



Kindergarten & Childcare

Play, Learn and Grow Together

242/ 2, Trinco Road, Batticaloa
0653 654 930, 0728 828 928

info@futuremindskg.com
www.futuremindskg.com

TERMS AND CONDITIONS with RULES AND REGULATIONS

The following documents have to be submitted at the time of interview

- 1) Attested photocopy of Birth Certificate.
- 2) Photocopy of Record Sheet of the previous Preschool attended.
- 3) Photocopy of Progress Report (if applicable)

NOTE : All the Originals must be submitted for verification at the time of admission.

Policy for Payment of School Fees

- School fee has to be paid by Cash at the accounts section in the school premises.
- Fee schedule given in the prospectus is subject to change from time to time at the discretion of the School Management.
- The mere submission of an application for admission does not guarantee the admission.

1st Semester	September	-	December
2nd Semester	January	-	April
3rd Semester	May	-	August

Payment of school fee has to be paid either before the commencement of the every semester or before the start of the month (If the payment is arranged on monthly basis)

If the payments are not completed within the stipulated period, students will not be admitted to enter the class room.

Payments will be as follows.

Admission Fee LKR. 30,000 Have to be paid to get an admission to any level of study.

Course Fee

Level of study	Term Fee (LKR)	Monthly Fee (LKR)
Play group	30,000	10,000
Lower Kindergarten	24,000	8,000
Upper Kindergarten	18,000	6,000

If there is a withdrawal of a student from the School, in the middle of the term, he /she has to pay the entire fee for that particular term and the Record Sheet will be issued after two weeks of the completion of the formalities required for the same. (If the reason is valid interms of humanity the leaving is handled possivetively).



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Parents are also requested to honor, agree and support the Managements' decision in making sure that there child /children will be given equal opportunities of participating in Co-curricular activities, school clubs, after school activities, English literary activities and all other related school activities. In the event of your child / children being selected for any of the above mentioned activities, parents bound to accept to pay the total cost of expenses which will be addition to the term fee.

DATE

Signature of Parent / Guardian

Rules and Regulations

Attendance

1) Students should be punctual in attending school.

School Hours

Play group 8.30 a.m - 11.30 a.m

LKG 8.00 a.m - 12.00 p.m

UKG 8.00 a.m - 12.30 p.m

2. It is compulsory for students to take part in all school and Co-curricular activity practice time tabled for them.

3. Students are not permitted to miss or be late for any official school activity.

4. Speech Day, Price-Giving, Sports meet, Play Rehearsals etc, are counted as official college activities but not limited to these only.

5. Letters of excuse from parent / guardian must be submitted to explain absence from school.

6. Children those who are sick with communicable diseases like Fever, Cold, Cough, Chicken Pox, & Mums should not be sent to school unless they are fit enough and advised by the doctor. In case of any failure by parents will lead to the fine of LKR 5,000 and the money will be distributed to the any victims children' parents for medical support.

Academic

1. All home work must be done and submitted in time.

2. Record Sheet of students could be obtained from the office with a prior notification of at least 72 hours.



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Finance

1. All school fees should be settled within the stipulated period. And as agreed with Management.

1st term- 1st September - 15th September

2nd term- 1st January - 15th January

3rd term- 1st May - 15th May

2. Any student who causes damage to the property of the school will be held responsible for this and dealt with understanding.

3. It's the responsibility of every parent to contribute towards the activities of the school.

Uniforms

1. The school uniform must be worn while attending functions at school. Shirts must be tucked in at all times. Shoes are to be black and worn with white socks.

2. Students should not wear jewellery other than ear rings, religious pendants, and family signet rings. Nail polish cannot be worn.

General

1. Students should stand up and greet whenever a teacher enters the classroom.

2. Students will be held responsible for any damage or the loss of books they borrow from the Library.

3. Chewing gum, toys, radios, tape recorders, fireworks, knives or razor blades should not be brought into the school premises.

4. Fighting, physical violence and bad language are not allowed. Students of any age could be suspended or expelled from school if caught in these irresponsible acts.

5. Should leave the premises after school unless they have legitimate business in school.

6. Students must all at times display the utmost courtesy to visitors to the school.

7. Late arrivals in the morning must sign the Late Arrival Register.

8. "Future Minds" customs of courtesy to teachers and all elders are to be carefully followed.

9. Gifts to teachers (except for flowers, diaries, or calendars) are strictly prohibited.



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FOR OFFICE USE ONLY

The Candidate Master/ Miss _____
Has been admitted to class _____

Date _____ Office - In - Charge _____

Receipt Number _____ Admission fee(LKR) _____

Counter Signed by:
PRINCIPAL _____

Remarks _____

