

FUTURE LEADERS ACADEMY

Parent Information Booklet

2023-24

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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.

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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 students to develop appropriate public speaking & presentation skills. FLA classes have a maximum capacity of 20 students, which allows for more learning centers and one-on-one interaction. Students also learn the importance of taking care of their emotions, thoughts, environment, community, country and mindset. 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, through field trips, 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 18 years of experience in working in Education. She is responsible for researching and updating FLA's curriculum and grading guidelines. She leads regular 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 10 years of experience in a Telecom Company in DRC and 13 years as the Managing Director of a SME in Construction. She is the Director of Human Resources and Finance at F.L.A.

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 27 years of experience in Trading and worked for 2 years in CEI for the first Democratic Election in DRC. She has also been the owner of a men's clothing boutique, Joseph, for the past 10 years. She is the Logistics Director at FLA.

These three wonderful mothers, who were originally united by their children's friendships, seventeen years ago, have a beautiful vision for the future of education in Congo, Africa and the world. It all begins with children accepting and appreciating each other's differences, discovering the joy and value of learning, and having opportunities to quench their thirst for understanding the world through meaningful 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; Dance, Karate, Arts & Crafts, Swimming, Music, and Soccer.

FLA has since transformed into one of Kinshasa's most elite schools, with not only a high quality of education in mind but as well, a mission, of helping children uncover hidden talents to help them positively impact this planet.

FLA students have successfully transferred to IB (International Baccalaureate), 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, Copy of Visa for Foreign Students 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 Direction 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) Loss of Class Dojo points + A message to parents

3rd violation) Fill in a Reflection Sheet at recess or after school activities + A meeting with parents

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 and **submit the payment ahead by** 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/snack 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, under garments, 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

Grades 1 to 9 students are expected to arrive by 7:00 a.m. Preschool students are expected to arrive by 7:30 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 from Grades 1-9 arriving after 7:30 a.m. will not be allowed into the classroom, (where lessons have already started), until the end of the period, when all late arrivals will enter at the same time. This prevents unnecessary disturbance in teaching.

On heavy rainfall days, we ask that Grade 1-9 students arrive at 8 am and Preschool students arrive at 8:30 am. This extra time will allow FLA Staff a grace period to find transport and be at school on time to receive our future leaders.

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

Preschool pickup times are 12:30 (Academic Option only) or 14:00 (Academic + Activities Option) sharp on Mondays- Thursdays and 12:30 on first & last Fridays.

Grades 1-7 pickup times are 14:15 (Academic Option only) or 15:30 (Academic + Activities Option) sharp on Mondays-Thursdays and 14:15 on first & last Fridays.

Grades 8-9 pickup times are 15:15 (Academic Option only) or 16:30 (Academic + Activities Option) sharp on Mondays-Thursdays and 15:15 on first & last Fridays.

Parents who have not registered their children for Activities will have a 15-minute grace period, after which they 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 16:30, after this time, children will remain with the school guards at the pick-up station until pick-up.

7. AFTER SCHOOL ACTIVITIES

Parents are required to register students for After School Activities with the office at the beginning of the year, 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.

8. EXTRA-CURRICULAR ACTIVITIES

As part of their Physical Health Education and Creative Arts curriculum, students are offered the option of having creative and physical activities after lessons daily. All students who are registered 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 of these 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. Friday, is free day- students are therefore allowed to dress freely, as long as it is decent and respectful. This means dresses or skirts must be up to the knees, shirts must cover the entire torso (under the belly button), and no transparent or see through materials. On Wednesdays, we celebrate FLA Spirit Day, hence students may wear **blue jeans with their golf shirt uniform top**. Students out of uniform will firstly 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. 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 natural hair.

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.) Homework Assignments/Class Work

All students must complete their homework as directed by their course teacher(s) and return with them on the due dates. 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 help, the teacher may reach out to you to plan a time to work with your child 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 any purpose 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, short nails, clean clothes and overall clean hygiene, regularly. 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

Police or military, accompanying students, bearing firearms or weapons of any kind, are not allowed to enter the school grounds. White out, sharp objects, toys, fire arms, weapons of any kind, caffeinated drinks, glass bottles, drugs, animals, nail polish, make-up, hair/skin color products, fake nails etc...are strictly forbidden at FLA. If brought, it will be confiscated and result in disciplinary actions. Phones, smart watches 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. Laptops are only allowed on Technology days, and may only be used in Technology class, or if the teacher has granted permission for a class project. 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 March 15th, 2023.

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 1st 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 1 trimester prior to the withdrawal date. **The next payment(s) (Monthly or by Trimester) 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 of your payments must be made directly to the office in cash (if under \$50), paid by ATM or deposited directly into FLA's bank account. Post-dated cheques and cash exceeding \$50 will not be accepted in the office.

FLA's BANK INFORMATION

EQUITY BCDC BANK: **Future Leaders Academy**
ACCOUNT #: **0 50144 5521 20046**
SWIFT CODE: **PRCBCDKI**

RAWBANK: **Future Leaders Academy**
ACCOUNT #: **05100 45101 01033109701 79**
SWIFT CODE: **RAWBCDKI**

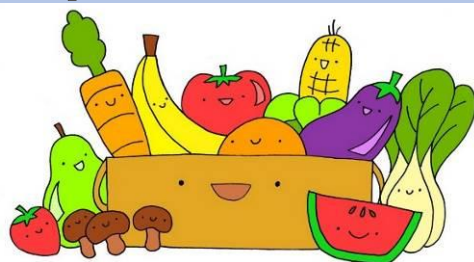
It is the parents' responsibility to always obtain a receipt upon payments, whether it is from the office or the bank. The responsibility will be that of the parents, in case a proof of payment should ever be requested from FLA.


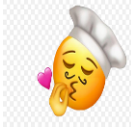


Parents must **never** pay FLA staff; money, bribery, motivation, gifts, etc...without an official consent from the office. FLA holds the right to expel any student(s) whose parents or guardian's attempt to bribe any member of FLA staff.

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. FLA MENU 2023-24

Subscribe for a trimester, pay monthly or order daily!



	Monday	Tuesday	Wednesday	Thursday	Friday	
BLUE WEEK  1 st & 3 rd week	Pasta Bolognese + Fruits	Rice and Pongdu with Fish Balls + Fruits	Rice and Smoked Chicken with Ratatouille Sauce + Fruits	Fries and Chicken + Fruits	Milk, Bread, Hot Chocolate, Crepes, Waffles and Eggs	
GREEN WEEK  2 nd & 4 th week	Plantain with Fish Balls + Fruits	Rice and Beans with Sausages + Fruits	Cantonese Rice with Vegetables and Chicken + Fruits	Macaroni with Sauce and Sausages + Fruits	Milk, Bread, Hot Chocolate, Crepes, Waffles and Eggs	

SNACK MENU from Monday to Friday: Cereals, Pancakes, Crepes, Donuts, Buns, Biscuits, with Milk.

Once a month, we will surprise the students keeping their class the cleanest with a Pizza Lunch!

V. What Should Parents Send Daily?

Classes	Parents to send in child's bag daily/as needed
Daycare/Toddler	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 for the day
	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)
Preschool	All of the above with the exception of #1, & #2, plus
	16) Water bottle, minimum of 1.5 L
Grades 1 & up	All of the above with the exception of #1, & #2, plus
	17) Laptop with MS Office Suite with updated anti-virus (Laptop must be fully charged from home and brought only on Tech days)
	18) 1 USB flash disk
	19) Sanitary pads (2) for girls menstruating

NOTE: LABEL YOUR CHILD'S NAME ON ALL ITEMS



VI. International Age Grade Placement Criteria

For 2023-24 Academic Year (September 2023-June 2024)	
GRADE	AGE (The child must have already turned of age by 1 st of Sept)
Daycare	15 months old by Sept and turns 2 throughout the academic year
Toddler	2 years old by Sept and turns 3 throughout the academic year.
Pre-Kindergarten	3 years old by Sept and turns 4 throughout the academic year.
Kindergarten	4 years old by Sept and turns 5 throughout the academic year.
Sr. Kindergarten/Prep	5 years old by Sept and turns 6 throughout the academic year.
Grade 1	6 years old by Sept and turns 7 throughout the academic year.
Grade 2	7 years old by Sept and turns 8 throughout the academic year.
Grade 3	8 years old by Sept and turns 9 throughout the academic year.
Grade 4	9 years old by Sept and turns 10 throughout the academic year.
Grade 5	10 years old by Sept and turns 11 throughout the academic year.
Grade 6	11 years old by Sept and turns 12 throughout the academic year.
Grade 7	12 years old by Sept and turns 13 throughout the academic year.
Grade 8	13 years old by Sept and turns 14 throughout the academic year.
Grade 9	14 years old by Sept and turns 15 throughout the academic year.

VII. 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
- ✓ 1st 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 complete the FLA entrance tests and 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.

VIII. Important Dates to Note

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

March 1st – Re-enrollment begins - 1st Payments for 2023-24 begins.

Mon, Aug 14th- 1st Trimester Payments Due

Sat, Sept 2- Mandatory Parent Information Session 10 am-12 pm

September

Tues, Sept 5 - First Day of School

Sat, Sept 16-Student Guided Open House

October

Mon, Oct 9-Native People's Awareness Day- School Closed

November

Fri, Nov 10- Parent Teacher Conference Day

Mon, Nov 13- 2nd Trimester Payments Due

Thurs & Fri Nov 23, 24- Thanksgiving Holiday-School Closed

Mon, Nov 27 to Fri, Dec 1- Exam Review Week

December

Mon, Dec 4 to Fri, Dec 8 - 1st Trimester Examination Period/Early Dismissal

Mon, Dec 11 to Thurs, Dec 14- X-mas Winter Olympics Practice

Fri, Dec 15- FLA X-mas Family Olympics Potluck

Mon, Dec 18 to Fri, Jan 5- Winter break- School closed

January

Fri, Jan 5- First Day for staff

Mon, Jan 8-First Day of Class for students

Tues, Jan 16 & Wed, Jan 17 -Local Public Holidays -School Closed

February

Wed, Feb 14- Carnival Celebration-Early Dismissal

Thu, Feb 15- 3rd Trimester Payments Due

March

Fri, Mar 8- International Women's Day Celebration

Fri, Mar 15- Parent Teacher Conference Day

Mon, Mar 18-Thur Mar 28- 2nd Trimester Exam/

Review/Presentation Weeks /Early Dismissal

Fri, Mar 29- Trimester 2 School Wide Field Trip

April

Mon, April 1- Fri, Apr 5- Spring Break - School Closed

Mon, April 8- First Day of School

Tues, April 30- Education Day- School Closed

May

Wed, May 1- Labor Day - School Closed

Fri, May 17 – Liberation Day- School Closed

Sat, May 25- Year End Show

Fri, May 31- Parent Teacher Conference Day

June

Mon, Jun 3-Fri, Jun 14–Final Exam Review Weeks

Mon, Jun 17-Thur, Jun 20- Final Examination Period

Fri, Jun 21- Last Day -Party for all classes- Early Dismissal

IX. Detailed Uniform Pricing- Preschool

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

DAYCARE & TODDLER * school uniform mandatory each Monday			
SCHOOL UNIFORMS	Price	ACTIVITIES UNIFORMS	Price
*School Shirt (White)	\$15	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	\$50
*School Pants	\$15	Dance (Includes 1 t-shirt + 1 shorts)	\$40
*FLA Polo	\$25	Soccer (Includes 1 shirt + 1 shorts)	\$40
P.E. T-shirt	\$20	Swim Suit (Includes 1 suit + 1 goggles)	\$40
P.E. shorts	\$20		
Art Apron	\$15		

PRE-KINDERGARTEN, KINDERGARTEN			
SCHOOL UNIFORMS	Price	ACTIVITIES UNIFORMS	Price
School Shirt (Pagne)	\$25	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	\$50
School Pants	\$25	Swim Suit (Includes 1 suit + 1 goggles)	\$40
FLA Polo	\$25	Dance (Includes 1 t-shirt + 1 shorts)	\$40
P.E. T-shirt	\$20	Soccer (Includes 1 shirt + 1 shorts)	\$40
P.E. shorts	\$20		
Art Apron	\$15		

SR. KINDERGARTEN			
SCHOOL UNIFORMS	Price	ACTIVITIES UNIFORMS	Price
School Shirt (Pagne)	\$26	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	\$50
School Pants	\$26	Swim Suit (Includes 1 suit + 1 goggles)	\$40
FLA Polo	\$28	Dance (Includes 1 t-shirt + 1 shorts)	\$40
P.E. T-shirt	\$20	Soccer (Includes 1 shirt + 1 shorts)	\$40
P.E. shorts	\$20		
Art Apron	\$15		

*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** or **FLA polo** on Wednesdays- School Spirit Day. Friday is free day, so students may wear their own clothing from home, as long as it is decent. Closed toe shoes are mandatory daily.*

On PE Days students are required to bring their school uniform to change into after PE class.

Detailed Uniform Pricing- Grades 1-9

GRADES 1-3			
SCHOOL UNIFORMS	Price	ACTIVITIES UNIFORMS	Price
School Shirt (Pagne)	\$26	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	\$50
School Pants	\$26	Swim Suit (Includes 1 suit + 1 goggles)	\$40
FLA Polo	\$28	Dance (Includes 1 t-shirt + 1 shorts)	\$40
P.E. shirt	\$20	Soccer (Includes 1 shirt + 1 shorts)	\$40
P.E. shorts	\$20		
Art Apron	\$15		

GRADES 4-6			
SCHOOL UNIFORMS	Price	ACTIVITIES UNIFORMS	Price
School Shirt (Pagne)	\$30	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	\$60
School Pants	\$30	Swim Suit (Includes 1 suit + 1 goggles)	\$50
FLA Polo	\$30	Dance (Includes 1 t-shirt + 1 shorts)	\$40
P.E. T-shirt	\$20	Soccer (Includes 1 shirt + 1 shorts)	\$40
P.E. shorts	\$20		
Art Apron	\$15		

GRADES 7-9			
SCHOOL UNIFORMS	Price	ACTIVITIES UNIFORMS	Price
School Shirt (Pagne)	\$35	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	\$70
School Pants	\$35	Swim Suit (Includes 1 suit + 1 goggles)	\$50
FLA Polo	\$35	Dance (Includes 1 t-shirt + 1 shorts)	\$40
P.E. T-shirt	\$20	Soccer (Includes 1 shirt + 1 shorts)	\$40
P.E. shorts	\$20		
Art Apron	\$20		

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** or **FLA polo** on Wednesdays- School Spirit Day. Friday is free day, so students may wear their own clothing from home, as long as it is decent. Closed toe shoes are mandatory daily.

On PE Days students are required to bring their school uniform to change into after PE class.

X. School Supplies

In the past ten years, FLA has allowed parents the option of purchasing the school supplies outside of FLA. This has resulted in parents not sending the necessary supplies on time to be used in class, or purchasing the wrong materials. This year, to allow for a smoother start to the year, FLA has made it mandatory for all parents to purchase their child's supplies from the school directly, to allow all students to have access to the same materials, on time, and as needed, to prevent unnecessary back and forth communication with parents, and frustration from the child and the teacher.

CLASS	SUPPLIES COST FOR THE YEAR
Daycare/Toddler	\$165
Pre-KG, Kindergarten, Sr. KG	\$290
New Grades 1,2 & 3 Students	\$355 with English-French Dictionaries & English Thesaurus
Returning Grades 1,2 & 3 Students	\$315
New Grades 4,5 & 6 Students	\$395 with Dictionaries, Thesaurus, Protractor & Scientific Calculator
Returning Grades 4,5 & 6 Students	\$320
New Grades 7,8 & 9 Students	\$440 with Dictionaries, Thesaurus, Protractor & Scientific Calculator
Returning Grades 7,8 & 9 Students	\$345

XI. All Educational Learning Materials, Resources, Workbooks & Worksheets

CLASS	COST
Daycare/Toddler	\$150
Pre-Kindergarten	\$225
Kindergarten	\$250
Sr. Kindergarten	\$250
Grades 1-3	\$440
Grades 4-5	\$510
Grade 6	\$530
New Grades 7-9 students	\$665
Returning Grades 7-9 students	\$325

Note: The fees above include the rental of Science and Math textbooks for Grades 1-9. These textbooks are to be returned in the same condition as loaned, at the end of the academic year.

XII. School Photos

All school photos are to be ordered and paid for with First Payments. Orders at the time of photo shoots, will not be accepted.

- a) Family Pictures \$25
- b) Student Photo \$30
- c) Yearbook \$40

XIII. 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)

	Trimester x 3		Per Month x 10
BUS Zone 1 - Zone 1 areas are Ngaliema, Macampagne, Kintambo & Meteo			
-1 trip	<input type="checkbox"/> 1 st Trimester	\$520	<input type="checkbox"/> \$130 each month
	<input type="checkbox"/> 2 nd Trimester	\$390	\$110 only in Dec/June
	<input type="checkbox"/> 3 rd Trimester	\$390	
-2 trips	<input type="checkbox"/> 1 st Trimester	\$1040	<input type="checkbox"/> \$260 each month
	<input type="checkbox"/> 2 nd Trimester	\$780	\$220 only in Dec/Jun
	<input type="checkbox"/> 3 rd Trimester	\$780	
BUS Zone 2 - Zone 2 areas are Gombe, Grande Poste, UPN & Bandal			
-1 trip	<input type="checkbox"/> 1 st Trimester	\$800	<input type="checkbox"/> \$200 each month
	<input type="checkbox"/> 2 nd Trimester	\$600	\$150 only in Dec/Jun
	<input type="checkbox"/> 3 rd Trimester	\$600	
-2 trips	<input type="checkbox"/> 1 st Trimester	\$1,600	<input type="checkbox"/> \$400 each month
	<input type="checkbox"/> 2 nd Trimester	\$1200	\$300 only in Dec/Jun
	<input type="checkbox"/> 3 rd Trimester	\$1200	
BUS Zone 3 - Zone 3 areas are Gare Centrale, Beau Marche, Limete & Maman Mobutu			
-1 trip	<input type="checkbox"/> 1 st Trimester	\$1200	<input type="checkbox"/> \$300 each month
	<input type="checkbox"/> 2 nd Trimester	\$900	\$250 only in Dec/Jun
	<input type="checkbox"/> 3 rd Trimester	\$900	
-2 trips	<input type="checkbox"/> 1 st Trimester	\$2400	<input type="checkbox"/> \$600 each month
	<input type="checkbox"/> 2 nd Trimester	\$1,800	\$500 only in Dec/Jun
	<input type="checkbox"/> 3 rd Trimester	\$1.800	

XIV. Student Timetables Summary

PRESCHOOL: Option 1 Academic (7:30-12:30)							
Note: Preschoolers have P.E. on Tuesdays & Thursdays & Creative Arts daily							
Grades	Arrival	Lessons	Break	Creative Arts	Lunch	Leave	
Daycare	7:30 AM	8 to 10	10-10:30	10:30 to 11:30	11:30-12:30	12:30	
Toddler	7:30 AM	8 to 10	10-10:30	10:30 to 11:30	11:30-12:30	12:30	
Pre-KG	7:30 AM	8 to 10	10-10:30	10:30 to 11:30	11:30-12:30	12:30	
KG	7:30 AM	8 to 10	10-10:30	10:30 to 11:30	11:30-12:30	12:30	
Sr.KG	7:30 AM	8 to 10	10-10:30	10:30 to 11:30	11:30-12:30	12:30	
PRESCHOOL: Option 2 (7:30-14:00) (Option 1 + Activities)							
Grades	Change	Activities	Monday	Tuesday	Wednesday	Thursday	Friday
Daycare	12:30-13	13-14:00	Karate	Dance	Soccer	Swim	Music
Toddler	12:30-13	13-14:00	Karate	Dance	Soccer	Swim	Music
Pre-KG	12:30-13	13-14:00	Karate	Dance	Soccer	Swim	Music
KG	12:30-13	13-14:00	Dance	Soccer	Swim	Music	Karate
Sr.KG	12:30-13	13-14:00	Dance	Soccer	Swim	Music	Karate
PRESCHOOL: Option 3 (7:30-15:30 or 7:30-16:15) (Option 2 + After Care)							

PRIMARY/MIDDLE YEAR PROGRAM: Option 1 Academic (7-14:00)							
Grades	Arrival	Lessons	Break	Lessons	Lunch	Lessons	
Grade 1	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-14:00	
Grade 2	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-14:00	
Grade 3	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-14:00	
Grade 4	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-14:00	
Grade 5	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-14:00	
Grade 6	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-14:00	
PRIMARY/MIDDLE YEAR PROGRAM: Option 2 (7-15:30) (Option 1 + Activities)							
Grades	Change	Activities	Monday	Tuesday	Wednesday	Thursday	Friday
Grade 1	14:00-14:15	14:15-15:15	Karate	Dance	Music	Swim	Soccer
Grade 2	14:00-14:15	14:15-15:15	Soccer	Karate	Dance	Music	Swim
Grade 3	14:00-14:15	14:15-15:15	Swim	Soccer	Karate	Dance	Music
Grade 4	14:00-14:15	14:15-15:15	Music	Swim	Soccer	Karate	Dance
Grade 5	14:00-14:15	14:15-15:15	Dance	Music	Swim	Soccer	Karate
Grade 6	14:00-14:15	14:15-15:15	Dance	Music	Swim	Soccer	Karate
PRIMARY/MIDDLE YEAR PROGRAM: Option 3 (7-16:15) (Option 2 + After Care)							

MIDDLE YEAR PROGRAM: Option 1 Academic (7-15:00)							
Grades	Arrival	Lessons	Break	Lessons	Lunch	Lessons	
Grade 7	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-15:00	
Grade 8	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-15:00	
Grade 9	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	13:00-15:00	
MIDDLE YEAR PROGRAM: Option 2 (7-16:15) (Option 1 + Activities)							
Grades	Change	Activities	Monday	Tuesday	Wednesday	Thursday	Friday
Grade 7	15:00-15:15	15:15-16:15	Dance	Music	Swim	Soccer	Karate
Grade 8	15:00-15:15	15:15-16:15	Dance	Music	Swim	Soccer	Karate
Grade 9	15:00-15:15	15:15-16:15	Dance	Music	Swim	Soccer	Karate



XV. Detailed School Fees

One-Time Registration Fee: \$300 (New Students Only- One-time fee)
Entrance Tests: \$100 (New Grades 1-9 Students Only- One-time fee)

Class	One-time	One time	Monthly		Yearly Tuition Fees		
	Supplies	Workbooks	Lunch	Snack	Option 1 Academic	Option 2 Activities	Option 3 Aftercare 15:30 or 16:15
Daycare	\$165	\$150	\$130	\$80	\$3645	\$4215	\$1125 or \$1500
Toddler	\$165	\$150	\$130	\$80	\$3645	\$4215	\$1125 or \$1500
Pre-KG	\$290	\$225	\$130	\$80	\$3645	\$4215	\$1125 or \$1500
KG	\$290	\$250	\$130	\$80	\$3645	\$4215	\$1125 or \$1500
SR. KG	\$290	\$250	\$130	\$80	\$3645	\$4215	\$1125 or \$1500
Grades 1-3	\$315 or \$355	\$440	\$140	\$90	\$4215	\$4905	\$720
Grades 4-5	\$320 or \$395	\$510	\$140	\$90	\$4575	\$5205	\$720
Grade 6	\$320 or \$395	\$530	\$160	\$100	\$4575	\$5205	\$720
Grades 7-9	\$345 or \$440	\$665 or \$325	\$160	\$100	\$5445	\$6135	N/A

CLASS	OPTION 1-TUITION ACADEMIC 7:30-12:30	OPTION 2- TUITION ACTIVITIES 7:30-14:00	OPTION 3 AFTERCARE (Option 2 +...)
Daycare/Toddler	Trimester \$1215 x 3 Monthly \$435 x 10	Trimester \$1475 x 3 Monthly \$525 x 10	15:30- \$375x 3 or \$135 x 10 16:15 - \$500x3 or \$180 x 10
Pre- KG	Trimester \$1215 x 3 Monthly \$435 x 10	Trimester \$1475 x 3 Monthly \$525 x 10	15:30- \$375x 3 or \$135 x 10 16:15 - \$500x3 or \$180 x 10
Kindergarten	Trimester \$1215 x 3 Monthly \$435 x 10	Trimester \$1475 x 3 Monthly \$525 x 10	15:30- \$375x 3 or \$135 x 10 16:15 - \$500x3 or \$180 x 10
Sr. Kindergarten	Trimester \$1215 x 3 Monthly \$435 x 10	Trimester \$1475 x 3 Monthly \$525 x 10	15:30- \$375x 3 or \$135 x 10 16:15 - \$500x3 or \$180 x 10
CLASS	OPTION 1 ACADEMIC 7:00-14:00	OPTION 2 ACTIVITIES 7:00-15:30	OPTION 3 AFTERCARE up to 16:15 (Option 2 +...)
Grades 1-3	Trimester \$1405 x 3 Monthly \$485 x 10	Trimester \$1635 x 3 Monthly \$575 x 10	Trimester \$240 x3 Monthly \$80 x 10
Grades 4-6	Trimester \$1525 x 3 Monthly \$515 x 10	Trimester \$1735 x 3 Monthly \$625 x 10	Trimester \$240 x3 Monthly \$80 x 10
CLASS	OPTION 1 ACADEMIC 7:00-15:00	OPTION 2 ACTIVITIES 7:00-16:15	OPTION 3 AFTERCARE
Grades 7- 9	Trimester \$1815 x 3 Monthly \$615 x 10	Trimester \$2045 x 3 Monthly \$725 x 10	N/A



XVI. My Payment Checklist

All of the following **1st PAYMENT** fees must be paid in full, prior to the first day of class;

- **Registration (One-time fee)**
- **Entrance Tests (One-time fee)**
- **School uniforms**
- **Activities uniforms**
- **Supplies**
- **Workbooks**
- **Pictures (Optional)**
- **Yearbook (Optional)**

MY 1st PAYMENTS	
Registration (New Students Only)	\$300
Entrance Tests (New grades 1-9 students only)	\$100
School Uniforms	\$
Activities Uniforms	\$
Supplies	\$
Workbooks	\$
Family Pictures (Optional)	\$
Student Photos (Optional)	\$
Yearbook (Optional)	\$
MY TOTAL ONE-TIME COST	\$

2nd PAYMENTS due will be of **Tuition Fees, After Care, lunch, snack, bus services, and SEN**, and are due within the first five days of each month/ trimester/year.

MY 2nd PAYMENTS	
Tuition Fees (Yearly, Trimesterly or Monthly)	\$ Option: 1 or 2
Aftercare (Optional)	\$
Lunch (Optional)	\$
Snack (Optional)	\$
Bus (Optional)	\$
SEN (Special Education Needs Therapy)	\$
MY TOTAL FUTURE PAYMENTS	\$

Yearly Payment Due by August 14th 2023.

Trimester Payment Schedule;

1st Trimester Due Date: August 14th 2023
 2nd Trimester Due Date: November 13th 2023
 3rd Trimester Due Date: February 15th 2024

Monthly Payment Schedule;

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

FLA's BANK INFORMATION

EQUITY BCDC BANK: **Future Leaders Academy**
 ACCOUNT #: **0 50144 5521 20046**
 SWIFT CODE: **PRCBCDKI**

RAWBANK: **Future Leaders Academy**
 ACCOUNT #: **05100 45101 01033109701 79**
 SWIFT CODE: **RAWBCDKI**