



Oak International Christian Academy
P O Box 500617 Kampala
Mobile: +256783368459/0751455860
E-mail: oakinternationalchristiansch@gmail.com

REGISTRATION FORM FOR SCHOOL ENTRY

Parent's photo

Parent's photo

Child' photo

OFFICIAL USE ONLY:

Grade level: Age: Adm. #.....

Year of admission: Term starting.....

STUDENT INFORMATION

NAME:
(As on birth certificate) First name Middle name Family name

Physical address:

Mailing address:

Po Box.....Town/city.....Country.....Nationality.....

Date of birth:/...../..... Age..... Sex.....

Last school attended:

Address.....

Last Grade completed:

FAMILY INFORMATION

Father's name:

Mailing address:

P O BOX Town/city: Country:

E-mail address:

Occupation:

Mobile contacts: /.....

Mother's name:

Mailing address:

P. O BOX Town/city Country

Email address:

Occupation:

Mobile contacts: /.....

Guardian's name:

Mailing address: P O BOX Town/city Country:

Email address:

Occupation

Mobile contacts: /.....

In cases of emergency and the school cannot reach you: list alternative contacts

Name of person to contact:

Relation to the child:

Mobile contacts: /.....

RELIGIOUS INFORMATION

Church attending:

Address.....

Father: Christian? Yes No

Mother: Christian? Yes..... No

Has the applicant ever made a profession of Faith in Christ? Yes..... No.....

MEDICAL INFORMATION

Family Physician:

Contact:

Does the student have any physical defects/ Allergies?

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GENERAL INFORMATION

How did you know about this school?

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.....

Reason for selecting this school:

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School Regulations

➤ *Please read the following school regulations before signing the form*

At OICA, we exist to equip each student with essential life skills and godly character through academic and physical programs basing on the word of God.

We strongly believe that parents are to be the primary educators of their own children, as the scriptures teach. We view parental involvement as a crucial part of a child's educational process; therefore, parents are expected to take an active part in their child's school, education and development. Parents who participate are sending their children a clear signal that says, "School is important."

The school requires parents' participation in the following areas:

- Attending parent - teacher conferences held once every term.
- Guiding and talking to their children concerning Christian conduct.
- Monitoring any homework assignments on a daily basis and signing the Homework Slip.
- Providing a home environment that is a secure haven, free from negative influences.
- To make a commitment to accepting the challenge of training up a child in the way of the Lord.

Financial regulations:

1. Oak international Christian Academy does not have any supplementary funding. Therefore, tuition is paid termly.
2. Enrollment fee is to be paid before the student starts school; their name will not appear on the class list if that is not done.
3. 50% of termly tuition should be paid at least two weeks before the term begins to enable smooth running of the school program as the term starts. Parents who haven't paid 50% after fourteen (14) days of school opening, will be notified that their children are not to attend classes.
4. Tuition for one term must all be cleared to zero balance before the student continues to the next term; report cards, transcripts or any other school records will be withheld if required payments are not made in full.
5. Tuition fees are not refundable in part or in whole. In the event that a student is withdrawn from Oak International Christian Academy, having previously booked attendance in any field trip, clubs or any event, any moneys already paid to the school will not be refunded, and students will not be eligible to attend or participate in the event.
6. If a child loses, ruins or damages any school property, a fee will be levied after an assessment of the damage to cover for a replacement/ necessary repairs.
7. In the event that parents intend to remove the student from the school, a term's notice should be given to the school Administration.

Other Regulations:

8. If upon entry, it's found that any student has been willfully or persistently disobedient, lazy (in regards to home and classroom assignments), disrespectful, using foul language, engaging or introducing others to immoral

literature or talk or behavior, indiscipline; then the school may remove or expel such a student or request the parents to remove him/her.

9. All students are expected to wear the school uniform tidily. The uniform must be clean and permanently labeled.
10. Students must read or be read to all the school rules and abide with them.
11. Absence from school and non-participation in game lessons will require a letter of explanation from a parent or guardian, to be submitted on the day of the student's return. Parents are also required to inform the school on the first day of absence.
12. The school should be notified immediately in writing of any change of address- be it telephone numbers or physical address.

To the parent/guardian:

I have completed all the sections of this application form. I have read and understood the above school regulations and agree with each point written.

Parent/guardians name(s)

Signed:

Date:

Code of conduct

Parents are requested to read and explain the following points concerning conduct to all students. Upon understanding every point, all students will be required to sign, promising to adhere to the rules.

Discipline

All students will be expected to be well-mannered, tolerant, honest, and respectful of others, as well as other people's property.

The following behavior will not be tolerated at school:

- Bullying
- Cheating
- Fighting, causing injury or threat to others
- Using abusive language
- Disrespecting authority
- Inappropriate conduct (attitude, engaging or introducing other students to immoral literature, talk or behavior)
- Destruction of property-including books.

Parents please read carefully the following passages of scripture to the children and discuss. This is to help them understand fully what the scripture says about this.

- **Bad company:** 1Cor 15:33; Psalm 1:1 We are told to avoid the company of those who have made wickedness habitual-a way of life, or those who mock God, and the things of God.
- **Foul language:** Eph 4:29, Col 3:8-Christians are told not to use filthy language, but only what is helpful to others. Romans 1:29-31 says that those who choose to do this have chosen to rebel against God-they in turn enjoy the company of those who rebel, and sit and plan to do evil with others rather than do well.
- **Academics:** Col 3:23- working for the Lord, Proverb 6:10-11 – concerning laziness, Proverb 24:30-31 – concerning messy work.

All students will be required to take keen interest in their school work and grades. All students must ensure that they finish and hand in homework and classroom assignments in a presentable manner. We require all students to make a determined effort to improve in areas that any teacher points out to them. Improvement is expected to be seen in all areas-handwriting, presentation of work, completion of work, and overall grades.

- **Leaving school during the day:** To be absent from school for part of the day, a student will be required to bring a letter from a parent or guardian. The letter must be shown to the supervisor, and school administration. This must be done on the preceding day.
- **Homework journal:** All students will be required to be responsible of the Homework Slip/Journal - to ensure that it is taken home and signed by a parent or guardian and returned to school on a daily basis. Homework must always be well completed. If for some reason the work was not done, parents are requested to write a letter to the teacher concerned.
- **Uniform and appearance:** All students will be required to dress in full school uniform. They must look smart with shirts and dresses well ironed and cleaned. Students are to wear the appropriate uniform at all times.
- **Chewing gum:** This is strictly forbidden in school at all times.
- **Litter:** Oak International Christian Academy grounds are our environment. All students will be required to do their part in keeping it clean. All litter is to be placed in the dustbin-either in class or outside of the class.

In general, please remember to respect all members of Oak International Christian Academy's community. Any form of bully behavior will be dealt with harshly. Appropriate languages and behavior is required from everyone. Be polite, and alert at all times, consider the needs of others first. Set an example for the younger students to follow.

The student:

I understand and agree to adhere to the rules of Oak International Christian Academy.

Student's name..... Date.....

To the parent,

As a school, we do believe that it is our responsibility to encourage the development of Christian character, and exemplifying the fruits of the Holy Spirit, based on respect for and submission to God and other authorities. The school administration will labor to ensure that children are provided with a friendly and loving atmosphere where they can grow to experience the grace of God. We will be willing to have regular conferences with parents where need be.

The school reserves the right to put students on probation within an academic year for failure to complete 90% of the course work-either homework, class work, research projects, and reading assignments. We do recognize that children are challenged in different areas and their abilities differ as well. However, this will not be taken as an excuse for any student to disregard any work assigned.

If it is found that any student has been unwilling or persistently lazy (in regards to home and classroom assignments), disrespectful, using foul language, engaging or introducing others to immoral literature, talk or behavior, then the school may expel such a student, or request the parents to remove him or her.

We/I,, the parent/guardian of, agree to partner with the school to ensure my child adheres to the school rules. I will consistently help my child to understand the biblical call to obedience.

Signed: Date: