

PLEASE ENCLOSE 2
PASSPORT
PHOTOS

DO NOT PASTE OR
STAPLE



"Nurturing Children"

26 Frazer Street, Cole Farm, Freetown, Sierra Leone [Tel:+23279028254](tel:+23279028254)/[+23276605100](tel:+23276605100)
hhpreschools@gmail.com Facebook: happyheartchildrenscenter

REGISTRATION FORM

DAYCARE(0-3yrs).....NURSERY 1(3-4yrs).....Nursery 2(4-5yrs)..... Reception (5-6yrs).....

SURNAME.....OTHER NAMES.....

DATE OF BIRTH.....AGE.....SEX.....

COUNTRY OF BIRTH.....NATIONALITY.....

ADDRESS.....

CONTACT No.....CONTACT WHATSAPP.....

FACEBOOK.....INSTAGRAM.....

SPECIAL NEEDS OR HEALTH ISSUES (IF ANY)

PREVIOUS INSTITUTION.....LEVEL ATTAINED.....

MOTHER'S NAME.....

ADDRESS.....CELL.....

PLACE OF WORK.....OCCUPATION.....

OFFICE ADDRESS.....OFFICE TEL.....

FATHER'S NAME.....

ADDRESS.....CELL.....

PLACE OF WORK.....OCCUPATION.....

OFFICE ADDRESS.....OFFICE TEL.....

Emergency Contact

NAME.....

ADDRESS.....CELL.....

PLACE OF WORK.....OCCUPATION.....

OFFICE ADDRESS.....OFFICE TEL.....

Child can be released to

Name.....Contact Number.....

Name.....Contact Number.....

Name.....Contact Number.....

How did you hear about us?.....

I have read and agree to the attached Happy Hearts Terms and Conditions.

.....

.....

SIGNATURE OF PARENT/GUARDIAN

DATE

FOR OFFICIAL USE ONLY

DATE OF ENTRY.....

LEVEL OF ENTRY.....REGISTRATION NO.....

PERIOD OF STAY.....

RECOMMENDER.....



“Nurturing Children”

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Terms and Conditions

1. **Registration:** Children may be registered by completing a registration form and paying a non-refundable registration fee. Two copies of the registration form must be submitted within one (1) week of purchase, enable your child to be placed on the priority list.
2. **Fees:** Daycare fees must be paid on or before the 1st of every month. Preschool fees must be paid before the start of the term. We reserve the right to exclude the child from the Center if the fees are not paid before the 5th of the month. 10% discount is applicable for siblings.
3. **Opening times:** The Daycare Center is open on Mondays-Fridays from 7.00am to 6:30pm. Preschool is open on weekdays from 8am-3 pm. Afterschool operates from 1:30 pm -5:30 pm. A late fee will be levied for any child picked up after closing time. We are closed on Public Holidays and the Christmas and Easter breaks.
4. **Pick up of Child:** Please note that children will not be released to anyone whom the school has not been informed of.
5. **Valuables:** Please ensure that all items brought daily are checked by the center staff. Please label your child’s name on all their possessions.
6. **Complaints:** Please discuss minor issues pertaining to your child’s welfare with the child’s keyworker, teacher or call 079028254. Please discuss major issues with the School Administrator or call 076605100.
7. **Language:** Please practice speaking English to your child as that is what is learnt at the Center.
8. **Notices:** Kindly inform the Center promptly of
 1. Any change in child’s contact details
 2. Any change in person collecting child.
 3. Child to be absent for more than two (2) days.
 4. Expected late pick up.
9. Please read and sign your child’s daily report book. Also inspect the Parent’s Information Board for all Center Notices.
10. **Restrictions:** For your child’s safety, welfare, growth and development, the following are not allowed: Toys, Jewelry (except stud earrings for girls), Pacifiers, Hair beads, Amulets (waist, ankle, wrist, neck), Money, Aggressive behavior, Sick children.
11. Students are liable for grave damages to school property.
12. Happy Hearts Children’s Center operates on Christian principles.
13. **Publications:** By registration, you consent for your child to be featured in the Center’s publications. You also consent to join the Center’s WhatsApp group and be tagged on our various social media publications.

Note: Happy Hearts reserves the right to amend the above terms and conditions without notice

Effective September 2022

1. DAYCARE 0-3 years

| Description | FEE |
|---|-----------|
| Registration (Includes registration form, School Tshirt , Daily report book and yearbook) | 600,000 |
| Development Fee (paid quarterly) | 200,000 |
| Monthly Tuition | 1,000,000 |
| Occasional Drop in | 70,000 |
| Additional Daily report book (when required) | 70,000 |
| Breakfast (optional) | 300,000 |
| Lunch (optional) | 400,000 |

2. PRESCHOOL 3-6 years

Child must be 3 years old and potty trained. Must present a copy of birth certificate and immunization card.

New students' registration

Registration Form Le 100,000

New student Registration Le 1,000,000 (includes 2 sets of uniform including 2 pairs of socks, 1 school tshirt and 1 year book)

| | Tuition 1 st Term | Tuition 2 nd Term | Tuition 3 rd Term |
|-----------------------------------|------------------------------|------------------------------|------------------------------|
| Nursery 1 | 1,700,000 | 1,700,000 | 1,700,000 |
| Nursery 2 | 1,900,000 | 1,900,000 | 1,900,000 |
| Reception | 2,100,000 | 2,100,000 | 2,100,000 |
| Annual development Fee Le 600,000 | | | |
| Breakfast (optional) Le 300,000 | | | |
| Lunch (optional) Le 400,000 | | | |

3. AFTERSCHOOL 3-6 years

| | |
|---------------------------------------|-----------|
| Registration | 350,000 |
| Monthly Tuition (1:30-5:30 and lunch) | 1,000,000 |
| Part time (3:00- 5:30) | 300,000 |
| Occasional Drop In | 70,000 |

4. SUMMER CAMP 3-15 years

| | |
|--------------------------|-----|
| Registration | TBD |
| Fee including lunch | TBD |
| Occasional Daily Drop In | TBD |

Note: All Fees must be paid at the school or bank on or before the first of every month (or the start of the program) for issuance of an official receipt. If paid to the Bank, the Deposit slip must be forwarded to the Administration for an official receipt.

Bank name:UBA

Account Name: Happy Hearts SL Ltd

Account number:540110030007560

Note: 10% discount applicable for siblings

Student Supplies (Sept-Jan-May)

| |
|------------------|
| Preschool |
| 1 box pencils |
| 4 erasers |
| 4 sharpeners |
| 2 Box of crayons |
| 1 Kids scissors |
| 1 Pencil case |

Daily guide for Parents

| Item | Quantities | | |
|-----------------------|-------------|-------------|---------------------------------|
| | 0-18 mths | 18mths-3yrs | 3-6yrs Preschool Afterschool |
| Clothes | 3 | 2 | 1 |
| Footwear | 1 | 1 | 1 |
| Diaper | 5 | 2 | - |
| Powder | 1 | 1 | - |
| Baby wipes | 1pkt | 1pkt | 1pkt |
| Face towel | 2 | 1 | - |
| Bib | 3 | 2 | - |
| Food | As required | As required | - |
| Feeding Bottle | 2 | - | - |