

## 2022-23 Grades 1-6 ENROLLMENT FORM *(Please print using CAPITAL LETTERS and a blue or black pen)*

Student has successfully completed \_\_\_\_\_ in the 2021-22 academic year, and applying for \_\_\_\_\_ in this new Academic Year.  
(grade) (grade)

Student has **unsuccessfully** completed \_\_\_\_\_ in the 2021-22 academic year, and re-applying for this class in the new Academic Year.  
(grade)

### Student's Details (As mentioned in the passport or birth certificate)

Surname \_\_\_\_\_ First names \_\_\_\_\_  
Date of Birth (month/day/year) \_\_\_\_\_ Nationalit(y) (ies) \_\_\_\_\_  
First Language \_\_\_\_\_ Other Languages \_\_\_\_\_  
Number of siblings \_\_\_\_\_ Passport Number \_\_\_\_\_

### Parents' Details

Father's name (Surname/First names) \_\_\_\_\_ Mother's (Surname/First names) \_\_\_\_\_  
Employer's Name \_\_\_\_\_ Employer's Name \_\_\_\_\_  
Position \_\_\_\_\_ Position \_\_\_\_\_  
Work Tel # \_\_\_\_\_ Work Tel # \_\_\_\_\_  
Home Tel # \_\_\_\_\_ Home Tel # \_\_\_\_\_  
Passport Number \_\_\_\_\_ Passport Number \_\_\_\_\_  
 Married  Divorced  Separated  Single  
Name of parent/guardian with custody of child (Attach court order) \_\_\_\_\_  
Email addresses for all school correspondence (At least one) \_\_\_\_\_  
WhatsApp Telephone numbers to add to FLA Family Group and Class WhatsApp group \_\_\_\_\_  
Home address with reference \_\_\_\_\_

### Alternative/Emergency Contact(s)

In the event that the school is unable to contact you in an emergency, please provide alternative contacts.

Contact name \_\_\_\_\_ Contact name \_\_\_\_\_  
Tel Number \_\_\_\_\_ Tel Number \_\_\_\_\_  
Relationship to child \_\_\_\_\_ Relationship to child \_\_\_\_\_

### Scholastic Details

Last school attended \_\_\_\_\_  
Grade Completed \_\_\_\_\_  
Email address \_\_\_\_\_ Tel Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
How many schools previously attended \_\_\_\_\_  
 Attach last report card  Attach School Recommendation letter (Grades 4-9)

-----**(This Section is for FLA Use Only)**-----

Placement Test Results: English \_\_\_\_\_ Mathematics \_\_\_\_\_  
Specific Comments/Observations on Child's Academic weaknesses/strengths:

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## 2022-23 FLA STUDENT MEDICAL RELEASE FORM *(This form will be submitted to the SDS Infirmary)*

Surname \_\_\_\_\_ First names \_\_\_\_\_  
 Date of Birth (month/day/year) \_\_\_\_\_ Grade \_\_\_\_\_  
 Height \_\_\_\_\_ Weight \_\_\_\_\_

Please check the below boxes to authorize each medication clearly and sign below for consent of medications which can be administered to your child for minor injuries or complaints when necessary:

- DOLIPRANE for fever or pain;  
 HYDRO CORTIZONE for allergies;  
 VENTOLIN INHALERS/ SYRUP for acute respiratory difficulty  
 ANTI-INFLAMMATORY e.g. Ibuprofen tablets for minor injuries and pain  
 Anti-spasmodics. Eg SPASFDN/DROTAVERINE for stomach cramps, digestive disturbance and period pain.

Please answer the following questions (If you answer "YES" please give all necessary details):

1. Does the student have a medical diagnosis of a chronic health problem such as diabetes, tuberculosis, epilepsy, cystic fibrosis, asthma, muscular dystrophy, respiratory disorder, haemophilia etc.? YES/NO  
 \_\_\_\_\_

2. Does the student have a condition which affects learning e.g. ADHD, dyslexia, dyscalculia etc? YES/NO  
 \_\_\_\_\_

3. Does the student receive ongoing medication for physical or emotional problems? YES/NO  
 \_\_\_\_\_

4. Does the student require educational support to date? YES/NO  
 \_\_\_\_\_

If you answered yes to #3 or #4 please give the details of any medication and dose plus the medical/educational psychologist report for the condition. \_\_\_\_\_

5. Known allergies (particularly drug allergies): \_\_\_\_\_

6. Medications NOT to be administered to my child: \_\_\_\_\_

7. Has the student had any surgical operations: YES/NO \_\_\_\_\_

8. Has the student got any problems with vision? YES/NO \_\_\_\_\_

9. Has the student had a sight test within the past 12 months YES / NO (1-2 yearly review recommended)

10. Does the student hear well? YES/ NO \_\_\_\_\_

11. Has the student completed his/her immunization program, as appropriate for his/her age? YES/NO – If no please note what is missing:  
 \_\_\_\_\_

12. Date of last tetanus vaccination: \_\_\_\_\_

### **PARENTAL CONSENT**

I give consent for my child to be taken to an emergency in case necessary. I understand that in the event of an extreme emergency, it may be necessary to transport the child to the nearest hospital where their condition can be stabilized.

Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/ Guardian \_\_\_\_\_

## PARENT MEDIA CONSENT FORM & AGREEMENT:

Student Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Grade: \_\_\_\_\_

Photos, video footage and work samples of students are used regularly by schools for a number of purposes. These situations are generally for the purpose of acknowledging the efforts of the student or the school, or for promotion of the school or education. Consent, from a parent or guardian of the student, for use of the photos, video footage and work samples for marketing and/or promotional purposes is needed. We ask parents or guardians to complete and sign the Media Consent Form. The Media Consent Form will be placed in the student's file or record at F.L.A and will be retained by F.L.A. If requested, a copy of the form will be made available. This consent, once given, will be amended or revoked only upon receipt of written notification from the parent/ guardian who gave it originally or individual (if over 18 years of age). Parents and/or guardians should notify the F.L.A Office immediately if any circumstance arises that would prevent F.L.A from using their child's photo, video images or work samples. No remuneration is offered to students or parents for whom consent is given to take part in marketing or promotional activities whether at the school or other location.

### Consent Given

I give permission for photos, video/audio and samples of work created or contributed to use, recording or disclosure of the individual's name, recording or image, individual work and personal information, including but not limited to: ■ any activities engaged in during the ordinary course of the provision of education and training by the school or other agencies ■ assessment of students and other purposes associated with the provision of education; ■ public relations, promotion, advertising, media and commercial activities; ■ use by the media in relation to activities that show the Individual in a positive light, e.g., drama and musical performances, sports and prize giving; ■ any other activities as sanctioned by F.L.A. I acknowledge that the material may continue to be used for a number of years, even once the person below has left his or her current school, and that some of the products in which the material is used may have extended longevity. 'Use' includes: - to create, make copies of or reproduce or retain in any form, including by camera, video, webcam, closed circuit television, mobile phone or any other form of digital recorder or device, including still or motion; and - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet, in whole or in part, and to permit other persons to do so.

Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/ Guardian \_\_\_\_\_

How did you hear about F.L.A?  Friends/Family  Website  Advertisement Other \_\_\_\_\_

### Agreement

I \_\_\_\_\_, understand that in order to complete my child's registration with F.L.A,  
(Parent's surname, first name)

photocopies of the below documents must be submitted and attached to the 2022-23 FLA Student Application Form, along with the 2022-23 FLA Student Medical Release Form, and My 2022-23 FLA Payment Contract. I have also read and understood the 2022-23 FLA Parent Information Booklet in its entirety, and agree to abide by F.L.A's Rules & Regulations. I hereby declare that all of the information given is true and accurate to the best of my knowledge.

### ✓ CHECKLIST

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> * Birth Certificate | <input type="checkbox"/> Updated Health/Vaccination Card | <input type="checkbox"/> * G1-9 Entrance Test           | <input type="checkbox"/> Visa for Foreign Student |
| <input type="checkbox"/> Passport ID page    | <input type="checkbox"/> 4 Updated Passport Pictures     | <input type="checkbox"/> *Previous School's Report Card | <input type="checkbox"/> * G4 + Rec. Letter       |

Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/ Guardian \_\_\_\_\_

**MY 2022-23 FLA SELECTIONS** Student Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Grade: \_\_\_\_\_  
**(For Logistics)**

✓ **Make your selection by ticking the box or writing the quantity and price needed.**

Grades 1-3 School Supplies List	Price	Quantity	Total Price	Quantity	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	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. FLA student journal	\$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. Gloss paper	\$3	3	\$9		
19. High lighters	\$3.50	1	\$3.50		
20. Block of white paper (Paper One brand)	\$6.3	3	\$19		
21. Notebook covers	\$0.80	10	\$8		
22. A4 Hard cover lined book	\$10	5	\$40		
23. A4 Paper cover writing book	\$4	5	\$20		
<b>OPTION 1: TOTAL COST (without dictionaries)</b>			<b>\$315</b>		
24. English-French dictionary	\$20	1	\$20		
25. English Thesaurus	\$20	1	\$20		
26. Spanish-English dictionary	\$20	1	\$20		
<b>OPTION 2: TOTAL COST (with dictionaries)</b>			<b>\$375</b>	<b>My Total=</b>	

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

**MY 2022-23 FLA SELECTIONS** Student Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Grade: \_\_\_\_\_  
**(For Logistics)**

✓ **Make your selection by ticking the box or writing the quantity and price needed.**

Grades 4,5 & 6 School Supplies List	Price	Quantity	Total price	Quantity	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. Sets of pencils crayons	\$3.50	2	\$7		
8. Pair of round tipped scissors	\$3.35	2	\$6.7		
9. Name tag stickers	\$2.9	1	\$2.9		
10. High lighters	\$3.50	1	\$3.50		
11. FLA student journal	\$15	1	\$15		
12. Boxes of pencils (12)	\$3.50	6	\$21		
13. Boxes of erasers (20)	\$12	3	\$36		
14. Sharpeners	\$0.80	12	\$9.60		
15. Ruler	\$1.50	1	\$1.50		
16. Plastic folder with button	\$0.80	1	\$0.80		
17. Gloss paper	\$3	3	\$9		
18. Bristol Paper	\$1.00	5	\$5.00		
19. A4 Paper cover lined book	\$6.00	5	\$30		
20. A4 Hard cover lined book	\$10	5	\$50		
21. Notebook covers	\$0.80	10	\$8		
22. Block of white paper (Paper One brand)	\$6.30	3	\$19		
<b>OPTION 1: TOTAL COST (without the below items)</b>			<b>\$320</b>		
23. Scientific calculator	\$25	1	\$25		
24. Protractor set	\$10	1	\$10		
25. Spanish-English dictionary	\$20	1	\$20		
26. English-French dictionary	\$20	1	\$20		
27. English Thesaurus	\$20	1	\$20		
<b>OPTION 2: TOTAL COST (with all of the above items)</b>			<b>\$415</b>	<b>My Total=</b>	

**Note:**  
 -All items are provided by FLA  
 -If items #23, 24, 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.

**MY 2022-23 FLA SELECTIONS** Student Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(For Logistics)

✓ **Make your selection by ticking the box.**

**One-Time Workbooks, Educational Learning Materials, & IT Costs for Primary and Middle School**

**Grades 1-3: \$440**

**Grades 4-5: \$510**

**Grade 6: \$530**

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).

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

**Grades 1-3 Uniforms**

School Uniforms -3 pagne shirts, 1 polo, 1 pant	P.E. Karate Kimono (1 top, 1 pants, & 1 belt)	P.E. *Swim Suit (1 suit + 1 goggle)	*P.E (Dance + Soccer) (2 t-shirts + 2 bottoms)	Art Apron (1 piece)	Total	Total
\$130 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$40 <input type="checkbox"/>	\$80 <input type="checkbox"/>	\$15 <input type="checkbox"/>	\$315	\$

**Grades 4-6 Uniforms**

School Uniforms -3 pagne shirts, 1 polo, 1 pant	P.E. Karate Kimono (1 top, 1 pants, & 1 belt)	P.E. *Swim Suit (1 suit + 1 goggles)	*P.E (Dance + Soccer) (2 t-shirts + 2 bottoms)	Art Apron (1 piece)	Total	Total
\$150 <input type="checkbox"/>	\$60 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$80 <input type="checkbox"/>	\$15 <input type="checkbox"/>	\$355	\$

\*Parents are responsible for purchasing their own choice of **slippers and towels**, outside of FLA, to accompany the swimsuit & goggles, and their own choice of **soccer shoes/socks and running shoes/socks**, to accompany the P.E. and school uniform. Students may wear **blue jean or blue cotton pants** with their uniform pagne shirts. School spirit day is every Wednesday, and students are asked to wear their FLA polo with blue jean or blue cotton pants on this day. Friday is free day, so students may wear their own clothing from home.

# MY 2022-23 FLA PAYMENT SUMMARY Student Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Grade: \_\_\_\_\_

## (For Finance)

\* 1<sup>st</sup> Payment due includes all **school supplies, workbooks/worksheets & IT, school and activities uniforms** according to your child's timetable & selection and are due in **April 2022**. (See 2022-23 Parent Information Booklet for all details)

Class	1 <sup>st</sup> Payments (Mandatory)	My Selections	(Optional) One time Payments
	<input type="checkbox"/> \$300 One time registration fee (for new students only)		
<b>Grades 1-3</b>	<input type="checkbox"/> \$315 Supplies <input type="checkbox"/> \$375 <input type="checkbox"/> \$440 Workbooks & IT <input type="checkbox"/> \$130 School Uniforms <input type="checkbox"/> \$185 Activities Uniforms	<input type="checkbox"/> \$_____ Supplies <input type="checkbox"/> \$_____ Workbooks & IT <input type="checkbox"/> \$_____ School Uniforms <input type="checkbox"/> \$_____ Activities Uniforms	Student's Family Pictures <input type="checkbox"/> *Family picture package \$25  Individual and Class picture package <input type="checkbox"/> *Student photo \$30
<b>Grades 4-5</b>	<input type="checkbox"/> \$320 Supplies <input type="checkbox"/> \$415 <input type="checkbox"/> \$510 Workbooks & IT <input type="checkbox"/> \$150 School Uniforms <input type="checkbox"/> \$205 Activities Uniforms	<input type="checkbox"/> \$_____ Supplies <input type="checkbox"/> \$_____ Workbooks & IT <input type="checkbox"/> \$_____ School Uniforms <input type="checkbox"/> \$_____ Activities Uniforms	Compilation of all events/pictures <input type="checkbox"/> *Yearbook \$40
<b>Grade 6</b>	<input type="checkbox"/> \$320 Supplies <input type="checkbox"/> \$415 <input type="checkbox"/> \$530 Workbooks & IT <input type="checkbox"/> \$150 School Uniforms <input type="checkbox"/> \$205 Activities Uniforms	<input type="checkbox"/> \$_____ Supplies <input type="checkbox"/> \$_____ Workbooks & IT <input type="checkbox"/> \$_____ School Uniforms <input type="checkbox"/> \$_____ Activities Uniforms	SEN (Special Education Needs) students with a specific program (therapy, psychology etc...) may have additional monthly fees, based on needs

CLASS	OPTION A TIME	OPTION A TUITION FEE	OPTION A + TIME Options	OPTION A + HOURLY FEE (add to Option A)	OPTION B TIME	OPTION B TUITION FEE
Grades 1-3	7 am - 1 pm	Trimester \$1165 x 3 <input type="checkbox"/> Monthly \$405 x 10 <input type="checkbox"/>	1 - 2 pm <input type="checkbox"/> 1 - 2:30 pm <input type="checkbox"/>	Trimester \$240 x 3 <input type="checkbox"/> Monthly \$80 x 10 <input type="checkbox"/>	7 am - 3:30 pm	Trimester \$1635 x 3 <input type="checkbox"/> Monthly \$575 x 10 <input type="checkbox"/>
Grades 4-5	7 am - 1 pm	Trimester \$1285 x 3 <input type="checkbox"/> Monthly \$435 x 10 <input type="checkbox"/>	1 - 2 pm <input type="checkbox"/> 1 - 2:30 pm <input type="checkbox"/>	Trimester \$240 x 3 <input type="checkbox"/> Monthly \$80 x 10 <input type="checkbox"/>	7 am - 3:30 pm	Trimester \$1735 x 3 <input type="checkbox"/> Monthly \$625 x 10 <input type="checkbox"/>
Grade 6	7 am - 1 pm	Trimester \$1285 x 3 <input type="checkbox"/> Monthly \$435 x 10 <input type="checkbox"/>	1 - 2 pm <input type="checkbox"/> 1 - 2:30 pm <input type="checkbox"/>	Trimester \$240 x 3 <input type="checkbox"/> Monthly \$80 x 10 <input type="checkbox"/>	7 am - 3:30 pm	Trimester \$1735 x 3 <input type="checkbox"/> Monthly \$625 x 10 <input type="checkbox"/>

Second payments include **Tuition Fees, Optional Pictures, SEN (Special Education Needs Students) lunch, snack, and bus services** and are due within the first five days of each month/ trimester/year.

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

### Trimester Payment Schedule;

1st Trimester Due Date: August 15th 2022  
 2nd Trimester Due Date: November 14th 2022  
 3rd Trimester Due Date: February 15th 2023

### Monthly Payment Schedule;

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

**\* All of the above fees must be paid in full, prior to the first day of class.**

# MY 2022-23 FLA PAYMENT CONTRACT (For Finance)

Student Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Instructions:** *Transfer all of your fee selections from pages 4, 5, 6 & 7 to summarize your totals here.*

## My First Payments

Registration \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_  
 Workbooks & IT \$ \_\_\_\_\_  
 School Uniforms \$ \_\_\_\_\_  
 Activities Uniforms \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

My **first payment** will be made in its totality in  April 2022  May 2022  
 in the amount of \$ \_\_\_\_\_, (in words) \_\_\_\_\_.

My **first payments** will be made in 2 installments:  
 Of \$ \_\_\_\_\_ on the \_\_\_\_\_ day in the month of April 2022  
 Of \$ \_\_\_\_\_ on the \_\_\_\_\_ day in the month of May 2022

**Note: Deadline for 1<sup>st</sup> Payments is May 2022. First Payments guarantees your child's place.**

## My future optional One-Time Payment

Family Photo \$ \_\_\_\_\_  
 Student Photo \$ \_\_\_\_\_  
 Yearbook \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_

My **future optional one-time payment** will be made in total by Monday, August 15<sup>th</sup> 2022,  
 in the amount of \$ \_\_\_\_\_, (in words) \_\_\_\_\_.

**Note: Deadline for this one-time payment is Friday, August 19<sup>th</sup>, 2022.**

## My Future Regular Payments

Tuition Option \_\_\_\_\_ \$ \_\_\_\_\_  
 Lunch \$ \_\_\_\_\_  
 Snack \$ \_\_\_\_\_  
 SEN \$ \_\_\_\_\_  
**TOTAL DUE** \$ \_\_\_\_\_  
 By Trimester  Monthly

My **future regular payments** will be made by **Trimester** in the amount of \$ \_\_\_\_\_,  
 (in words) \_\_\_\_\_ in 3 payments due  
 1) Monday, August 15<sup>th</sup> 2022, 2) Monday, November 14<sup>th</sup>, 2022, 3) Wednesday, February 15<sup>th</sup>, 2023  
 I understand that I have a grace period of 5 days from the due date, to clear my payments.

My **future regular payments** will be made **monthly** in the amount of \$ \_\_\_\_\_,  
 (in words) \_\_\_\_\_ in 10 payments,  
 due on the 1<sup>st</sup> of each month. (September 2022 to June 2023)  
 I understand that I have a grace period of 5 days from the due date, to clear my payments.

## MY PAYMENT AGREEMENT WITH FLA

I understand that all fees paid are Non-Refundable. All my payments must be made directly to the office in cash or deposited directly into FLA's bank account. Post-dated cheques will not be accepted. It is my responsibility to always obtain a receipt upon payment(s), 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.

**EQUITY BCDC BANK: Future Leaders Academy**

**ACCOUNT #: 0 50144 55212 0046**

**SWIFT CODE: PRCBCDKI**

I understand that if I decide to change my payment option to another payment frequency, after signing this Payment Contract, penalty fees will be applicable. I also understand that 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. The above "1<sup>st</sup> Payment" fees must be paid in full to Future Leaders Academy to ensure my child's placement. If payments are not received within the first 5 academic days, F.L.A holds the right to withhold my child's placement, observation reports and report cards. If payments are not received within 30 days, F.L.A has the right to automatically withdraw my child from his/her class.

I have read and understood the FLA Parent Information Booklet 2022-23 in its entirety, and agree to abide by F.L.A's Rules & Regulations.

I hereby declare that all of the information given is true and accurate to the best of my knowledge. **I have understood that in order to enroll and secure my child's registration with F.L.A, my payments will need to be submitted, as described, within the allotted times.**

Parent Signature: \_\_\_\_\_ Signed in Kinshasa, DRC on the date of \_\_\_\_\_