



FUTURE LEADERS

ACADEMY

Parent Information Booklet

2024-25

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Legal Counsellors; The Firm of Malengo & Associates and

Cabinet Yemuang Abol Kuete

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.



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I. LETTER TO PROSPECTIVE PARENTS, GUARDIANS, and STUDENTS

Dear Prospective Parents, Guardians, and Students,

Thank you for expressing your interest in Future Leaders Academy (FLA).

FLA stands as an inclusive, multicultural community that proudly offers the most respected and widely recognized learning programs and curricula from Daycare to Grade 9. Our commitment is to guide students through each stage of development, fostering an environment where they can thrive.

At FLA, students are not just learners; they are focused on cultivating the skills needed to creatively collaborate on the challenges that the future holds. We aim to mold them into change-makers capable of contributing and impacting change at both local and global levels, envisioning a world that prioritizes environmental, economic, and social well-being for all.

We actively seek respectful students who embody a spirit of curiosity, empathy, and passion for the world around them. FLA is dedicated to establishing an authentic learning community where the school takes the time to genuinely know, value, and nurture each student, recognizing and appreciating their unique skills and strengths.

We understand that choosing the right school for your child is a significant decision, and we are fully committed to supporting you throughout the admissions process. Please feel free to reach out to a member of our admissions team with any questions or concerns you may have after reading our Parent Information Booklet and Application Forms.

Let us continue to work together to build a brighter future.

Best,

Khurshid Munshi
Academic Principal
Future Leaders Academy



II. ABOUT THE FLA DIRECTORS

FLA was established in June 2012 by three committed working mothers who share your values regarding the cultivation of children with a healthy moral and educational foundation. These three mothers joined forces to create a secure and nurturing environment, where you can trust that your child will not only develop a love for learning but also acquire the skills necessary to navigate today's challenging and technologically advanced world.

FLA's engaging Canadian and International Curriculum fosters learning in both traditional and non-traditional settings. The academy encourages students to cultivate effective public speaking and presentation skills. With a maximum class capacity of 20 students, FLA facilitates more learning centers, one-on-one interaction, and social-emotional observations. Students are also guided to appreciate the significance of self-care and love, understanding their emotions, thoughts, environment, community, country, and mindset.

Annually, FLA organizes initiatives such as "#IloveCongo" and "DEAR" (Drop Everything and Read) to inspire students to embrace the rich culture, delectable cuisine, and resilient people of the Congo through field trips. Simultaneously, FLA motivates them to explore the broader world through reading, nurturing their minds today to contribute to their country's development tomorrow. Additionally, FLA collaborates with ByB <https://bilangayabetu.com/#> for students' agricultural projects, teaching them not only the value of planting but also harvesting and managing the sale or consumption of their produce.

Khurshid Munshi, a mother of three, Canadian-educated in Education and Child Psychology at the University of Toronto, leads as FLA's Academic Principal. With 18 years of experience in education, she is responsible for researching and updating FLA's curriculum and grading guidelines. Khurshid also conducts regular teacher meetings to share best practices and discuss each child's progress on an individual basis.

Carine Ndaya, a mother of four, educated in Business Administration and Finance management in Lubumbashi and Kinshasa, is the Director of Human Resources and Finance at FLA. With over a decade in the telecommunications sector and 14 years as the Managing Director of an SME in Construction, she brings invaluable expertise to her role.

Patricia Nzushi, mother of four, educated in Kinshasa, holds vast experience in Trading and played a pivotal role in the first Democratic Election in DRC. With a decade-long ownership of a men's clothing boutique, Joseph, Patricia serves as the Logistics Director at FLA.

United by their children's friendships seventeen years ago, these remarkable mothers envision a brighter future for education in Congo, Africa, and beyond. Their vision centers around fostering an environment where children embrace differences, find joy and value in learning, and have opportunities to satisfy their curiosity by discovering and understanding the world through meaningful and purposeful activities.



III. FLA's PHILOSOPHY

At the core of FLA's philosophy is a sincere belief that the quality of a school system is intricately tied to the excellence of its teachers. These educators play a pivotal role in helping students develop the fundamental skills crucial for early success. Recognizing that the early stages of a child's life lay the foundation for habits and future triumphs, FLA places a significant emphasis on this crucial period.

Working collaboratively with parents, FLA aims to assist students in:

- Learning responsibilities, good manners, and proper etiquette.
- Understanding positive discipline and cultivating patience.
- Appreciating the importance of giving and receiving respect.

Ensuring a safe environment, both at home and in school, is paramount to FLA. Children are encouraged to be respectful, listened to, connected with, and actively involved in the learning experience, as the philosophy asserts that engaged children are inherently better learners.

FLA's philosophy also embraces the notion that each child possesses multiple intelligences, and it is the responsibility of adults to help identify and nurture these talents. By aligning with their natural abilities, children can gain a better sense of direction early in life and experience a profound sense of purpose by living in harmony with their inherent capacities.

The collaboration between parents and educators, using a shared language of love, respect, harmony, and understanding, is seen by FLA as the key to ensuring success.

IV. FLA's HISTORY

In June 2012, FLA commenced as an After-School Program for students from various schools in Kinshasa. Initially offering homework support, FLA expanded its offerings to include diverse classes such as Dance, Karate, Arts & Crafts, Swimming, Music, Gardening and Soccer.

Since its inception, FLA has evolved into one of Kinshasa's premier educational institutions. Beyond delivering high-quality education, FLA is on a mission to help children uncover hidden talents, empowering them to make a positive impact on the world.

The success of FLA is evident in students seamlessly transitioning to esteemed educational systems, including IB (International Baccalaureate), American, Canadian, and Cambridge schools. Many have earned scholarships, secured placements in advanced classes, and excelled with high honors in their respective academic pursuits.



V. FLA RULES & REGULATIONS

1. OFFICE

FLA can only consider a student application once ALL of the below information have been provided.

CHECKLIST (Please tick)

The following forms duly **completed** and **signed**:

- FLA New Student Application Form or FLA ReEnrollment Form, inclusive of;
 - FLA Student Medical Release Form
 - FLA Media Consent & Agreement
 - FLA Payment Contract
- FLA Parent Code of Conduct Agreement

One Photocopy of your child's:

- Immunization records
- Passport biometric page
- Visa for Foreign Students
- Birth Certificate
- Latest school reports

Also provide:

- 2 Passport size pictures (dated no longer than 6 months)
- "New Student Recommendation Letter" from their previous school for Grade 1-9 applications
- "Transfer Certificate" for students transferring from another school in the middle of an academic year.
- First payments

Your child will only be considered for enrollment once all the above information has been provided.

2. PARENTS and FLA COLLABORATION

FLA values a strong partnership with parents to enhance students' academic, physical, and social-emotional development. We encourage open communication and find it most beneficial when parents address any concerns about FLA's performance directly with our administration rather than involving their child or other external parties. This approach ensures a more effective and positive resolution for all parties involved. Your active involvement and feedback play a vital role in creating an optimal learning environment for your child at FLA.

3. BEHAVIORAL EXPECTATIONS FOR STUDENTS

At Future Leaders Academy (FLA), we hold our students to a high standard of conduct that aligns with our mission and values. We believe in fostering an environment of respect, empathy, and collaboration. Therefore, students admitted to FLA are expected to adhere to the following behavioral guidelines:

1. **Respectful Conduct:** Students are required to communicate with each other, staff, and faculty in a respectful manner. This includes using appropriate language and always maintaining a positive and considerate attitude.



2. **Non-Tolerance for Disrespect:** Any form of disrespect, whether verbal or physical, will not be tolerated. We emphasize the importance of treating everyone with kindness and courtesy.
3. **Adherence to School Rules:** Students are expected to follow all school rules and guidelines. These rules are in place to create a safe and conducive learning environment for everyone.
4. **Disciplinary Action:** Violations of behavioral expectations may result in disciplinary action as outlined in FLA's Disciplinary Procedures Manual. The severity of the action will be determined by FLA's Disciplinary Council and may vary based on the nature and repetition of the behavior.

Our commitment to maintaining a positive and respectful atmosphere at FLA is unwavering. We believe that adherence to these behavioral expectations not only contributes to individual growth but also creates a collective environment conducive to learning and personal development. Thank you for your cooperation in ensuring FLA remains a place of excellence and respect.

4. MEALS

Parents may opt to purchase FLA meals and snacks at the time of registration.

To ensure the smooth operation of our kitchen and provide the best service to your children, please follow the below guidelines to place your meal orders using this link <https://forms.gle/V3ymgQuidjFXRxn4A>

1. ***Order Frequency*:** We will only accept meal orders on a weekly, monthly, or per trimester basis.
2. ***Order Deadline*:** Orders for the upcoming week must be placed by Friday at noon. This will help us plan and prepare meals for the following week more efficiently.
3. ***No Last-Minute Orders*:** Unfortunately, we can no longer accept last-minute requests for daily meal orders. The food preparation is carefully planned based on advance orders, and late orders disrupt this process.

Your cooperation in adhering to these guidelines is greatly appreciated.

If you have any questions or need assistance with placing your meal orders, please feel free to reach out to us.

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. All students not registered to the meal program are expected to come daily with a **healthy lunch, snack, and water bottle of 1L minimum.**

5. STUDENT BELONGINGS & RESPONSIBILITY

We would like to emphasize the importance of ensuring that students are well-prepared for their school day. **Once classes have commenced, FLA staff will not be able to deliver any items left at home to students.**

It is the joint responsibility of parents and students to guarantee that they have all the necessary school supplies, meals, water bottles, and any other essential items before heading to school each day. This proactive approach helps maintain a smooth and focused learning environment for all students.

Your cooperation in instilling this sense of responsibility in our students is greatly appreciated. Should you have any questions or need further clarification, please do not hesitate to reach out to the school administration.



6. LABEL YOUR CHILD'S NAME

We would like to stress the utmost importance of labeling all your child's belongings, including uniforms, shoes, socks, undergarments, school supplies, lunch boxes, water bottles, backpacks, and any other personal items. Children may inadvertently misplace their belongings during play, and having clear labels ensures that lost items can be easily returned to their rightful owners.

If you notice that your child has brought home something that doesn't belong to them, we kindly request that you return the item to the school promptly so that it can be reunited with its rightful owner. It is a collective effort to maintain a well-organized and efficient learning environment.

Please be aware that FLA cannot assume responsibility for lost uniforms or school items. Our teachers use a uniform control sheet daily to track items brought to school, but students in primary and middle schools are expected to take independent responsibility for their belongings.

Your cooperation in labeling your child's items and reinforcing the importance of returning found items to school is greatly appreciated.

7. 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 the road is dangerous and strictly forbidden. FLA staff are not responsible for taking students out of vehicles on the main road and escorting them to enter, nor are they responsible for bringing your child to your vehicle outside of the school grounds. 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 at 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.

8. 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. All students who are registered are required to participate to gain the necessary credits. FLA uniforms are mandatory for participation in these activities. Please follow your child's timetable to know which uniforms are needed after school. 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. 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. Shoes must cover the toes. 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 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, firearms, 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 into 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. Please contact Patricia Nzushi on +243 841 350 074 for more information.

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, and snack**, 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 may 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.

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 debit or deposited directly into FLA’s bank account. Post-dated cheques and cash exceeding \$50 will not be accepted in the office.

FLA’s BANKING INFORMATION

EQUITY BCDC BANK: Future Leaders Academy

IBAN: 00018000050144552120046 USD

SWIFT CODE: **BCDCCDKI**

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.

New Academic Enrollment begins March 18th, 2024.

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:

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.

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.

17. FLA PARENT CODE OF CONDUCT

We would like to bring to your attention the critical importance of maintaining a respectful and positive attitude when at FLA or discussing FLA in the presence of your child at home or online. The FLA Directors reserve the right to take immediate and unannounced actions, including expulsion, against any student if his/her parents are found exhibiting defamatory, offensive, or derogatory comments regarding the school, students, parents, or staff on site, social media platforms or any other online sites.

The collaboration between parents and educators, using a shared language of love, respect, harmony, and understanding, is seen by FLA as the key to our students' success. Without this mutual understanding and respect, our efforts will be in vain.

Should you have any concerns that you wish to address, we urge you to follow the appropriate channels outlined in The FLA Parent Code of Conduct (refer to Appendix 2). This ensures that concerns are brought forward to the Vice-Principals or Directors, enabling fair, appropriate, and effective resolution for all parties involved.


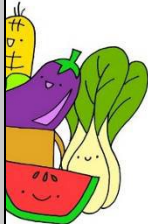


Compliance with The FLA Parent Code of Conduct is mandatory (Please initial, sign and return the forms) and it is the responsibility of parents to inform all individuals responsible for collecting students about this policy. FLA reserves the right to take necessary steps, including but not limited to referring matters to the appropriate authorities, barring offending parents or guardians from entering the school grounds, and/or terminating a student's enrollment with FLA if deemed necessary.

Your cooperation and adherence to these guidelines contribute significantly to maintaining a positive and respectful school environment.

If you have any questions or require further clarification, please do not hesitate to reach out to the school administration.

Thank you for your understanding and commitment to upholding the values of Future Leaders Academy.

VI. FLA MEALS MENU 2024-25

	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, Cupcakes, Donuts, Buns, Biscuits, Syrup with Milk.

We are excited to announce a fun and rewarding initiative which we started last academic year to promote cleanliness and organization within our school community. FLA will be conducting a monthly cleanliness contest across different sections: Preschool, Primary Year, and Middle Year.

How it Works:

- Each month, one class from each section that maintains the highest level of cleanliness will be selected.
- The winning classes will be rewarded with a delightful surprise – a Pizza Lunch for the entire class!

Encouraging a Clean Environment:

- We believe in fostering a learning space that is not only academically enriching but also conducive to positive habits and values.
- Keeping the classrooms and shared spaces tidy contributes to a more enjoyable and organized learning environment for everyone.

Fair Evaluation:

- The cleanliness of each class will be assessed fairly by the Vice Principals, using a checklist, and the winners will be chosen based on the collective effort of the students.

We encourage all students to actively participate in maintaining a clean and organized classroom. Let's work together to create an environment that we can all be proud of!

Thank you for your cooperation and enthusiasm in encouraging our leaders.

VII. 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 class cubby <i>When the stock is nearly finished, the teacher will notify you.</i> 2) Sippy cup with water or milk (No glass 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) Waterproof 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) 16) 2 Small towels for hand/face to be sent home weekly for washing
Preschool	All of the above with the exception of #1, & #2, plus 17) Water bottle, minimum of 1.5 L
Grades 1 to 9	All of the above with the exception of #1, & #2, plus 18) Laptop with MS Office Suite with updated anti-virus (Laptop must be fully charged from home and brought only on Tech days) 19) 1 USB flash disk 20) Sanitary pads (2) for girls menstruating

NOTE: LABEL YOUR CHILD'S NAME ON ALL ITEMS

If you notice that your child has brought home something that doesn't belong to them, we kindly request that you return the item to the school promptly so that it can be reunited with its rightful owner. It is a collective effort to maintain a well-organized and efficient learning environment.

Please be aware that FLA cannot assume responsibility for lost uniforms or school items. Our teachers use a uniform control sheet daily to track items brought to school, but students in primary and middle schools are expected to take independent responsibility for their belongings. Please note that the school is not responsible



for searching for your child's lost items. We kindly ask that you refrain from calling any staff member to request such searches. Instead, we encourage you to utilize the class group to post your message regarding any lost items.

Your cooperation in labeling your child's items and reinforcing the importance of returning found items to school is greatly appreciated.

VIII. ADMISSIONS POLICY

FLA is committed to helping international and local families understand the school as part of an ongoing determination to help each family identify the school that is the best possible match for them and their child.

Parents/Guardians are welcome to visit FLA to view the school facilities and to discuss their children's schooling needs. A school visit can be arranged by telephoning or e-mailing the Office for an appointment.

SECTIONS	GRADE	AGE
PRESCHOOL	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.
PRIMARY 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.
MIDDLE 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.

The FLA academic school year is from September to June. FLA may admit students at other times of the year provided this is conducive to their successful integration into the school and that places are available.

Students who are accepted to FLA will be placed in their age-appropriate year group based on their age at the start of the academic year in September, the last grades completed and or the results of their entrance assessments.



IX. APPLICATION PROCESS AND ELIGIBILITY REQUIREMENTS

Applications: Parents interested in enrolling their child at FLA are required to submit applications through the online application form. For those who face challenges completing the online application, please reach out to the office for assistance.

At FLA, we prioritize the academic excellence and behavioral alignment of our students with the mission and values of our school. To ensure a harmonious learning environment and parental collaboration, the following assessments will be considered during the admission process:

Eligibility Requirements:

1. English Language Proficiency:

- English serves as the primary language of instruction at FLA.
- Proficiency in English is crucial for successful engagement with the curriculum and thriving in the school's English language learning environment.
- Students not yet proficient in English will require a different syllabus (EAL) English as an Additional Language and will not be admitted unless parents agree to provide additional support.
- In cases where there are concerns about a student's ability to access the curriculum, enrollment may occur on a conditional basis. Parents/Guardians might be requested to arrange supplementary external English tutoring at their own expense as a condition for admission.

2. Parent/Guardian Communication:

- English is the primary language for communication between the school and parents/guardians.
- At least one parent/guardian should be able to comfortably communicate with school personnel in English.
- Parents/Guardians are required to access electronic communications from the school. Regular school updates are conveyed through email, WhatsApp, and Class Dojo. Emergency notices may also be communicated via WhatsApp.

3. Placement Test Results:

- Students applying for Senior Kindergarten to Grade 9 are required to undertake a Language and Math placement test as part of the admission process.
- Failure to meet the required standards in the placement test may render a student ineligible for application to the requested grade.

4. Behavioral Evaluation:

- FLA places great importance on maintaining a positive and respectful learning community.
- If a student's latest school reports reflect behavior inconsistent with the values and mission of FLA, acceptance of the student's application, will be at the Directors' discretion.

Our commitment is to provide an educational environment where academic excellence and positive behavior are upheld. We believe that aligning with these standards contributes to the overall success and well-being of our students.



X. LEARNING SUPPORT AT FLA: INCLUSION AND COMMITMENT

At FLA, our commitment to fostering an inclusive and supportive learning environment is unwavering. We assess each application for admission on an individual basis, and depending on space availability, students may be offered **enrollment on a conditional basis** to monitor their adjustment to the curriculum and the level of support required.

FLA takes pride in maintaining a dedicated Special Education Needs Centre, providing personalized attention and care to students with mild to moderate learning difficulties. Our deliberate approach ensures a balanced ratio of learning support assistants to SEN students, guaranteeing each student receives the necessary attention for both academic and personal growth.

To maintain a high standard of learning support, new enrollments for SEN students are accepted when there is a vacancy on the SEN register resulting from a student leaving the program.

Parents of SEN students must provide proof of extra support outside of FLA, such as speech therapy, behavioral therapy, occupational therapy, as indicated in their child's reports. This additional support ensures the necessary attention and resources for academic success and personal development.

It is crucial to disclose any special educational, social/emotional, physical, psychological, or behavioral issues and needs in detail during the application process. Reports or professional assessments, along with details of extra support, should be provided at the time of application. Failure to fully disclose such information may result in admission revocation or, if discovered after enrollment, may require withdrawal from school.

In cases where significant issues or learning difficulties arise post-enrollment, FLA reserves the right to review a student's progress. This review will involve close consultation with parents/guardians and may include external assessments. If FLA determines it cannot accommodate a student's special needs, or if parents/guardians are unwilling to obtain requested external assessments, or provide the additional support required at their own costs outside of FLA, alternative options will be recommended for the student's continued education.

Our commitment is to provide the best possible support for every student's unique learning journey at FLA.

We appreciate your understanding and cooperation with these eligibility requirements. If you have any questions or need further clarification, please do not hesitate to contact the office.



XI. STAGES OF THE APPLICATION PROCESS

- Stage 1: Enquiry/Visit to FLA online or onsite
- Stage 2: Online Application and Document Submission
- Stage 3: Entry Assessments
- Stage 4: Review Process
- Stage 5: Directors' Decision

Stage 1: Enquiry

Information about FLA is provided on the school website www.flacademy.cd and the FLA team is also available to provide more specific information or to arrange a visit to the school.

Stage 2: Online Application and Document Submission

Applications for enrolment must be submitted through the school's online application form. All required documents must be submitted at this time as well as proof of payment for the registration process of \$300. **Parents/Guardians who are unable to complete an application online should visit the office for assistance.** As part of the application process, supplementary documents must be submitted based on the grade level of the child. A checklist detailing the documents required may be found on page 5.

Special Educational Needs (SEN)

If an application shows a need for learning support (academic and/or social/emotional/behavioral), the Academic Principal will be contacted to consider the student's needs and inclusion strategies. The school may request an interview with the parents/guardians and the child before fully processing the application. If the child has already been screened and diagnosed with a learning disability, then the parent/guardian will be requested to submit the relevant clinical documentation (dated not more than 1 year). All documentation will be handled confidentially, and permission will be requested from the parent/s or guardian/s if any other stakeholders need access to the documents.

English as an Additional Language (EAL)

If English is declared as an acquisition language at application level, then an oral or written English placement test will be administered to determine the level of the student's English and the level of support that will be required. Should a learner present with a low level of English understanding / speaking / writing, the school may require that the learner be supported outside of FLA by an English teacher. If the level of the student is too low to access the curriculum, then admissions to the school may be affected.

Support Levels

After our observation month in September, FLA will put in place a remedial program for students requiring extra support in different courses. The remedial schedule will be communicated to parents, to ensure that students remain behind to work with their respective teachers on the specific remedial days.

Stage 3: Entry Assessments

Upon submission of the completed application together with all required supporting documents, and proof of registration and entrance test payments, the admissions team will schedule entrance assessments for English and



Math for students applying for Sr. Kindergarten and up. Please note that all students joining the Middle School (Grades 6-9) must pass the entrance assessments to be admitted to FLA.

Stage 4: Review Process

The application and supporting documents, together with the results of the entrance assessments, previous school reports and recommendations of the previous school where required, will be reviewed by the FLA Directors. Each student's application is given careful consideration, and the process may involve additional follow-up and interviews in certain cases. The Directors' decision will be communicated via email within three weeks of full application submission and entrance assessment completion.

Stage 5: Directors' Decision

Application review may result in four possible outcomes:

Full acceptance

Candidates who have met all entrance criteria will be offered full acceptance provided the school has suitable space available. All acceptance forms must be signed, and payments made to secure the place offered.

Conditional acceptance

Should the assessment results not fully meet the criteria set, a conditional place at the school may be offered. When a place is conditionally offered, all acceptance forms must be signed and payments made to secure the conditional place offered.

Waiting list

Should the candidate meet all entrance criteria for a year group that is fully enrolled, the candidate will be offered a place on the waiting list.

The candidate is not accepted.

Candidates who do not meet the entrance criteria for the school will not be offered a place for admission.

The FLA team reserves the right to contact any student's previous school for information that will provide more insight into the child's academic performance and integration.



XII. STUDENT ACADEMIC CALENDAR- 2024-25

Sat, Aug 31- Mandatory Parent Information Session 10 am-12 pm

September

Tues, Sept 3 - First Day of School

Sat, Sept 21- Student Guided Open House

October

Mon, Oct 14-Indigenous People's Day- School Closed

November

Fri, Nov 1- All Saints' Day- Public Holiday- School Closed

Fri, Nov 15- Parent Teacher Conference Day

Thurs & Fri Nov 28, 29- Thanksgiving Holiday-School Closed

December

Mon, Dec 2 to Fri, Dec 6- Exam Review Week

Mon, Dec 9 to Fri, Dec 13 - Trimester 1 Exams Week/Early Dismissal

Mon, Dec 16 to Thurs, Dec 19- X-mas Winter Olympics Practice

Fri, Dec 20- FLA X-mas Family Olympics Potluck

Mon, Dec 23 to Fri, Jan 3- Winter break- School closed

January

Mon, Jan 6- First Day for staff

Tues, Jan 7-First Day of Class for students

Thurs, Jan 16 & Fri, Jan 17 -Local Public Holidays -School Closed

February

Fri, Feb 14- Carnival Celebration-Early Dismissal

March

Fri, Mar 7- International Women's Day Celebration

Fri, Mar 14- Parent Teacher Conference Day

Mon, Mar 17-Fri Mar 21-Exam Review Week

Mon Mar 24-Fri Mar 28- Trimester 2 Oral Exam Presentations

Mon, Mar 31- Trimester 2 School Wide Field Trip

April

Tues, April 1- Fri, Apr 4- Spring Break - School Closed

Mon, April 7- First Day of School

Fri, April 18-Mon, April 21- Easter Break

Wed, April 30- Education Day- School Closed

May

Thurs, May 1- Labour Day - School Closed

Fri, May 16 – Liberation Day- School Closed

Fri, May 30- Parent Teacher Conference Day

June

Mon, Jun 2-Fri, Jun 6–Final Exam Review Week

Mon, Jun 9-Thur, Jun 12- Final Examination Period

Fri, Jun 13- Last Day -Party for all classes- Early Dismissal



XIII. UNIFORM PRICING- PRESCHOOL

It is mandatory for students to wear the respective extra-curricular activities uniforms to participate in the activities.

DAYCARE & TODDLER * school uniform mandatory each Monday

SCHOOL UNIFORMS	Price	ACTIVITIES UNIFORMS	Price
*School Shirt (White/Pagne)	\$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 (White/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 (White/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.



XIV. UNIFORM PRICING – PRIMARY/MIDDLE YEAR

It is mandatory for students to wear the respective extra-curricular activities uniforms to participate in the activities.

GRADES 1-3

SCHOOL UNIFORMS	Price	ACTIVITIES UNIFORMS	Price
School Shirt (White/Pagne)	\$26	Karate Kimono (Includes 1 top, 1 pants, & 1 belt)	\$50
School Pants	\$26	Swimsuit (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 (White/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 (White/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.



XV. SCHOOL SUPPLIES & LEARNING MATERIALS PRICING

It is mandatory for parents to purchase all supplies, and learning materials from FLA.

CLASS	SUPPLIES	LEARNING MATERIALS
Daycare/Toddler	\$165	\$150
Pre-KG	\$290	\$225
Kindergarten	\$290	\$250
Senior. Kindergarten	\$290	\$250
Special Education Center	\$290	\$300
New Grades 1,2 & 3 Students	\$355 with English French Dictionaries & English Thesaurus	\$440
Returning Grades 1,2 & 3 Students	\$315	\$440
New Grades 4 & 5 Students	\$395 with Dictionaries, Thesaurus, Protractor & Scientific Calculator	\$510
New Grade 6 Students	\$395 with Dictionaries, Thesaurus, Protractor & Scientific Calculator	\$530
Returning Grades 4 & 5 Students	\$320	\$510
Returning Grade 6 Students	\$320	\$530
New Grades 7,8 & 9 Students	\$440 with Dictionaries, Thesaurus, Protractor & Scientific Calculator	\$665
Returning Grades 7,8 & 9 Students	\$345	\$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.

XVI. 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.

- **Family Pictures \$25**
- **Student/Class Photo \$30**
- **Yearbook \$40**

XVII. STUDENT TIMETABLE SUMMARY

Please use the below timetable as reference when deciding which timing option to select for your child. If Option 2 is selected, ensure that you purchase the Activities Uniforms and send or purchase Snacks.

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	
SEN	7:00 AM	7:30 to 9:30	9:30-10:00	10:00 to 12:00	12:00-13:00	Activities 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



XVII. SCHOOL FEES BREAKDOWN

One-Time Registration Fee:	\$300	(New Students Only- To be paid upon application)
Entrance Tests:	\$100	(New Sr. Kindergarten to Grade 9 Students Only)
School Uniforms:	\$ _____	(Price will depend on quantities selected)
Activities Uniforms:	\$ _____	(Price will depend on quantities selected)

Class	One-time	One time	Monthly		Yearly Tuition Fees		
	Supplies	Learning Materials	Lunch	Snack	Option 1 Academic	Option 2 Activities	Add Aftercare 15:30 or 16:15
Daycare	\$165	\$150	\$130	\$80	\$3645	\$4425	\$1125 or \$1500
Toddler	\$165	\$150	\$130	\$80	\$3645	\$4425	\$1125 or \$1500
Pre-KG	\$290	\$225	\$130	\$80	\$3645	\$4425	\$1125 or \$1500
KG	\$290	\$250	\$130	\$80	\$3645	\$4425	\$1125 or \$1500
SR. KG	\$290	\$250	\$130	\$80	\$3645	\$4425	\$1125 or \$1500
SEN	\$290	\$300	See Age		N/A	\$6135	N/A
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

CLASSES	OPTION 1-TUITION ACADEMIC 7:30-12:30	OPTION 2- TUITION ACTIVITIES 7:30-14:00	ADD AFTERCARE to OPTION 2 (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
GRADES	OPTION 1 7:00-14:00	OPTION 2 7:00-15:30	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
GRADES	OPTION 1 7:00-15:00	OPTION 2 7:00-16:15	Aftercare n/a
Grades 7- 9	Trimester \$1815 x 3 Monthly \$615 x 10	Trimester \$2045 x 3 Monthly \$725 x 10	
SEN CENTER	7:00-14:00 (Activities Included) Trimester \$2045 x 3 or Monthly \$725 x 10		



XVIII. MY PAYMENT CHECKLIST

1st PAYMENT fees, as outlined below, must be paid in full by May 31st, 2024.

MY 1 st PAYMENTS FOR CLASS/GRADE	
Registration (New Students Only)	\$300
Entrance Tests (Sr. KG to Grade 9 students only)	\$100
School Uniforms	\$
Activities Uniforms	\$
Supplies	\$
Learning Materials	\$
Family Pictures (Optional)	\$
Student/Class Photos (Optional)	\$
Yearbook (Optional)	\$
MY TOTAL ONE-TIME COST	\$

2nd PAYMENTS fees, as outlined below, must be paid, in advance, within the allotted times.

MY 2 nd PAYMENTS	
Tuition Fees for Class/Grade _____ Option 1 or 2 ○ Yearly x 1 payment due by August 15 th ○ Trimester x 3 payments (15 th Aug, 15 th Nov, 14 th Feb) ○ Monthly x 10 payments (5 th of each month from Sept to June)	\$
Aftercare (Optional)	\$
Lunch (Optional)	\$
Snack (Optional)	\$
MY TOTAL FUTURE PAYMENTS	\$

FLA's BANKING INFORMATION

EQUITY BCDC BANK: **Future Leaders Academy**

IBAN: 00018000050144552120046 USD

SWIFT CODE: **BCDCCDKI**

RAWBANK: **Future Leaders Academy**

ACCOUNT #: **05100 45101 01033109701 79**

SWIFT CODE: **RAWBCDKI**

It is the parents' responsibility to make payments on time and as per their selected payment options, and always obtain a receipt upon payments, whether it is from the office or the bank. Please send your proof of payments by bank, to FLA's Finance office. The responsibility will be that of the parents, in case a proof of payment should ever be requested from FLA.