

# ASMARA INTERNATIONAL COMMUNITY SCHOOL

## APPLICATION AND ADMISSIONS INFORMATION 2009-2010



AICS  
117-19Street, #6  
PO Box 4941  
Asmara, Eritrea

*Tele/Fax: (291) (1) 16 17 05*

*email: [administration@aics.org.er](mailto:administration@aics.org.er)*

*web address: <http://aicsasmara.com>*

Jack F. Shepherd Jr., Director

*email: [AICSDirector@gmail.com](mailto:AICSDirector@gmail.com)*

Office Hours: 7:30am – 4:00pm

Welcome!

We would like to welcome you and your family to our school. We hope this information about our school and its application procedures is helpful.

#### **Mission Statement**

Asmara International Community School serves the international community by providing a rigorous English language academic program of excellence, emphasizing individual discipline, personal integrity and respect for others.

#### **Belief Statements**

We believe:

- in a committed partnership of life long learners who value education as the foundation for change.
- that we have an inherent responsibility to create a safe environment for teaching and learning.
- it is essential to be a critical thinker and a problem solver in order to meet the challenge of an ever changing world.
- in each child as unique, with the right to an education which allows them to achieve their full potential, intellectually, physically, socially and emotionally.
- that self-discipline is necessary to succeed in school as well in life.
- in nurturing the qualities which develop compassionate, productive world citizens who celebrate cultural diversity.

We are accredited by Middle States Association of Colleges and Schools. We are currently implementing the International Baccalaureate (IB) Primary Years Programme (PYP) in the Elementary School. AICS employs certified and experienced teachers from around the world, each taking an interest in the education of our students to ensure their success in academics, good citizenship and life skills.

## **SCHOOL HOURS**

Monday through Friday:

Pre-K	0800-1200
Kindergarten-Grade 12	0800-1430
Office Hours	0730-1600

To begin the application process, please complete the application and medical forms and before admission is finalized, you must provide the following documents:

- **Copy of the child's passport and/or birth certificate**
- **Health records (children's immunization for diphtheria, tetanus, polio and measles must be current)**
- **Previous school records**
- **Two photos of the child**

A non-refundable \$100 application fee is required at the time of application. Once the file is complete, it is reviewed and selection takes place. In some cases the student may be given an admissions or placement test. There will be a per-family \$2800 Capital Fund Fee,

**\*\*Families of students who enroll in Pre-K (3), Pre-K (4), Kindergarten or grade 1 in the 2009-2010 and subsequent school years, will be liable for payment of the Capital Fund Fee when their child moves to grade 2. The first tuition and fees invoice for the year their child moves to grade 2 will reflect the requirement of payment of the Capital Fund Fee.**

Placement in our school is based on the child's age by 1 October (Preschool age 3, Pre-K age 4, Kg. age 5, Grade 1 age 6, etc), performance on admissions tests and previous school

records. If class space is available, your child may be admitted to the appropriate grade level. Should space not be available, you may register your child on a waiting list where they will remain until an opening occurs. Your child's success is our primary concern. Grade placement will be the decision of the Director in consultation with the appropriate teachers. The decision of the Director is final. Once placement is made, tuition must be paid (or satisfactory payment arrangements confirmed) before the child can begin classes. Once again we thank you for your interest in AICS. If we can be of any further assistance, please do not hesitate to ask.

**FEE SCHEDULE: 2009-2010**

**Capital Fund Fee (see previous page) not applicable to Pre-K, Kg, Gr.1 \$ 2,900**

**Pre-Kindergarten (3 and 4 years) \$ 3,402 or Nakfa 46,043\*\***

**Kindergarten \$ 5,400 or Nakfa 72,975\*\***

**Grade 1 \$ 6,804 or Nakfa 92,085\*\***

**Grades 2-12 (full fee paying) \$18,592**

**Grades 2-12 (subsidized fee)\* \$13,462**

**Grades 2-12 (International Eritreans paying in dollars) \$8,937**

**Grades 2-12 for Eritreans paid only in Nakfa Nakfa 130,305\*\***

**(All families with access to hard currency are required to pay all fees in hard currency. Nakfa payment is acceptable only from families for whom access to hard currency would be illegal)**

**\* A letter from your employer stating that you do not receive full educational funding for your child (ren) is required to qualify.**

**\*\*The major income earner in the family must be Eritrean and have access ONLY to Nakfa.**

These tuition and fee amounts are set in US dollars and are to be paid in US dollars by all expatriates. For those eligible to pay the equivalent amount in Nakfa, the exchange rate used by the school will be that quoted by the Central Bank of Eritrea on the first day of each payment quarter.

**1. Schedule of Payments (Board Policy 3.3022)**

**A.** Returning students will have two (2) weeks from the beginning of the quarter to pay all fees in full. After that period, a ten percent (10%) penalty will be levied on the quarter's fee. If four (4) weeks elapse from the beginning of the quarter without payment being made, parents will be asked to withdraw the child(ren) from class until fees and penalties are settled.

**B.** New students will be afforded four (4) weeks of grace for the payment of all fees in full, after which the same conditions apply as for returning students.

- **First Quarter 17 August 2009**
- **Second Quarter 29 October 2009**
- **Third Quarter 22 January 2010**
- **Fourth Quarter 30 March 2010**

**2. Partial Attendance/Refund of Tuition Fee (Board Policy 3.3023)**

**A.** If a child arrives 10 days or less before the end of a quarter a daily rate for that quarter will be charged.

**B.** There will be no refunding of tuition fees.

**3. Reduced Payment Schedule (Board Policy 3.3024)**

Families who have more than two children in grades 2-12 will receive tuition discounts as follows:

- **Third child 10%**
- **Fourth child 15%**
- **Fifth child 20%**

# Asmara International Community School

117-19 Street #6, P.O.Box 4941, Asmara, Eritrea

Phone/Fax: +(291) 1 161705

Email: Administration@aics.org.er

Application Form

**GRADE APPLYING FOR:** \_\_\_\_\_ **SCHOOL YEAR: 20** \_\_\_\_\_ / **20** \_\_\_\_\_

STUDENT: \_\_\_\_\_ Male  female   
(Family name) (First name) (Middle name)

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
(Please write month in letters) (City, State / Country)

Child's citizenship: \_\_\_\_\_ Citizenship of parents: \_\_\_\_\_

Siblings Attending: \_\_\_\_\_ Grade: \_\_\_\_\_ Siblings Applying: \_\_\_\_\_ Grade: \_\_\_\_\_

Language (s) spoken at home: \_\_\_\_\_

What level of English does child speak? None  Beginning  Intermediate  Fluently

Do parents speak English? Yes  No

Has child attended school where English was the language of instruction? Yes  No

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

PLEASE LIST PREVIOUS SCHOOLS ATTENDED

Name of school	Country	Dates	Grade (s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Father or guardian: \_\_\_\_\_  
(Family name) (First name) (Middle name)

Employer : \_\_\_\_\_ Business phone : \_\_\_\_\_

Home address: \_\_\_\_\_  
(Include house number and street number)

Home phone : \_\_\_\_\_ E-mail address \_\_\_\_\_

Mother or guardian: \_\_\_\_\_  
(Family name ) (First name ) (Middle name)

Employer: \_\_\_\_\_ Business phone: \_\_\_\_\_

Home address: \_\_\_\_\_  
(Include house number street number)

Home phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

- I Give permission for AICS to publish our phone Number and/of email address  
 I Give permission for AICS to put our (both parents and children) photos on the school website

What special interests does your son/daughter have?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child ever been tested by a psychologist for educational handicaps or learning / disabilities ?

Yes  No  If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Does your child have any learning disability of which you are aware? Yes  No   
If yes, please explain:

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Has your child been in any Special Education Program in the past? Yes  No   
If yes, please explain:

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Please make additional comments concerning other personal or educational experiences (medical, educational or emotional consideration):

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EMERGENCY PROCEDURE:

There is often need for contacting parents at work when they cannot be reached at home. Please list home phone (if any) and business phone where you may be reached in an emergency:

Home phone: \_\_\_\_\_ work phone, Father \_\_\_\_\_ work phone, Mother \_\_\_\_\_

In case you cannot be reached, please write the names of two other persons in this area who will assume responsibility for your child:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Is there someone at the house during the day if your son/daughter needs to be returned home in case of illness?  
Yes  No  If yes, who? \_\_\_\_\_

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Tuition will be paid by: \_\_\_\_\_

I/We, \_\_\_\_\_, hereby:

- Apply to have my son/daughter enrolled in Asmara International Community School (AICS), beginning \_\_\_\_\_,  
(Date with month in letter)
- Understand that this is an application for admission and does not guarantee enrollment;
- Agree to pay school fees for my son/daughter by the published due dates;
- Understand that fees must be paid for in accordance with current board policy, and are non-refundable
- Declare to have read and understood the contents of the parent/student handbook of school policies and rules, and agree to support and follow the contents unconditionally;
- Understand that I am required to give notice in writing before removing my son/daughter from AICS;
- Certify that all of the information provided on this application is correct.

Signature of Father/Mother /Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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# Asmara International Community School

117-19 Street, #6, PO Box 4941 Asmara, ERITREA  
Telephone (+291- 1- 161-705) Email: Administration@aics.org.er

## HEALTH AND STUDENT PERSONAL INFORMATION

To be completed by parent prior to enrolling student

Name _____		
(Family Name)	(First Name)	(Middle Name)
Date of Birth _____	Blood Type _____	
(please write month in letters eg May)	(if Known)	
Current Illness(es) _____		
Medication(s) taken regularly _____		

Medical History	Yes	No		Yes	No
Neurological disease	<input type="checkbox"/>	<input type="checkbox"/>	Menstrual problems	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	Skin and/or scalp infections	<input type="checkbox"/>	<input type="checkbox"/>
Headaches	<input type="checkbox"/>	<input type="checkbox"/>	<u>Immunized for</u>		
Head injury	<input type="checkbox"/>	<input type="checkbox"/>	Diphtheria*	<input type="checkbox"/>	<input type="checkbox"/>
Eye problems(glasses or contacts)	<input type="checkbox"/>	<input type="checkbox"/>	Tetanus*	<input type="checkbox"/>	<input type="checkbox"/>
Heart disease	<input type="checkbox"/>	<input type="checkbox"/>	Measles*	<input type="checkbox"/>	<input type="checkbox"/>
Bronchial asthma	<input type="checkbox"/>	<input type="checkbox"/>	Polio*	<input type="checkbox"/>	<input type="checkbox"/>
Allergies (specify)	<input type="checkbox"/>	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	<input type="checkbox"/>
Abdominal complaints	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>
Kidney disorders	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Rubella	<input type="checkbox"/>	<input type="checkbox"/>
			Chickenpox	<input type="checkbox"/>	<input type="checkbox"/>

**\*Required for admission & attendance**

If "No", please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give any other special health information (past or present) that we should know: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate adverse reaction to any medication: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your son/daughter ever undergone surgery?  Yes  No

If yes, please provide details and date(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your son/daughter ever been hospitalized?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My son /daughter has no physical disability that would prohibit him/her from participation AICS's physical education program and on sports teams.

Parent's signature \_\_\_\_\_

I hereby give AICS permission to

- Administer non-prescriptive medications to my son/daughter
- Administer First Aid to my son/daughter
- Admit my son/daughter to a hospital in times of extreme emergencies

Parent's name and signature \_\_\_\_\_

Date \_\_\_\_\_

## **General Information**

Asmara International Community School (AICS) was founded in 1994 with seven students. Today, there are 170 students representing more than 20 nationalities. We are a Pre K-12 School. Our first graduating class was in June 2005. Our graduates were accepted into universities in the United States.

Our school is governed by a 7-member Board of Governors. Five are elected during the annual association meeting and any parent of an enrolled child can run for the Board. Two members are appointed; one from the US Embassy and one from the UN.

Classes begin in mid August and end mid-June with vacation breaks at the end of the first, second, and third quarters. (October, December and April). Patriotic and religious holidays, both Moslem and Christian, are celebrated. The school includes an average of 180 school days.

AICS currently employs 14 full-time teachers and 3 part time teachers and 5 classroom assistants to address the needs of our diverse student population. The instructional program is conducted in English and the curricular materials are primarily from the US. The curriculum strategies are international in nature, and we are currently implementing the IB Primary Years Programme in the Elementary School.

Classes begin at age 3 for Pre-Kindergarten. The Early Childhood program focuses on physical, social and emotional development. Beginning in grade 1, language arts, science, social studies and mathematics are taught in self-contained classrooms up to grade 6. The middle/high school of grades 7-12 has each subject taught by a subject specialist. Visual Arts, Physical Education, French and Library also form part of the program.

In May, 2004, AICS was accredited by the Middle States Association of Colleges and Schools (MSA). A process was chosen called Accreditation for Growth (AFG). In conjunction with students and parents, we selected goals to improve student outcomes in Reading, Writing and Problem Solving. These improvements are planned for a 7 year period, when new student outcomes will be selected and re-accreditation will occur. Our focus for such things as teacher in-service training will be on these three school wide goals.

In September 2004, the United States Department of Overseas Schools declared that AICS was adequate (9-12).

We are proud of our past and are continuing to make changes and improvements to meet the demands of our current and future student populations. We are happy to discuss their needs and concerns at any time. Report cards are sent home quarterly and there are several occasions for teachers and parents to sit together and formally discuss the progress of their children. There is an active PTO which plans special events. We have after-school activities for all the students to enjoy.

N.B. Our program does not necessarily prepare students for integration into the Eritrean system. Parents may be required to sign a statement that they understand our curriculum does not prepare students for the Eritrean National Grade 8 Exam and that AICS will bear no responsibility for securing a seat for this exam.

## AICS Library Contract

AICS has ordered many new books to update our library. It is important that all books are cared for properly. Please read this contract and sign below. Students will only be able to check out books after this contract has been signed.

**You can help teach your child how to care for books by:**

- Carrying their library books in a separate plastic bag. This way no leaking water bottles or lunch containers will ruin the books
- Show your child how to care for the books, turning pages, etc.
- No coloring or writing in the books.
- Keep the books in a safe place at home.
- Turn them into the Library on time. (you may renew them if you need to)

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**In the event that a library or text book is lost or damaged a fine will be assessed based on the original cost and shipping for that book. This fine must be paid before the student may check out other books. Failure to pay the fine will result in the student's report card being held until the fine has been paid.**

I have read this contract and accept responsibility for lost or damaged books.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## Acceptable Use Policy

(Board Policy 6005.2.01)

Pupils are responsible for good behavior on the Internet just as they are in a classroom. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Access is a privilege, not a right, and it requires responsibility.

Individual users of the Internet are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Computer storage areas will be treated like school lockers. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers, computers, disks or removable storage devices would always be private.

During school, teachers will guide pupils toward appropriate materials. It is accepted that not all information gained over the Internet will be accurate. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- A. Accessing, displaying or sending offensive messages, pictures or material.
- B. Using obscene language.
- C. Harassing, insulting or attacking others.
- D. Damaging computers, computer systems or computer networks.
- E. Violating copyright laws.
- F. Using others passwords.
- G. Trespassing in others' folders, work or files.
- H. Intentionally wasting limited time and resources such as changing settings, etc.

Sanctions (Board Policy 6005.2.02):

- Violations of the above rules will result in a temporary or permanent ban on Internet use for the student concerned.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behavior.
- When applicable, police or local authorities may be involved.

**I have read and understood the above and will abide by the conditions as set forth therein.**

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

Parents' Signature \_\_\_\_\_

Date \_\_\_\_\_