



EARLYBIRD PRIMARY & KINDERGARTEN SCHOOL

APPLICATION FORM

Kindly submit this application form with the following documents attached:

1. A copy of Birth Certificate & copies of immunization
2. A copy of previous school reports(if applicable)
3. A copy of School leaving certificate(if applicable)

Affix Picture here

Admission No: UPI No:

1 Basic Information for Learner

First Name: Middle Name: Last Name:

Date of Birth: Birth Certificate(Entry No.):

Gender: Male Female

(Attached with this application)

Religion: Previous School:

Proposed Class & Year of Entry:
(Class) (Day & Month) (Year)

2 School Services to be taken by Learner

*School Lunch: Yes No

*School Transport Yes No

*Boarding Yes No

Does your child have any known learning disability? Yes No

If yes, please elaborate below and attach appropriate documentation:

3 Parents/Guardians/ Next of Kin Contact Info

Fathers Details:

First Name:

Middle Name:

Last Name:

Mobile Number:

Office Number:

Email Address:

Occupation & employer:

Mother's Details:

First Name:

Middle Name:

Last Name:

Mobile Number:

Office Number:

Email Address:

Occupation & Employer:

Next of Kin Details:

First Name:

Middle Name:

Last Name:

Relationship:

Office Number:

Email Address:

Occupation & Employer:

4 Siblings Information

Any Siblings in Earlybird school? Yes No If Yes, kindly state their names and grade below:

5 Learning Disabilities/ Medical History/ Allergies/ Special Diet Requirements

Does the learner have any learning disabilities, medical issues, allergies, special diet that the school should be aware of?

Yes No If yes, Please list below and attach any other relevant documentation.

EARYBIRD SCHOOL TERMS & CONDITIONS

1. **Enrollment** The completion, signing and submission of this application Form confirm a parent/guardian's intention to enroll the learner in Earlybird School on the specified date.
2. **Attendance** A letter of explanation is required in cases of absence from School or non-attendance of lessons/classes. In case of illness, a doctor's note will be required specifying the medical reason for the absence or non-attendance, parents/ guardians are requested not to send a sick child to school. All learners, irrespective of age, are required to abide by the School Rules and Code of Conduct. The Headteacher has the authority to suspend and/or expel any learner from the school if, at his/her discretion and judgment, it appears to him/her appropriate to do so. The Headteacher's decision in such cases must be accepted as final. The School Rules and Code of Conduct may be varied from time to time at the discretion of the Headteacher.
3. **School Fees:** The school fee is payable Termly on/before 5th of the first month of each term. School fees once paid are non-refundable or transferable to another account for whatever reason. If a child reports back to school late from vacation for whatever reason, fees for that term has to be paid in full. All discounts are given at the sole discretion of the School. Fees are not refundable in cases of absence from school through illness, vacation or leave, suspension or expulsion, as a consequence of war, insurrection, civil unrest and commotion, terrorism or an Act of God. The School reserves the right to increase the fees when economic dynamics change. Such increases shall be advised to the parent/ guardian.
4. **Learner property and responsibility** All pupils' property should be clearly marked. Whilst every precaution will be taken to prevent loss, no responsibility in this matter will be accepted. School uniform is compulsory to all learners. Boarders have weekend wear which is worn ONLY during the weekends.

5. Parental Permission/ Consent

- I hereby give my permission for the above named Learner to participate in any activity offered by the School as an intrinsic part of the curriculum of the School, which may take place outside the school premises. These may include visits to other schools or Institutions, local or international companies/facilities/installations/ educational tours or a visit of academic interest of value to the learner.
- I understand that the School may, at its discretion, take moving or still images of the Learner during participation in programmed events. I hereby give my consent, where this happens, for these images to be used as appropriate and with due diligence by the School.
- I hereby authorize the School to take the necessary steps in any medical situation.
- Minor. The School may administer non-prescriptive medication and take other first aid measures as the situation requires.
- Major. The School may take the Learner to the nearest hospital or seek appropriate medical intervention. The parents to be informed as soon as possible.
- While every care will be taken on the learner, the school will not accept responsibility whatsoever for any accidental injury.

In case of change in address or telephone, please notify the school immediately.

I/WE SEPARATELY AND JOINTLY HEREBY CERTIFY THAT THE INFORMATION SUPPLIED HEREIN BY ME/US IS, TO THE BEST OF MY/OUR KNOWLEDGE CORRECT AND ACCURATE IN EVERY DETAIL. I/WE FURTHER DECLARE THAT WE HAVE READ, CLEARLY UNDERSTOOD AND FULLY AGREE TO BE BOUND BY THE TERMS AND CONDITIONS HEREIN PROVIDED.

Father/Guardian: _____

SIGNED: _____

DATE: _____

MOTHER/GUARDIAN: _____

SIGNED: _____

DATE: _____

Current School Contacts: Kindly save the appropriate numbers to your phone.

Kindergarten Kathome: 0740-565-318

Kindergarten(Eastleigh):
0717-076-767 or 0735-300-869

Website: www.earlybirdschools.co.ke

Email: info@earlybirdschools.co.ke

Primary & Boarding School Kathome:
0727 -230-500

Kindergarten(Mumbuni):
0791-492-731

P.O.Box 1383-90100 Machakos.

FOR OFFICIAL USE ONLY:

ADMISSION NUMBER ASSIGNED:

DATE OF ENTRY: GRADE: SCHOOL HOUSE: CHECKED BY:

PAYMENTS PAID(KSH:) RECEIPT NO: DATE: RECEIVED BY:

ADMISSION AUTHORIZED ON:

HEADTEACHERS NAME: SIGNATURE: