

**ENTEBBE EARLY LEARNING SCHOOL  
P.O.BOX 433, ENTEBBE – UGANDA (E.A.)**

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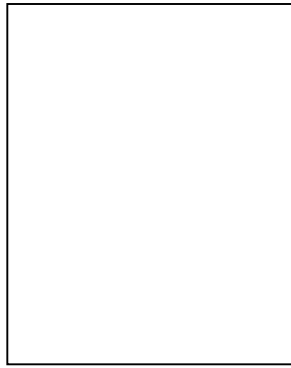
**+256 772 330568**

**Email: info@earlylearning.org**

*Our Ref:*.....

*Your Ref:*.....

Date:.....



Parents Passport Photo

Pupil's Passport Photo

**APPLICATION FORM**

**A) CHILD'S PARTICULARS:**

**i) Family Background:**

Surname:..... Others:.....

Sex:..... Religion:.....

Residence with: Relative/ Guardian

Residential address:.....

**ii) Academic Background:**

Last School attended:..... Class:.....

Hobbies: .....

**B) PARENT/ GUARDIAN PARTICULARS:**

Surname:      Father:..... Others:.....

   Mother:..... Others:.....

Is the child is an orphan who is deceased?      Father ( ) Mother ( ) Both ( )

Address: Tel.: .....

P.O.Box: .....

Occupation: .....

Place of work: .....

Residence: .....

Distance from school: .....

**C) TRAVEL ARRANGEMENTS:**

Pupils can only be released to people known to the Administration vis-à-vis the child. Please give name of two persons who can collect your child.

First Name	Surname	Tel No.	Residence

**D) MEDICAL DATA & EXAMINATION (to be endorsed by Medical Doctor)**

i) Immunizations – Attach photocopy of Child Health Card

ii) Chronic illness – tick where applicable

- a) Epilepsy            ( )
- b) Asthma            ( )
- c) Sickle cell        ( )
- d) T.B.                ( )
- e) Diabetes           ( )
- f) Ulcers              ( )
- g) Hypertension     ( )
- h) Allergy (specify).....
- i) Other (specify).....

iii) Any recent serious illness (specify).....

iv) Any medical condition requiring school attention.....

v) Health status.....

**Doctor’s Declaration:**

I certify that to the best of my knowledge the information given above is correct.

Name of Doctor: .....

Signature & Stamp: .....

Date: .....

**E) CHILD AND PARENT GUARDIAN DECLARATION:**

The information given above is true and correct. I allow my child to be under the care of Entebbe Early Learning School and as a parent/ guardian will make sure I meet all the required obligations.

<b>Pupil</b>	<b>Parent/ Guardian</b>
Name:.....	.....
Signature:.....	.....
Date:.....	.....
Official:.....	.....

**MOTTO:**

Let Love Change Me... 1 COR 13

**MISSION STATEMENT:**

To produce children who will change their Nation through Love and excel in all areas of their live.

# **ENTEBBE EARLY LEARNING SCHOOL**

## **RULES AND REGULATIONS**

### **Preamble:**

Entebbe Early Learning School (EELS) has an atmosphere of friendliness. With our motto: “Let Love Change Me”, Love is the major driving force behind every motive and activity.

The School aims at developing the whole child with all aspects of a child’s personality. That is development of child’s aspects in regard of age, aptitude and ability. Hence we not only aim at a child’s intellectual and physical development but also with the social, moral, emotional and above all spiritual development.

EELS is a community in itself and exists within a wider community. It is therefore, important to create an atmosphere in which a child can live happily and safely and play a useful part. We encourage our pupils to care about each other and others-less fortunate, thus the commitment to the LOVE MINISTRY (LOMI). This ministry is under the hospice of Entebbe Early Learning School.

We urge them to take pride in their appearance, their work, their school and their home environment. We want them to understand the value of truthfulness, honesty and tolerance, to know the difference between right and wrong and to realize the importance of good manners and personal cleanliness and learn how to cope with real life situation. Therefore we have set the following Rules and Regulations.

### **I. GENERAL**

#### **A. ACADEMIC**

1. Admission – pupils are admitted on merit and are expected to maintain a high standard of academic discipline. There is promotion or demotion at the discretion of the Academic Board of the school. This is done for the benefit of the pupil, parent, teaching staff, school administration and the Nation at large.
2. Class Attendance – For purposes of individual/ group continuity and benefit the school attaches great importance and seriousness to class attendance. Documented evidence of reason for absence from class is always required.
3. Class Discipline – Discipline is key to learning. Participation in classroom activities is part of class discipline.
4. Academic Trips – The school organizes compulsory academic trips every second Term of the year. The pupils are expected to pay for the trip and participate. Parents/ guardians will always be informed in time and parental approval sought for a child to participate.

## **B. UNIFORM & CLEANLINESS**

Cleanliness and tidiness are a prerequisite condition for EELS community.

1. Full school uniform in good condition should be worn in school and at all school functions/ activities/ outings.
2. There is recess school wear for the students in boarding.
3. Rubbish is to be disposed in an appropriate manner. The rubbish bins are available on the school compound. The students must make use of them.

## **C. SCHOOL TIME**

1. The students must learn to be at the right place and at the right time for the effective running of the school.
2. Reporting and Departure times must be adhered to.
3. Once at school, no pupil will leave the school without permission from the school administration.

## **D. GENERAL BEHAVIOUR**

1. Students are expected to respect authority, self and others.
2. Teasing is strictly prohibited with punitive consequences. Corporeal punishment is strictly prohibited.
3. Anti-Social behavior e.g. smoking, drinking, drug abuse is strictly prohibited if found, this may lead to expulsion.
4. All students are expected to be responsible for/ to one another. They are called upon to report the welfare of their fellow students to the authorities e.g. sickness, absenteeism, unhappiness.
5. Pupils are expected to be actively involved in school activities: assemblies, roll calls, lessons, extra-curricular activities, meals, etc.
6. Communication – English is the language of communication except in vernacular classes. The use of slang is not allowed.
7. Loitering – Any EELS pupil found loitering will be apprehended and on reporting to school will face disciplinary action.

## **E. SCHOOL MEALS**

The school endeavors to give the pupils a varied and balanced diet.

1. School meals are compulsory and are given at set times. “A hungry child is an angry child” and therefore cannot learn properly. No child therefore is expected to skip a school meal.
2. No food stuffs/ drinks are allowed to be brought in the school. Feeding is catered for by the school. Pupils are allowed to make use of the school canteen using their pocket money.

## **F. PROPERTY CARE**

Property must be taken care of. Any damage/ loss of property – personal or school must immediately be reported to the authorities (master on duty, class teacher, etc.) At the discretion of the school, repair/ replacement may be required of the concerned party. Carelessness about property will attract a levy at the discretion of the Administration.

## **II BOARDING SECTION**

“East or west, home is best”. A pupil’s dormitory is his/ her home at school. EELS therefore has made dormitories homely. In a home it is advisable to live in clean inviting surroundings conducive to good health. Children must be trained to actively participate in home cleanliness and hygiene. Our children are future homeowners hence; the need for pro-activity in life cannot be over emphasized.

### **A. Reporting Day**

Reporting – This should be by 6:00 pm on reporting date.

### **B. Dormitory Rules**

1. Dormitory time – No pupil is allowed to stay in the dormitory during class/ school activities e.g. lesson time, games and meals.
2. Dormitory Discipline – Pupils are expected to respect their dormitory Prefects, Matron, Dormitory teachers and other non-academic staff e.g. kitchen / compound staff.
3. Dormitory cleanliness – Pupils are expected to keep their “homes” (dormitories) clean and tidy.
4. Running in the dormitory is strictly prohibited.
5. Rest time – The time set by the school as “Rest time” is to be respected and complied with.
5. Lights Out – This means “quiet and in bed”. The set times for the different age brackets must be observed. No pupil is allowed to use a torch or a candle for reading or any other purpose. In case of power failure (no electricity) the administration will provide the alternative **not** the pupils.

6. Ironing – Older classes are expected to iron their own clothes (bed sheets, uniforms and personal clothing). Infants' clothes will be ironed by the Matrons.

7. Property marking – Pupils should bring to school clothing and property already marked clearly with the pupil's names.

8. Teasing / Bullying are not allowed in the school. Any pupil found will be suspended from the School.

### **C. Visiting**

1. Inter-visits – Girl boarders are not allowed to visit the boys' section and vice versa.

2. Outsiders – Outsiders are not allowed in the dormitories. Parents wishing to see their children's dorms are free to visit with permission of the Administration.

3. Parents are free to check on their children anytime before 6:00 pm including class hours to check on the teachers' and pupils' performance.

4. Official Visitation Day is the last Sunday of every month. Parents are expected to interact with their children, teachers and dormitory matrons. Visitation time is from 8:00 am to 6:00 pm.

### **D. Dining Room**

1. Table manners – since pupils are from different backgrounds, pupils will be taught conventional table manners as they are groomed to mix internationally.

### **E. Going Out**

1. Outing will be granted on permission from the head teacher/ designate on the advice of class/ dorm teacher. A **Leave Order** will be issued to the allowed pupil. Young pupils especially will only be allowed out with their parent/ guardian.

2. Occasions necessitating leave – bereavements and parties should be sought in advance by the parents.

3. The school may organize school picnics. Details will be communicated to the parents and pupils are expected to participate.

### **F. Co-Curricular Activities**

EELS believes that co-curricular activities are as important as the compulsory studies since they can be useful skills in their future lives. Through these activities, the school in conjunction with the parent helps the child to discover his/ her talents. These activities include: swimming, net ball, football, sewing, knitting etc. Parents along with the teachers are encouraged to support the child in doing these activities.

**DECLARATION:**

I have read and understood the School Rules and Regulations of Entebbe Early Learning School. I hereby agree to abide with them and any subsequent alterations that may be deemed necessary by the Administration. I hereby certify by signing below.

**PUPIL**

Name:.....

Signature:.....

Date:.....

**PARENT**

Name:.....

Signature:.....

Date:.....

**ADMINISTRATION**

Name:.....

Signature:.....

Date:.....

Stamp & Date:.....