

# Student Application Form

## About Gates and Bridges

Gates and Bridges Academy is a teacher-led, parent-powered Montessori and Competency Based Curriculum (CBC) school. Located in Kileleshwa area in Nairobi, Kenya, Gates and Bridges Academy offers the Montessori academic program in Kindergarten Daycare & Play group (Ages 1.5 to 3 Years), Preschool (Ages 4 to 6 Years), and CBC system of education Grades 1 to 3 (Ages 6 to 8 Years).

Our classes hold a maximum of 14 students with each class having a lead teacher providing instruction across the curriculum as follows:-

### Kindergarten:

Mathematics, Language, Culture, Sensorial, and Practical Life.

### Grades 1 to 3:

English Activities, Kiswahili Language Activities, Mathematics Activities, Environmental Activities, Hygiene and Nutrition Activities, Religious Activities, Movement and Creative Activities, Pastoral Program of Instruction, and a host of extracurricular Activities.

Each child is handled individually with great attention to bring out their unique strength and abilities.

## Application and Admissions Process



- Read, fill and sign this application form
- Scan and send signed form to [shule.gb@gmail.com](mailto:shule.gb@gmail.com)
- See page 5 for Application Checklist
- Pay application fee (See separate fee structure and Section 5 for Payment details)



- Parent & student interview with teacher as necessary
- Input is provided to the parent after the interview which sets out placement and next steps



- Pay admission fee (See separate fee structure and Section 5 for Payment details)
- See separate Fee Structure document for all other applicable fees
- Admission and child placement



- Learning starts



# Student Application Form

## (1) Student's Details:

Student's Name: \_\_\_\_\_  
(Please underline the name generally used)

*First Name*

*Middle Name*

*Surname Name*

Gender: ☐ Male ☐ Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Nationality: \_\_\_\_\_

Physical address : \_\_\_\_\_

Mailing address: P.O. Box: \_\_\_\_\_ Code: \_\_\_\_\_ County/City: \_\_\_\_\_ Country : \_\_\_\_\_

Who is responsible for paying tuition and other fees for this student? \_\_\_\_\_

Emergency Contact (required): \_\_\_\_\_  
*Name & Relationship of Contact* *Mobile Phone*

**NOTE:** We use WhatsApp and Email to communicate schedule and class materials and assignments to students doing Online and Homeschooling

WhatsApp Phone No: \_\_\_\_\_ Student/Parent Email: \_\_\_\_\_

## (2) Parents'/Guardians' Details:

**(a) Father's Name** \_\_\_\_\_  
*Title* *First Name* *Middle Name* *Surname Name*

Mailing address: P.O. Box: \_\_\_\_\_ Code: \_\_\_\_\_ County/City: \_\_\_\_\_ Country : \_\_\_\_\_

Preferred mobile telephone number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

**(b) Mother's Name** \_\_\_\_\_  
*Title* *First Name* *Middle Name* *Surname Name*

Mailing address: P.O. Box: \_\_\_\_\_ Code: \_\_\_\_\_ County/City: \_\_\_\_\_ Country : \_\_\_\_\_

Preferred mobile telephone number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_



# Student Application Form

## (c) Guardian's Name

Title

First Name

Middle Name

Surname Name

Mailing address: P.O. Box: \_\_\_\_\_ Code: \_\_\_\_\_ County/City: \_\_\_\_\_ Country : \_\_\_\_\_

Preferred mobile telephone number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

Preferred e-mail address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

## (3) Please Read the Following School Regulations Before Signing

### 1. General Regulations:

- Please see the full payment terms in the separate **fee structure**. All fees must be paid in advance, and by the first day of the term. Daycare daily rates are due monthly and no later than the 5th day of the month. No refund is made in case of illness, quarantine, or leave during the course of the term.
- Late payment after the commencement of the first day of each term will incur a surcharge of 2% per month after the first 14 days.
- One term's notice should be given for the withdrawal of a child or one term's fees in lieu of notice.
- Upon admission, if it is found that any student has committed a grave infraction or has been wilfully or persistently disobedient, if the student is found to be unsuitable to the school's culture, then the school will work with the parent and may request the parent to remove him or her from school. In such rare instances, school policy does not provide for a refund of fees.
- Ministry of Education (MOE) and Ministry of Health (MOH) regulations, health related or otherwise, shall be observed at all times.

### 2. In-house Schooling Regulations:

- a) All pre-school students are expected to wear the school's uniform tidily. The uniform must be clean and permanently labelled. Uniform is compulsory for pre-schoolers and grade school.
- b) No responsibility is accepted by the school for lost property.
- c) Absence from school and non-participation in games lessons will require a letter of explanation from a parent or guardian, to be submitted on the day of the student's return to school.
- d) Non-participation in sports for a medical reason will require a doctor's note.
- e) The parent(s) or guardian(s) of the student will, at all times, keep the school indemnified against all students arising out of any school activity or transport facility provided or arranged by the school and/or while the student is under supervision both within and out of Nairobi.
- f) For dietary restriction(s) a doctor's note is required.



# Student Application Form

## 3. Online & Homeschooling Regulations:

- a) One session lasts for two (2) hours.
- b) For homeschooling support there will be an extra transport fee based on distance.
- c) Standards for Online support:
  - I. Access to a stable internet connection to access our virtual learning classes.
  - II. A laptop or a desktop that has a good camera for real-time virtual interaction with our tutors. We do not recommend using a tablet or smartphone. (A printer to print out assignments is highly recommended.)
  - III. A quiet and calm spot in your house where the child can follow our learning sessions without distraction.
- d) Standards for homeschooling support:
  - I. Number of students per session should not exceed 4
  - II. A non-intrusive daily temperature check for all participants including the student(s), teacher, and parent(s) or guardian(s) present.
  - III. Social distancing in the learning area should be one meter or as suggested by the MOE and/or MOH.
  - IV. Ensure you have enough light & ventilation
  - V. Furniture should be child friendly. (It is recommended that there be a carpet for children to sit on)
  - VI. Sanitizer should be readily available
  - VII. Every person in the learning area should wear a mask.
- e) All students are expected to dress in a presentable way whether for online classes or homeschooling sessions.
- f) Always have your learning materials from the stationary list provided during class time.
- g) If there is no participation from the student for the online sessions, teacher may mute or terminate that session at their discretion so as not to interfere with the class in the case of group classes.
- h) It is the parent's or guardian's responsibility to ensure that the student is on time for their session.
- i) At least one session's notice in writing to shule.gb@gmail.com , of the intention to remove a student must be given. In the event this not being given, one session's fees must be paid in lieu.
- j) There will be no refunds for missed sessions without previous communication to the office. For private online sessions, a student will be considered a no-show after 30 minutes. Session times have to be strictly observed with no extensions so as not to interfere with scheduling.

## 4. Daycare Regulations

- a) There is a minimum of 5 days required for daily rate daycare children
- b) Daycare fees must be paid prior to a child attending the premises



# Student Application Form

## Application Checklist

Please ensure that you have submitted the following to the admissions office:

- ☐ Filled and signed application form (this form)
- ☐ A copy of your child's birth certificate or passport
- ☐ A copy of your child's vaccination/immunization chart/history, known allergies, dietary restrictions, and known ailments your child may have.
- ☐ A signed Health Policy Form
- ☐ Two passport sized photographs of your child
- ☐ Emergency contact has been provided in section 1 above (Student Details)
- ☐ Copy of Parent(s)/Guardian(s) ID
- ☐ Signed Media Policy Form
- ☐ A leaving certificate or letter from the previous school (if applicable)
- ☐ The non-refundable application fees (See separate fee structure and Section 5 below for Payment details)

## 4) Payments to be made using ONLY the options below:

### Payment Modes and Banking Details:

1. No cash payments/transactions are acceptable at any time.
2. Bank transfer and M-Pesa payments are **preferred**. Bank slip and/or M-Pesa payment confirmations should be presented at the school or sent [shule.gb@gmail.com](mailto:shule.gb@gmail.com) or via WhatsApp to +254 719 132 680. Please ensure your payment confirmations clearly show the student's full name

### Bank and M-Pesa details Are:

#### Payments by Bank Transfer:

**Acc Name:** Gates & Bridges Academy Limited  
**Bank:** Standard Chartered Bank  
**Branch:** Westlands  
**Account No:** 0102486980000  
**BANK/BIC/SWIFT Code:** SCBLKENXXXX  
**Branch Code:** 02700  
**Bank Code:** 02

#### Payments by M-Pesa:

**Paybill No.** 4018505  
**Acc Number:** Full Name of Student

3. Cheque payments can be made out to "Gates & Bridges Academy Limited". No personal cheques. **Bankers Cheques ONLY.**



# Student Application Form

## Parent(s)/Guardian(s) Signature

I have completed all the sections of this application form, confirming that the information provided herein is accurate. I accept that at least one term's notice, in writing to shule.gb@gmail.com, of the intention to remove my child must be given. In the event of this notice not being provided, the school reserves the right to determine the amount of any potential refund. No refund will be made after one month of learning unless exceptional circumstances are demonstrated, and any such determination will be at the sole discretion of the school

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Official Use Only:

I have diagnosed and interviewed the student and found her/him suitable for a place in

Level/Grade: \_\_\_\_\_ Starting Session: \_\_\_\_\_

Name of interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Accounts Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Tick (✓) the Learning Option Chosen

<b>Physical</b>	<input type="checkbox"/>				
<b>Online</b>		<b>Home schooling</b>		<b>Accounts Office</b>	<input type="checkbox"/>
Group	<input type="checkbox"/>	Group	<input type="checkbox"/>	Application Fee Paid	<input type="checkbox"/>
Semi Private	<input type="checkbox"/>	Semi Private	<input type="checkbox"/>	Transport Calculated	<input type="checkbox"/>
Private	<input type="checkbox"/>	Private	<input type="checkbox"/>	Invoice Provided	<input type="checkbox"/>