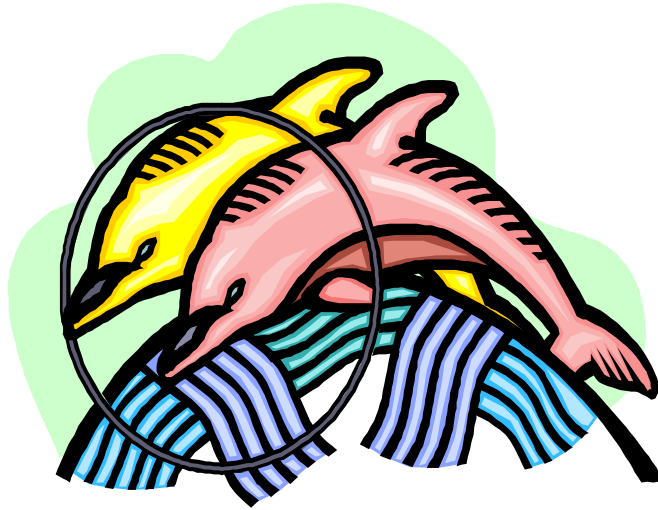


# ASMARA INTERNATIONAL COMMUNITY SCHOOL



## APPLICATION AND ADMISSION INFORMATION 2011-2012

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.

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

Tel/Fax: +291-1-16-17-05  
E-mail: [AICSDirector@gmail.com](mailto:AICSDirector@gmail.com)  
School E-mail: [Administration@aics.org.er](mailto:Administration@aics.org.er)  
Web: [www.aicsasmara.com](http://www.aicsasmara.com)



Accredited by Middle State Association (MSA) of Colleges and Schools (PK-12)  
Member of the Association of International Schools in Africa (AISA)



Office Hours: 7:30 – 16:00 And on Summer 8:00 - 12:00

## **AICS Admission Profile**

Asmara International Community School (AICS) was founded in 1994 with seven students. Today, there are approximately 170 students representing 20 nationalities. We are a Pre-Kindergarten-Grade 12 School. Our first graduating class was in June 2005. Our graduates have been accepted into internationally recognized universities in the United States and elsewhere.

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 by the U.S. Embassy and one by the U.N.

Classes begin in mid-August and end in mid-June with vacation breaks at the end of the First, Second, and Third Quarters (October, December, and April). National and religious holidays, both Muslim and Christian, are celebrated. The school calendar provides for at least 180 school days.

AICS employs certified and experienced teachers from around the world, each one takes an interest in the education of our students, in order to ensure their success in academics, good citizenship, and life skills. Currently we have 13 full-time teachers, 2 part-time teachers, and 4 teacher 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 U.S. The curriculum strategies are international in nature, and we are currently at candidate status with the IBO for 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 and high school of Grades 7-12 has each subject taught by a subject specialist. Visual Arts, Physical Education, French, and ESL 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 were pursued for a 7-year period. Our focus for such things as teacher in-service training was on these three school wide goals. As of Spring 2010, AICS is beginning the self-study process for reaccreditation with a Visiting Team from MSA anticipated in Spring 2011.

In September 2004, the United States Department of State Office of Overseas Schools declared the adequacy of Grades 9-12 at AICS.

We are proud of our past, but continue 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 meet and formally discuss the progress of their children. There is an active Parent Teacher Organization (PTO) which plans special events. We have a variety of after school activities for all students to enjoy.

## Welcome to AICS

We would like to welcome you and your family to AICS. 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 lifelong 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 as in life; and
- in nurturing the qualities which develop compassionate, productive world citizens who celebrate cultural diversity.

### Vision Statements

Students at AICS will:

- be broadly educated through an externally accredited strong core curriculum, permitting in-depth learning enriched with co- and extracurricular activities;
- be well supported through student services; and
- have a strong sense of commitment to improving their world.

### School Hours Monday through Friday

Pre-Kindergarten (3 and 4 year olds)	08:00-12:00
Kindergarten-Grade 12	08:00-14:30

To begin the application process, please complete the application and submit the following required documents:

- **Copy of the child's passport and/or birth certificate**
- **Two pictures**
- **School records**
- **Standardized/National test results**
- **A nonrefundable \$100 application fee is required at the time of application.**

Once the file is complete, it will be reviewed and if the decision is to proceed, a time for assessment will be scheduled.

Following acceptance, the following additional documents are required:

- **Health and Student Personal Information**
- **Pre-School Parent Questionnaire (Pre-K and Kindergarten)**

Placement at AICS is based on a child's age by 1 October (See chart), a review of previous school records, and performance on admissions tests. If your child is accepted and class space is available, they will be admitted to the appropriate grade level. Should space not be available, your child may be placed on a waiting list. Once on the waiting list, students resident in Asmara will be offered a place if an opening occurs before 1 October. After that date, they will be offered priority in the application process for the subsequent academic year. Families coming from outside Eritrea may apply throughout the year. 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 again we thank you for your interest in AICS. If we can be of any further assistance, please do not hesitate to ask.

Age (by 1 October)	AICS Grade
3 YRS	Pre-K (3)
4 YRS	Pre-K (4)
5 YRS	Kindergarten
6 YRS	Grade 1
7 YRS	Grade 2
8 YRS	Grade 3
9 YRS	Grade 4
10 YRS	Grade 5

Age (by 1 October)	AICS Grade
11 YRS	Grade 6
12 YRS	Grade 7
13 YRS	Grade 8
14 YRS	Grade 9
15 YRS	Grade 10
16 YRS	Grade 11
17 YRS	Grade 12

### TUITION AND FEES SCHEDULE: 2011/2012

(Subject to change)

<b>Application Fee (Nonrefundable)</b>	<b>\$100</b>
<b>Capital Fund Fee (Nonrefundable)</b>	<b>\$2,800</b>
<b>A one-time Capital Fund Fee is required of each family enrolling a child in Grades Pre-K-12.</b>	
<b>Pre-Kindergarten (3 and 4 years)</b>	<b>\$3,402</b>
<b>Kindergarten</b>	<b>\$5,400</b>
<b>Grade 1 (Foreign Nationals)</b>	<b>\$6,804</b>
<b>Grade 1 (All Others)</b>	<b>\$1,929 plus Nakfa 61,697</b>
<b>Grades 2-12 (Foreign Nationals)</b>	<b>\$18,592</b>
<b>Grades 2-12 (All Others)</b>	<b>\$2,730 plus Nakfa 87,304</b>

#### 1. Schedule of Payments

For new students an invoice will be prepared and included with the letter of acceptance. The Capital Fund Fee must be paid within ten days of receipt of the invoice, delay in payment will incur a 2% penalty. In all cases, the remaining quarterly tuition must be paid within two weeks of the start of the school year. If payment is not made within these two weeks, then a 2% penalty will be charged in addition to the tuition cost. If a parent does not pay the quarterly tuition and 2% penalty within the subsequent two weeks, then the student will be removed from the classroom. No child will be considered fully enrolled until all necessary documentation has been submitted and all fees paid according to the schedule.

- |                         |                        |
|-------------------------|------------------------|
| • <b>First Quarter</b>  | <b>17 August 2011</b>  |
| • <b>Second Quarter</b> | <b>2 November 2011</b> |
| • <b>Third Quarter</b>  | <b>27 January 2012</b> |
| • <b>Fourth Quarter</b> | <b>4 April 2012</b>    |

#### 2. Partial Attendance/Refund of Tuition Fee

- A. If a child arrives ten 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

Families of foreign nationals 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% |

All other families who have more than two children in Grades 2-12 will receive tuition discounts according to the same schedule, but only on the Nakfa portion of the tuition.

# Asmara International Community School

117-19 Street, #6, P.O. Box 4941, Asmara, ERITREA  
Phone/Fax: +291-1-16-17-05 E-mail: [Administration@aics.org.er](mailto:Administration@aics.org.er)

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

## 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 Mother: \_\_\_\_\_  
Citizenship of Father: \_\_\_\_\_

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

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

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

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: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(Include house number and street number)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother or Guardian: \_\_\_\_\_  
(Family Name) (First Name) (Middle Name)

Employer: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
(Include house number and street number)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- I give permission for AICS to publish our phone number and/or e-mail address  
 I give permission for AICS to use our (both parents and children) photos on the school web site

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:

\_\_\_\_\_

\_\_\_\_\_

Has your child been in any special education program in the past? Yes  No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**EMERGENCY PROCEDURE:**

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

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Cell 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 letters)
- 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 in this application is correct.

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