



WILLOW GREEN

● ACADEMY ●

Nurturing a love of Learning

REGISTRATION FORM – Nursery and Reception

Information supplied on this document will remain confidential.

Requested Month and Year of Enrolment:

PERSONAL INFORMATION:

Child's Full Name	
Date of Birth	
Gender	
Home Language	
Religion	
Position within family (1 st , 2 nd , only)	

DETAILS OF MOTHER**DETAILS OF FATHER**

Name:	Name:
I.D. Number:	I.D. Number:
Physical Address:	Physical Address:
Postal Address:	Postal Address:
Home Tel:	Home Tel:
Work Tel:	Work Tel:
Cell Phone:	Cell Phone:
Occupation:	Occupation:
Email:	Email:

MARITAL STATUS:

Married Separated Divorced Widowed Single

MEDICAL INFORMATION:

Child's Pediatrician:	Contact Tel:
Family Doctor:	Contact Tel:
Vaccinations:	
Allergies:	
Prior Illnesses:	
Chronic Medication:	
Medical Aid:	Membership Number:

In case of emergency, which Parent should be contacted:

Name and number of alternative Emergency Contacts:

- 1.
- 2.
- 3.

TOILET TRAINING: (Please tick to show the stage your child is at)

100% Toilet trained	50% Toilet trained	Still on Potty

Please tick in the box below to show which daily sessions you would like your child to attend.

<p><u>07:30 hrs to 12:00 hrs</u> \$950 per term.</p>	
<p><u>07h30 to 13h00</u> \$1100 per term. This will include Karate on a Monday.</p>	

We offer after school sessions each day. (See termly fees below) Please fill in the following table if you would like your child to attend any of these sessions each week.

I would like my child to attend the following after school sessions each week					
Please tick to indicate your selection					
No Days	Monday	Tuesday	Wednesday	Thursday	Friday

Disclaimer

1. We, the undersigned, fully understand and accept that whilst every precaution will be taken to prevent such, neither management or staff may be held responsible for sickness or injury to your child while attending Willow Green Academy.
2. We, the undersigned, fully understand and accept that all field trips and excursions shall be taken at the child's own risk and we hereby absolve Willow Green Academy and its staff from all claims that may arise in connection with any loss or damage to property, or injury to the child in the course of such a field trip or excursion, or arising there from.
3. We the undersigned fully understand and agree to adhere in full to the Fee Policy Terms and conditions as outlined below.

Signed on this _____ day of _____ 20_____

SIGNATURES:

MOTHER: _____

FATHER: _____

Willow Green Academy
Bwatanga Street, Salama Farm, Avondale, Lusaka, Zambia
Email: head@willowgreenacademy.com or info@willowgreenacademy.com
Tel / WhatsApp: +260 771750453

Please Note: Your child's name will only be put on the waiting list when this form is filled in and returned to the school

ACCOUNT INFORMATION:

Person Responsible for the Account:
I.D. Number:
Postal Address:
Home Tel:

Fee Policy

The following rates and figures apply to all pupils at Willow Green Academy. These fees are subject to review. Generally, fees are reviewed annually but the school reserves the right to adjust fees more frequently if necessary. The fees are as follows:

FEES	Pre-School	Lower Primary
	Nursery and Reception	Grade 1 and 2
Registration deposit	\$150	\$150
Termly school fee	07h30 – 12h00 - \$950	07h30 – 13h00 - \$1250
	07h30 – 13h00 - \$1100 This includes 1 Karate session per week.	This includes 1 Karate session per week.
<p><u>Optional After School Club fees</u> 13h to 16h 1 day per week - \$65 extra per term 2 days per week - \$130 extra per term 3 days per week - \$195 extra per term 4 days per week - \$240 extra per term 5 days per week - \$300 extra per term For example - If you want your child to attend after school Care Club for one day per week, it will cost \$65 extra per term. If you want them to attend 3 days per week, it will cost an extra \$195 per term etc...</p> <p>These days will need to pre-booked for the whole of the term.</p> <p>IN ORDER TO ACCESS THE AFTER SCHOOL CLUB, CHILDREN WILL NEED TO STAY UNTIL 13:00 HRS AND PARENTS WILL NEED TO PAY THE RATE OF \$1100 PER TERM</p>		

ALL FEES ARE TO BE PAID AT THE BEGINNING OF EACH TERM.

IF FOR ANY REASON YOUR CHILD ATTENDS WILLOW GREEN ACADEMY FOR ONLY PART OF THE TERM, YOU WILL STILL BE LIABLE FOR THE FULL TERM'S FEE.

****ONE TERMS WRITTEN NOTICE IS REQUIRED IF YOU WISH TO WITHDRAW YOUR CHILD FROM WILLOW GREEN ACADEMY****

SUNDRY CHARGES

Any chargeable school trips will be invoiced following signed permission slips being returned. Payment for these trips will be payable before the trip start date.

Other sundry Items such as uniform is not included in the fees and will be invoiced separately.

Ballet lesson fees are paid to the ballet teacher.

Registration deposit

Once a place has been offered to your child you will need to pay a registration deposit of \$100. This will be returned at the end of your child's final term at the school and after all financial obligations to the school have been settled.

The due dates for 2025 fees are as follows

<u>Description</u>	<u>Last Payment Date</u>
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Term 1

Term 2

Term 3

Fee Policy Terms and Conditions

1. All payments are payable in USD or Kwacha equivalent
2. School Fees are billed prior to the commencement of each term and are due on or before the above payment dates, or as defined in any written agreed payment plan.

Late Payments:

Late payments may lead to the following:

- **A second reminder being sent if fees are not paid within 5 working days after the due date.**
- **An additional 2% late fee being applied.**
- **If fees are not paid within 10 working days after the due date, the student may be excluded until payment is received. Parents/guardians will be informed in writing before any exclusion.**

3. All bank charges (your bank and the school's charges) relating to cheques, direct transfers and cash deposits must be paid by yourself.

4. Parents who are unable to pay the full term's School fees by the due date must please communicate this to the Head before the due date. The Head, in conjunction with the Financial Manager, will facilitate the drafting of a Payment Plan.

5. If for any reason your child attends for only part of the term, you will still be liable for the full term's fee.

6. A full term's written notice is required when withdrawing a child from the school. If such notice is not received, the school will charge a term's fee in lieu of notice

7. Any breach of the Terms and Conditions stated herein could result in the child being excluded from school until the situation is resolved.

Payments can be made Via

- **Cash payment direct to the school**
- **Mobile money payment (please ask for details)**
- **Bank transfer**

Please make all cheques payable to Love of Learning Pre – Primary Limited

Please note that Willow Green Academy is a trading name, and at present, all payments are to be paid into the Love of Learning Pre-Primary Ltd bank account.