. Hard plastic folder with 12 pocket	\$15	1	\$15
8. Sets of pencils crayons	\$3.50	2	\$7
9. Pair of scissors	\$5	1	\$5
10. Name tag stickers	\$2	1	\$2
11. High lighters	\$3.50	1	\$3.50
12. A4 Hard cover lined book with 3 subjects for communications	\$15	1	\$15
13. Boxes of pencils (12)	\$3.50	6	\$21
14. Boxes of erasers (20)	\$12	3	\$36
15. Sharpeners	\$0.80	12	\$9.60
16. Ruler	\$1.50	1	\$1.50
17. Plastic folder with button	\$0.80	1	\$0.80
18. Gloss paper	\$3	3	\$9
19. Bristol Paper	\$1.00	5	\$5.00
20. Big Bristol poster size papers	\$1	10	\$10
21. A4 Paper cover lined book	\$6.00	6	\$36
22. A4 Hard cover lined book	\$10	6	\$60
23. Notebook covers	\$0.80	12	\$10
24. Block of white paper (Paper One brand)	\$6.30	3	\$19
<b>OPTION 1: TOTAL COST (without the below items)</b>			<b>\$360</b>
25. Protractor set	\$10	1	\$10
26. Scientific calculator	\$25	1	\$25
27. Spanish-English dictionary	\$10	1	\$10
28. English-French dictionary	\$10	1	\$10
29. English Thesaurus	\$10	1	\$10
<b>OPTION 2: TOTAL COST (with all of the above items)</b>			<b>\$425</b>

#### Note:

- All items are provided by FLA
- If items #25, 26, 27, 28 and 29 are not brought to class within the first week of school, parents will automatically be invoiced, and students will be given the missing items.



### XIII. Detailed Workbooks/Worksheets, & IT Pricing for Daycare, Toddler and Preschool

#### Detailed Workbooks/Worksheets, & IT Pricing: Daycare & Toddler

Theme 1 Worksheets: My family, pets, zoo animals & cultural celebrations	Theme 2 Worksheets: Careers, community helpers & friendships	Theme 3 Worksheets Insects, plants & nature	Theme 4 Worksheets Transportation, colors and overall review	IT & Apps for tablets	Total
\$25	\$25	\$25	\$25	\$50	\$150

#### Detailed Workbooks/Worksheets, & IT Pricing: Pre-Kindergarten

Theme 1 Worksheets My family, pets, zoo animals & cultural celebrations	Theme 2 Worksheets Careers, community helpers & friendships	Theme 3 Worksheets Insects, plants & nature	Theme 4 Worksheets Transportation, colors and overall review	Alphabet Writing Practice	Numbers Writing Practice	IT & Apps for tablets	Total
\$25	\$25	\$25	\$25	\$25	\$25	\$50	\$200

#### Detailed Workbooks/Worksheets, & IT Pricing: Kindergarten

Theme 1 Worksheets My family, pets, zoo animals & cultural celebrations	Theme 2 Worksheets Careers, community helpers & friendships	Theme 3 Worksheets Insects, plants & nature	Theme 4 Worksheets Transportation, colors and overall review	Scholastic's Workbook	Phonics for Kindergarten	IT & Apps for tablets	Total
\$25	\$25	\$25	\$25	\$50	\$25	\$50	\$225

#### Detailed Workbooks/Worksheets, & IT Pricing: Sr. Kindergarten

Classwork Worksheets:	Scholastics Workbook	100 Words Kids Need to Read by 1st Grade-Worksheets	IT & Apps for tablets	Total
\$100	\$50	\$25	\$50	\$225

Note: All workbooks/worksheets are provided by FLA. If a student loses any of the above, parents will automatically

**Note:**

- All workbooks/worksheets are provided by FLA
- If a student loses any of the above, parents will automatically be invoiced, and students will be given the lost item(s).



#### XIV. Detailed Workbook & IT Pricing for Primary and Middle School

##### Grades 1-3 Workbooks & Educational Learning Materials

Math Kumon Workbooks	Scholastics 5 Subjects Workbook	Science coursebook rental & workbook	Spanish workbook	French worksheets & Lecture book	Critical Thinking for Math Spectrum	IT & Apps for tablets	Total
\$100	\$50	\$40	\$20	\$30	\$20	\$150	\$410

##### Grades 4-5 Workbooks & Educational Learning Materials

Math Workbooks	Scholastics 5 Subjects Workbook	Science coursebook rental & workbook	Spanish workbook	French worksheets & Lecture book	Critical Thinking for Math Spectrum	IT & Apps for tablets	Total
\$100	\$50	\$65	\$25	\$50	\$20	\$150	\$460

##### Grade 6 Workbooks & Educational Learning Materials

Math Workbooks	English Reading, Writing & Language Arts	Science coursebook rental & workbook	Spanish workbook	French workbook & worksheets	Critical Thinking for Math Spectrum	IT & Apps for tablets	Total
\$100	\$60	\$85	\$25	\$50	\$20	\$150	\$490

##### Grades 7-9 Workbooks & Educational Learning Materials

Success in Mathematics with Revision papers	English Reading, Writing & Language Arts	Physics, Chemistry & Biology course books and workbooks	Spanish for Mastery 1 Expanded workbook	Business Studies with CD	French workbook + Le cture	IT & Apps for tablets	<b>Total</b>
\$50	\$60	\$265	\$40	\$30	\$50	\$150	<b>\$645</b>

##### Grades 7-9 Workbooks & Educational Learning Materials

Success in Mathematics with Revision papers	English Reading, Writing & Language Arts	Physics, Chemistry & Biology course books and workbooks	Spanish for Mastery 1 Expanded workbook	Business Studies with CD	French workbook	IT & Apps for tablets	<b>Total</b>
\$50	\$60	Purchased last year	Purchased last year	Purchased last year	\$45	\$150	<b>\$305</b>

**Note:** All workbooks/worksheets are provided by FLA

If a student loses any of the above, parents will automatically be invoiced, and students will be given the lost item(s).



## XV. Detailed Bus Pricing

Make your selection(s): The school bus is only available for drop off or pick up in certain areas.

(Prices may change should gas prices increase)

	<b>Trimester x 3</b>	<b>Per Month x 10</b>
<b>BUS Zone 1</b> - Zone 1 areas are Ngaliema, Maccampagne, Kintambo & Meteo		
-1 trip	<input type="checkbox"/> 1 <sup>st</sup> Trimester \$380	<input type="checkbox"/> \$100 each month \$80 only in Dec/June
	<input type="checkbox"/> 2 <sup>nd</sup> Trimester \$300	
	<input type="checkbox"/> 3 <sup>rd</sup> Trimester \$300	
-2 trips	<input type="checkbox"/> 1 <sup>st</sup> Trimester \$760	<input type="checkbox"/> \$200 each month \$160 only in Dec/June
	<input type="checkbox"/> 2 <sup>nd</sup> Trimester \$600	
	<input type="checkbox"/> 3 <sup>rd</sup> Trimester \$600	
<b>BUS Zone 2</b> - Zone 2 areas are Gombe, Grande Poste, UPN & Bandale		
-1 trip	<input type="checkbox"/> 1 <sup>st</sup> Trimester \$570	<input type="checkbox"/> \$150 each month \$120 only in Dec/June
	<input type="checkbox"/> 2 <sup>nd</sup> Trimester \$450	
	<input type="checkbox"/> 3 <sup>rd</sup> Trimester \$450	
-2 trips	<input type="checkbox"/> 1 <sup>st</sup> Trimester \$1,140	<input type="checkbox"/> \$300 each month \$240 only in Dec/June
	<input type="checkbox"/> 2 <sup>nd</sup> Trimester \$900	
	<input type="checkbox"/> 3 <sup>rd</sup> Trimester \$900	
<b>BUS Zone 3</b> - Zone 3 areas are Gare Centrale, Beau Marche, Limete & Maman Mobutu		
-1 trip	<input type="checkbox"/> 1 <sup>st</sup> Trimester \$760	<input type="checkbox"/> \$200 each month \$160 only in Dec/June
	<input type="checkbox"/> 2 <sup>nd</sup> Trimester \$600	
	<input type="checkbox"/> 3 <sup>rd</sup> Trimester \$600	
-2 trips	<input type="checkbox"/> 1 <sup>st</sup> Trimester \$1,520	<input type="checkbox"/> \$400 each month \$320 only in Dec/June
	<input type="checkbox"/> 2 <sup>nd</sup> Trimester \$1,200	
	<input type="checkbox"/> 3 <sup>rd</sup> Trimester \$1,200	



## XVI. Detailed School Fees

### REGISTRATION FEE \$300

UNIFORMS GRADE/CLASS	OPTION A		Special Note	OPTION A+B	
	School Uniforms (only)	School Hours		Activities Uniforms (only)	School + Activities Hours
Daycare, Toddler	\$0	8 am-11 am	-See Page 12 of Parent Information Booklet for detailed uniform pricing by grade/ and activity	\$165	8 am -2 pm
Pre-KG, KG & Sr. KG	\$120	8 am – 12 pm		\$180	8 am -2 pm
Grades 1-3	\$130	7am-1 pm	-See Student Timetable for accuracy on activities avlbl	\$180	7 am -3:30 pm
Grades 4-6	\$150	7 am-1 pm		\$200	7 am -3:30 pm
Grades 7-9	\$175	7 am-1 pm		\$215	7 am -3:30 pm

	COMPULSORY 1 <sup>st</sup> PURCHASES		OPTIONAL PURCHASES		MORE OPTIONS
	School Supplies	Workbooks & IT	Lunch Monthly	Snacks Monthly	
Daycare, Toddler	\$165	\$150	\$110	\$60	a) Family Pictures \$25 b) Student Photo \$30 c) Yearbook \$40 d) Special Education Needs (SEN Price per month to be determined)
Pre-KG	\$290	\$200	\$110	\$60	
Kindergarten	\$290	\$225	\$110	\$60	
Sr. Kindergarten	\$290	\$225	\$110	\$60	
Grades 1-3	\$360	\$410	\$120	\$70	
Grades 4-5	\$400	\$460	\$120	\$70	
Grades 6	\$400	\$490	\$140	\$80	
Grades 7-9	\$425	\$645	\$140	\$80	

\* All of the following fees must be paid in full, prior to the first day of class; **Registration (One-Time fee), school/activity uniforms, supplies, pictures, yearbook, workbooks & IT.** Second payment due will be of **Tuition Fees, SEN, lunch, snack, and bus services** and are due within the first five days of each month/trimester/year.

#### Trimester Payment Schedule;

1st Trimester Due Date: August 17<sup>th</sup> 2020  
 2nd Trimester Due Date: November 16<sup>th</sup> 2020  
 3rd Trimester Due Date: February 15<sup>th</sup> 2021

#### Monthly Payment Schedule;

Due Dates; 1<sup>st</sup> 5 days of each month starting September ending June for a total of 10 months.

PROCREDIT BANK: **Future Leaders Academy**  
 ACCOUNT #: **000 180000 50144 5521 20046**  
 SWIFT CODE: **PRCBCDKI**



<b>CLASS</b>	<b>OPTION A TIME</b>	<b>OPTION A TUITION FEE</b>	<b>HOURLY FEE</b> (add to Option A)	<b>OPTION B TIME</b>	<b>OPTION B TUITION FEE</b>
<b>Daycare/Toddler</b>	8 am – 11 am	Trimester \$715 x 3 Monthly \$255 x 10	Trimester \$250 x 3 Monthly \$90 x 10	8 am – 2 pm	Trimester \$1405 x 3 Monthly \$505 x 10
<b>Pre- KG</b>	8 am – 12 pm	Trimester \$850 x 3 Monthly \$305 x 10	Trimester \$320 x 3 Monthly \$115 x 10	8 am – 2 pm	Trimester \$1475 x 3 Monthly \$525 x 10
<b>Kindergarten</b>	8 am – 12 pm	Trimester \$850 x 3 Monthly \$305 x 10	Trimester \$320 x 3 Monthly \$115 x 10	8 am – 2 pm	Trimester \$1475 x 3 Monthly \$525 x 10
<b>Sr. Kindergarten</b>	8 am – 12 pm	Trimester \$850 x 3 Monthly \$305 x 10	Trimester \$320 x 3 Monthly \$115 x 10	8 am – 2 pm	Trimester \$1475 x 3 Monthly \$525 x 10
<b>Grades 1-3</b>	7 am - 1 pm	Trimester \$1165 x 3 Monthly \$405 x 10	Trimester \$240 x 3 Monthly \$80 x 10	7 am – 3:30 pm	Trimester \$1635 x 3 Monthly \$575 x 10
<b>Grades 4-5</b>	7 am – 1 pm	Trimester \$1285 x 3 Monthly \$435 x 10	Trimester \$240 x 3 Monthly \$80 x 10	7 am – 3:30 pm	Trimester \$1735 x 3 Monthly \$625 x 10
<b>Grade 6</b>	7 am – 1 pm	Trimester \$1285 x 3 Monthly \$435 x 10	Trimester \$240 x 3 Monthly \$80 x 10	7 am – 3:30 pm	Trimester \$1735 x 3 Monthly \$625 x 10
<b>Grade 7- 9 New Student</b>	7 am – 1 pm	Trimester \$1335 x 3 Monthly \$455 x 10	Trimester \$240 x 3 Monthly \$80 x 10	7 am – 3:30 pm	Trimester \$1805 x 3 Monthly \$645 x 10
<b>Grades 7-9 Returning Student</b>	7 am – 1 pm	Trimester \$1335 x 3 Monthly \$455 x 10	Trimester \$240 x 3 Monthly \$80 x 10	7 am – 3:30 pm	Trimester \$1805 x 3 Monthly \$645 x 10

**\*\* Tuition Fees include school infirmary, events and field trip costs.**

Ex.: Add 1 hour to your Toddler's Option A Time;  
Trimester: \$715 + \$250 = \$965 or Monthly \$255+\$90 = \$345