



Parent Information Booklet

PART 1 of 2

2025-26

Reading Time Average: 70 Minutes

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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TABLE OF CONTENTS

I. Letter to Prospective Parents	Page 2
II. About the FLA Directors	Page 3
III. FLA's Philosophy	Page 4
IV. Our Journey	Page 5
V. FLA Rules & Regulations	Pages 5-8
VI. FLA Meals Menu	Page 8-9
VII. Student & Parent Responsibilities	Page 9-15
VIII. What Should Parents Send Daily?	Page 16-17
IX. Admissions Policy	Page 18
X. Application Process & Eligibility Requirements	Page 19
XI. Stages of the Application Process	Page 20-21
XII. Learning Support at FLA: Inclusion & Commitment	Page 22-23



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

Founded in June 2012 by three dedicated mothers, FLA was built on the belief that children thrive in a secure and nurturing environment where academic excellence and strong moral values go hand in hand. Our founders—working mothers like you—envisioned a school where students develop a love for learning while gaining the skills to navigate today’s rapidly evolving world.

At FLA, we offer an engaging Canadian and International Curriculum that extends beyond traditional classroom learning. With a maximum of 20 students per class, we ensure personalized attention, one-on-one interactions, and social-emotional support. Our students develop essential skills in public speaking, presentation, and critical thinking, all while being encouraged to understand their emotions, care for themselves and others, and engage meaningfully with their environment.

Learning Beyond the Classroom

Education at FLA is enriched with hands-on experiences that connect students to their culture, community, and the world. Our annual **#ILoveCongo** initiative celebrates the heritage, cuisine, and resilience of the Congolese people through immersive field trips. The DEAR (Drop Everything and Read) program fosters a love for reading, broadening students’ perspectives and inspiring their future contributions to society.

Additionally, our collaboration with Bilanga Ya Betu introduces students to agriculture, sustainability, and entrepreneurship, teaching them not only how to plant and harvest but also how to manage resources responsibly.

Meet Our Leadership

FLA is guided by a passionate leadership team, each bringing valuable expertise and a shared commitment to shaping tomorrow’s leaders:

- ◆ **Khurshid Munshi, Academic Principal** – A mother of three, educated in Education and Child Psychology at the University of Toronto, with 19 years of experience in education. She continuously enhances FLA’s curriculum and grading standards while mentoring teachers to ensure every child’s success. Her expertise in child development allows her to implement strategies that cater to diverse learning needs, fostering an inclusive and dynamic academic environment.
- ◆ **Carine Ndaya, Director of Human Resources & Finance** – A mother of four, with a background in Business Administration and Finance, she brings over 15 years of management experience, ensuring the smooth operation of FLA. Her financial acumen and leadership skills enable her to oversee budgets, streamline administrative processes, and maintain a supportive work environment for staff and students alike.



♦ **Patricia Nzushi, Logistics Director** – A mother of four with a strong background in trade and logistics, Patricia played a pivotal role in the first Democratic Election in DRC and has successfully run a retail business for over a decade. Her extensive experience in operations and supply chain management ensures that FLA’s resources, and facilities, function efficiently to support a thriving school community.

A Shared Vision for the Future

Bound by their children’s friendships eighteen years ago, these three mothers remain dedicated to providing an education that embraces diversity, fosters curiosity, and instills a lifelong love for learning. At FLA, we are committed to preparing each child to thrive in a global society—one where they can think critically, communicate confidently, and lead with integrity and compassion. **Welcome to the FLA family—we are excited to partner with you on this journey!**

III. FLA’s PHILOSOPHY

At FLA, we firmly believe that the heart of a great school is the partnership between teachers and parents. Educators play a crucial role in shaping the early experiences that set the foundation for lifelong success. This is why we place great emphasis on teacher training and personal development courses for our staff. Recognizing that a child’s formative years are essential for developing positive habits and character, FLA places great emphasis on nurturing these early stages with care and intention. **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.**

Partnership in Growth

We believe that a child thrives when educators and parents or care takers, work together. That’s why we partner with parents to guide students in:

- ✓ **Developing responsibility, good manners, and proper etiquette.**
- ✓ **Understanding positive discipline and cultivating patience.**
- ✓ **Learning the importance of giving and receiving respect.**

A safe and supportive environment—both at school and at home—is fundamental to a child’s growth. At FLA, we ensure that students feel respected, heard, and engaged in their learning journey. We know that an engaged child is a better learner, and we are committed to fostering curiosity, connection, and confidence in every student.

Unlocking Potential

Every child has unique strengths and talents, and it is our responsibility—as educators and parents—to recognize and nurture them. At FLA, we embrace the belief that each child possesses multiple intelligences, and by aligning learning with their natural abilities, we help them develop a sense of direction, confidence, and purpose from an early age.



Shared Language of Success

At the core of our approach is the belief that true success comes from collaboration. When parents and educators work together, guided by love, respect, harmony, and understanding, we create an environment where every child can flourish and reach their full potential.

IV. OUR JOURNEY

Future Leaders Academy (FLA) began in June 2012 as an After-School Program for students from various schools across Kinshasa. Initially focused on homework support, the program quickly grew to offer a diverse range of enrichment activities, including Dance, Karate, Arts & Crafts, Swimming, Music, Gardening, and Soccer. What started as a small initiative has since flourished into one of Kinshasa's leading educational institutions.

While FLA remains committed to academic excellence, our mission extends beyond the classroom. We strive to help children discover their hidden talents, develop confidence, and empower them to make a meaningful impact on the world.

A Legacy of Success

FLA's students have seamlessly transitioned into prestigious IB (International Baccalaureate), American, Canadian, and Cambridge educational systems. Many have earned scholarships, gained admission into advanced programs, and achieved high honors in their academic journeys—testaments to the strong foundation they built at FLA.

As we continue to grow, we remain dedicated to nurturing future leaders who are curious, capable, and ready to shape a better world.

V. FLA RULES & REGULATIONS

1. Partnership with Parents

At FLA, we value a strong and collaborative partnership with parents to support students' academic, physical, and social-emotional development. Open communication is essential to fostering a positive and productive learning environment. We kindly request that any concerns regarding FLA be addressed directly with the administration rather than through students or external parties. This direct approach ensures that issues are resolved effectively and constructively, maintaining a supportive atmosphere for all. Your active involvement and feedback are integral to your child's success and the continuous improvement of our school community.

2. Behavioral Expectations of 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 consequences—including community service, suspension, or expulsion—will be determined by FLA's Disciplinary Council, considering both the nature and repetition of the behavior. Additionally, parental collaboration plays a critical role in addressing and remedying student misconduct. If parents are unwilling to engage in a cooperative effort to support their child's behavioral improvement, FLA reserves the right to terminate the enrollment contract.

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.

3. Office

FLA can only consider a **new student application** once ALL the below forms have been read, duly **completed, signed and submitted**.

CHECKLIST (Please tick✓)

	FLA New Student Application Form, inclusive of
	FLA Student Medical Release Form
	FLA Media Consent & Agreement
	FLA Payment Contract
	FLA Parent Code of Conduct Agreement
Also provide one photocopy of your child's:	
	Immunization records
	Passport biometric page
	Visa for Foreign Students
	Birth Certificate



Lastly, please 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
	Latest school report cards for preschool and Grades 1-9 applications
	“Transfer Certificate” for students transferring from another school in the middle of an academic year for Grade 1-9 applications
	First Payments

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

4. FLA Meal Program

Objective of the Meal Program: FLA’s meal program was established as a supportive service for families, aimed at simplifying daily routines by providing nutritious, home-cooked meals prepared with care by our in-house kitchen team. The program is not part of our core educational mission but is maintained to offer added convenience and well-being for our students. Meals are offered through a flat-rate subscription, payable on a weekly, monthly, trimester or yearly basis. This model does not accommodate individual tracking or adjustments for absences, public holidays, or early departures, as the administrative burden would negatively impact our staff’s ability to focus on essential educational responsibilities.

As such, we kindly inform all families that **no reimbursements or deductions** will be made for missed meals, regardless of the reason for the absence. This policy ensures the sustainability and fairness of the service for all enrolled families.

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.



5. Student Meal Requirements

Students who are not enrolled in the FLA meal program must **arrive at school each morning with a healthy lunch, snack, and a refillable water bottle with a minimum capacity of 1L**. To maintain a smooth and organized school day, **meal deliveries will not be accepted**. It is the responsibility of each parent and student to ensure that all necessary items for the day, including meals, are brought to school upon arrival in the morning.

The following foods are not permitted: candies, lollipops, chips, chewing gum, and caffeinated beverages such as Coca-Cola, Fanta, and D'jino. Proper nutrition directly impacts students' energy levels and cognitive performance, and we encourage parents to provide well-balanced meals that support their child's learning.

Students who arrive without food will be provided with a meal/snack, and parents will be invoiced accordingly.

VI. FLA MEALS MENU

	Monday	Tuesday	Wednesday	Thursday	Friday	
BLUE WEEK  1st & 3rd 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  2nd & 4th 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.
- 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. Student and Parent Responsibilities

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, min. 1 L refillable 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.

1. 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 labelling your child's items and reinforcing the importance of returning found items to school is greatly appreciated.

2. Attendance

Students are expected to arrive by 7:00 a.m. Dropping a child off the road is dangerous and strictly forbidden. FLA staff are not responsible for taking students out of vehicles from 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.

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 students arrive at 8:00 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.

3. 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, and directed to the Staff Admin's attention. The Staff Admin 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.

4. Absentees

Parents must send a message in writing to 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, neighbour, carpool or the office for pickup. Parents must indicate the student's return date to school after an absence. An absence of three days or more requires a note from the doctor. Students who are absent from school must call a reliable telephone buddy for the missed assignments. Tardiness or absence from school does not exonerate a student from this responsibility. 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. Ill students may return only once fully cured and with a doctor's note.

5. Requesting a Leave of Absence (More than 3 Days)

Parents must submit a formal request for any student leave exceeding three days. The request should be sent in writing to the school administration at least one week in advance, stating the reason and duration of the absence. Approval will be granted based on the student's academic standing and the nature of the request. It is the student's responsibility to catch up on missed work upon their return.



6. Uniforms

All FLA students are expected to wear the **full school uniform labelled with their names**.

Daycare/Toddler (Mondays), Preschoolers & Grades 1-9 (Mon-Thurs) including proper underwear, undershirts, socks and shoes covering the toes (**No open toe sandals**). **Friday is free day**- Students are therefore allowed to dress freely, if 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 must wear **blue jeans with their polo uniform top**. In the month of September, students out of uniform will not be penalized, if they are waiting to be served their uniforms. Please read your child's timetable to know what to send your child wearing, and what to send in their bags. Students must wear the required uniform for each after school activity. Students without the proper uniform will not be allowed to participate.

Note: Uniforms are not needed for Music Class. An Art Apron is required for Visual Arts. Boys' hair must be short- no hair over ears, eyebrows, or shirt collar, and if so, it must be tied up. Girls' hair may not hang on their faces. Bangs longer than their eyebrows must always be clipped back. NO hair dyeing, including Sun-In, lemon juice, temporary dyes, or any product which will alter the color of the child's natural hair.

School Uniforms White or Pagne Shirts with school pants		Wednesday Polo shirt with blue jeans from home	Art Apron	PE Uniform
		On Wednesdays, we celebrate FLA Spirit Day, hence students may wear blue jeans with their polo shirt. 	An Art Apron is required for Visual Arts 	 
Dance	Soccer	Swimsuits Colors vary with goggles	Karate Kimono	Blue or Turquoise t-shirt & jogging pants.
 Sky blue t-shirt & navy shorts	 Light/Navy Blue t-shirt & shorts	 In a plastic bag- send the swimsuit, goggles, with a towel, and slippers from home.		



7. General guideline

All students are expected to arrive on time, in proper attire, with all required supplies, extra-curricular activity uniform, refillable min. 1L water bottle with, 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 or outside on the school grounds is strictly prohibited. An atmosphere of general understanding, learning and respect is expected.

a. 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.**

b. Classroom Policy

Questions about a student'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.

c. 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 and with a doctor's note.

d. 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 the school infirmary right away. Lice shampoo must be used for 3-4 days before the child may return to school. Once your child returns to school, the child is to report to the infirmary to be checked by the nurse in the parent's presence prior to going to class.

e. 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. Prohibited items brought to class will be confiscated and result in disciplinary actions.



f. 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.

g. Late Pick-Up

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 16:00, after this time, children will remain with the school guards at the pick-up station until pick-up.

h. 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. **All fees paid are Non-Refundable.**

i. FEES PAYMENTS

First Payments **inclusive of registration, placement tests, books, learning materials, infirmary, supplies, textbook rentals-** These textbooks are to be returned in the same condition as loaned, **photocopies, student and class photos, yearbooks, events and field trips** must be paid in full to Future Leaders Academy, prior to the first day of class. Second payment due will be for the **Tuition Fees and Meals.**

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. This may impact your child's ability to sit examinations. We have a strict "no pay, no class" policy.

We kindly urge you to settle any outstanding payments at the earliest to ensure your child's full participation in the lessons and exams. Please note that teachers will not be making special arrangements for missed exams due to late payments, which may directly impact students' grades. It is up to parents to respect their payment commitment.



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 your payments must be made directly to the office in cash (only if under \$50), if over, you may pay by debit or deposit 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	RAWBANK: Future Leaders Academy
IBAN: 00018000050144552120046 USD	ACCOUNT #: 05100 45101 01033109701 79
SWIFT CODE: BCDCCDKI	SWIFT CODE: RAWBCDKI

It is the parents' responsibility to always obtain a receipt upon payment, 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 Enrolments begins APRIL 2025.

8. TRAVEL CERTIFICATE /STUDENT IN GOOD STANDING

If you require 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. **Parents with any fees outstanding will automatically have their request for this certificate rejected.**

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.

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.

c. Student in Good Standing & Enrolled for the new Academic Year 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 your payments for the current academic year, and 1st payments for the new academic year, must be in order, prior to requesting this certificate.



9. FLA Parent Code of Conduct

We would like to reiterate 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 or any other platforms.**

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 picking up or dropping off 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.



VIII. WHAT SHOULD PARENTS SEND DAILY?

We kindly request your support in helping your child develop responsibility for their belongings. Please take a moment each evening to assist them in packing their school bags, ensuring they have everything they need for the next day. It is essential that children learn to identify and take care of their personal items.

Additionally, please encourage and teach your child how to open and close their lunch boxes, water bottles, change their clothes, put their shoes on, promptly and independently. Show them how to put things away in their bags. If your child brings home an item that does not belong to them, we ask that you return it to the school promptly so it can be reunited with its rightful owner. Maintaining an organized and efficient learning environment is a shared responsibility.

Classes Parents to send in child's bag daily or as needed.

ALL ITEMS SHOULD BE LABELLED WITH YOUR CHILD'S NAME

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 antihistamine syrup (If allergies exist- to be given to infirmary) 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 the above except for #1, & #2, plus 17) Water bottle, minimum of 1.5 L



We kindly request your support in helping your child develop responsibility for their belongings. Please take a moment each evening to assist them in packing their school bags, ensuring they have everything they need for the next day. It is essential that children learn to identify and take care of their personal items.

Additionally, please teach and encourage your child to change their clothes promptly and independently. Show them how to store their clothing in a gym bag. If your child brings home an item that does not belong to them, we ask that you return it to the school promptly so it can be reunited with its rightful owner. Maintaining an organized and efficient learning environment is a shared responsibility.

Please note that FLA cannot assume responsibility for lost uniforms or school items. Our teachers use a uniform control sheet daily, but primary and middle school students are expected to take independent responsibility for their belongings. The school will not conduct searches for lost items, and we kindly ask that you refrain from calling staff members for this purpose. Instead, we encourage you to post a message with a picture in the class WhatsApp group regarding any lost belongings. You and your child may also visit the **Lost and Found** at the pickup station to look for any lost items.

Your cooperation in labelling your child's items and reinforcing the importance of returning found belongings is greatly appreciated.

Parents to send in child's bag daily or as needed

ALL ITEMS SHOULD BE LABELLED WITH YOUR CHILD'S NAME

**Grades 1 to 9
& SEN**

1. 1 extra set of clothes and underwear
2. FLA activities clothes for the day
3. 1 pack of tissue
4. Healthy lunch and snack or FLA lunch and snack
5. Mosquito repellent
6. Sterimar or any nasal spray with antihistamine syrup (If allergies exist- to be given to infirmary) during allergy seasons
7. Wet wipes
8. Hat/Cap
9. Hand sanitizer bottle
10. Waterproof sunblock lotion for swim days
11. Asthma sufferers should have their emergency kit labelled and kept in the infirmary
12. 1.5 Liter bottle of water
13. Student journal signed (daily)
14. 2 Small towels for hand/face to be sent home weekly for washing
15. Laptop with MS Office Suite with updated anti-virus
(Laptop must be fully charged from home and brought only on Tech days)
16. Sanitary pads (2) for girls menstruating



IX. 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.

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.

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.
SPECIAL EDUCATION	SEN CENTRE	5 years old by Sept to 16 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	15 years old by Sept and turns 16 throughout the academic year.

Once all application information has been duly signed and submitted, FLA will place students who are accepted 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 or Preschool Criteria Checklist



X. 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. Behavioural 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.



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 pages 6-7.

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 placement assessments in 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 into the class that they are applying into at FLA.** They may be admitted into a lower grade or they may be granted admissions based on certain conditions.

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.



Special Educational Needs (SEN)

If an application shows a need for Special Education learning support (academic and/or social/emotional/behavioural), an SEN Questionnaire will need to be completed by the parents and submitted to the Academic Principal. The parents will be contacted after we have received all the requested documentations, 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.

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:

1. 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.

2. 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.

3. 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. If the candidate does not wish to accept being placed on the waiting list then the first payments will be reimbursed to allow the candidate to apply elsewhere.

4. The candidate is not accepted.

Candidates who do not meet the entrance criteria for the school will not be offered a place for admission and will be reimbursed their first payments.



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. 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.

Student Support Levels

Support Level 1: Targeted Remedial Support

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 specific remedial days, most likely once a week. These sessions will focus on reinforcing key concepts, improving foundational skills, and providing additional practice opportunities.

Support Level 2: Intensive Intervention & Individualized Support

Students who require more structured and frequent assistance beyond the remedial program will be placed in an intensive intervention plan. This may involve small-group instruction, personalized learning strategies, and closer monitoring by teachers. These students will have scheduled intervention sessions multiple times per week, and progress will be tracked through regular assessments. Parents will receive periodic updates on their child's development, and collaboration between home and school will be mandatory to maximize progress. Additional support at home will be mandatory.

Support Level 3: Specialized Support & External Referrals

For students who continue to face significant learning challenges despite remedial and intensive intervention efforts, FLA will explore specialized support. This may include:

- Referral to our SEN Centre
- Adjusted learning expectations and alternative assessments
- Collaboration with external professionals, such as speech therapists, occupational therapists, or special education specialists, when needed.

Parents will be involved in discussions regarding potential referrals or additional support plans outside the school to ensure the best possible learning experience for their child.



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 and personalized timetable 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.