



## INSTITUT AURORA

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Dear Parents and Caregivers,

We are pleased to have your child join us at Institut Aurora. Our aim is to foster your child's development and progress by offering different opportunities for their learning experience. Our partnership with you is to provide a good foundation and quality education for your child. We would like to seek your help in maintaining a comfortable and secured school. Please observe the following guidelines.

1. UNIFORM POLICY:

- a. Students from Grade 1 onwards are required to be in complete school uniform (with socks and black school shoes or sports shoes) from Monday to Thursday. Slippers and sandals are strictly not allowed. Students who fail to comply with this policy will be sent home.
- b. Students from Grade 1 onwards may come in civilian clothes every Friday. Students are expected to come to school dressed in a manner that assures adequate modesty. Student's dress that causes disruption or leads to unsatisfactory behavior is inappropriate and is not to be worn.

Thus, halter tops, bare midriff, see through apparel are not to be worn. Cleavage must be covered. Dresses, skirts or shorts may be no shorter than fingertip length. Tights, leggings or other types of hosiery must be accompanied by a fingertip length or longer to or dress. All pants and slacks must be worn at the waist with no visible undergarments. No jogging pants, sportswear, shorts or torn pants are allowed starting from the sixth grade. However, shorts are allowed in primary school.

Coats and hats are only permitted when entering or exiting the school premises. Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth.

- c. Preschool students may come in civilian clothes every day except during schedule P.E. days.

All students are required to be in their complete P.E. uniform (with socks and sports shoes) during their P.E. class. Otherwise, the students will not be allowed to participate in the P.E. class.

- d. Children are not allowed to wear jewelry, make up or nail polish to school. The school cannot be held responsible for any loss or damage of jewelry worn by the child. Consequently, jewelry is restricted to: a watch, one simple ear stud.

- e. For those girls who wear headscarf veil to school they are required to come in plain white headscarf veil and not in any other color.
- f. For those girls who wear hair extensions, they are required to come in black or brown hair extensions, shoulder length and not in any other color
- g. All students are required to practice normal personal hygiene, such as brushing of teeth before coming to school, shower every day, shampoo at least once a week, finger nails neatly clipped every week, to name a few.

## 2. CLASS TIME:

Please observe the class times accurately. Classes begin at 8.00 am sharp during normal school sessions. Due to Covid-19, a special schedule, entrance regulations and restrictions have been instilled which can be retrieved at the office. Since it is only a temporary measure, it is not included in this policy. We ask everybody to respect these changes this until further notice.

For preschool students, children may come in 15-30 minutes before the class. However, if your child needs to come earlier than that, please stay with your child at the reception area until the class aid or teacher is ready to receive your child. Students are discouraged to come to school prior to 7:30 am because of lack of adult supervision.

For children from grade 1 to 10 who are coming in 15 minutes after their class time, the students will be required to visit the administration's office first to claim a late slip, which will be presented to the class teacher. Without this slip, the child will not be permitted to class. The office will notify the parents via a letter if their child has been late 3 times or more in a period of two weeks. Habitual late comers will be penalized and they may have to come to school on a Saturday and accomplish a task. We need your help in fostering good habits in your child, such as punctuality.

Children are encouraged to be brought home right after their school time. We will also send a letter for habitual late fetchers (fetchers who are more than 30 minutes late more than twice a week). Late fetchers will be fined \$ 10 per hour after dismissal time.

We are also requesting parents fetchers to wait at the waiting area until the class is over. Students are not allowed to leave school alone. Students are only allowed to leave the school's premises accompanied by parents or official designated fetchers mentioned on the fetcher's form. A handwritten and signed letter addressed to the principal should be sent to the office if a parent decides. In case it is not possible to provide a letter due to an emergency, it is the parents' responsibility to inform the office by phone.

Students are discouraged to leave the class/campus before the school time. In case of an emergency, students leaving the campus before school time must secure a leaving pass from the Principal's office and should be accompanied by a parent/guardian.

3. SCHOOL PROPERTY:

Students who damage or vandalize school property will be penalized either by compensation or suspension.

4. ITEMS NOT ALLOWED:

Students are not allowed to bring in school any gadgets (cell phones, laptop, radio, etc.) unless prior permission has been granted by the school staff. If a student forgot to leave a gadget at home, the object should be deposited at the reception and retrieved at the end of the day. In case a student is caught with a gadget during school hours, it will be confiscated for three days. They are also strictly prohibited to bring any pets, harmful equipment or potentially dangerous objects or toys inside the school premises. To name a few- skateboard, roller skate, dart, sling short, etc.

5. APPOINTMENTS:

Students are encouraged to have medical, dental and other appointment outside of the regular school day and hour. If it is necessary to make an appointment during school hours, please send a note to the teacher explaining the details. Parents must come to the office to check-out the students and check-in at the office upon return.

6. SICKNESS:

Parents are encouraged to have their children who are unwell to rest at home until fully recovered to prevent transmission of illness to other students. Children will be sent home at a minimum temperature of 37.8C, unexplained rash, vomiting, eyesore or with communicable diseases such as measles, chicken pox, etc. Institut Aurora will require a doctor's certificate before your child is allowed to return to school.

7. ABSENCES AND LEAVE:

Students who are absent during a scheduled quiz/exam due to illness are entitled to do a make up test but will be required to present a medical certificate and appropriate documents in order to receive the test. It is the student's responsibility to contact the teacher to program the test. Failure to do so, the student will not qualify for a make up test and will receive a zero for the same. Students who are travelling during the school year will not receive a make up test.

8. TESTING POLICY:

- a. Students are responsible for completing the tests and examinations independently.
- b. If students are caught cheating during testing, their tests will be invalidated and they will automatically receive a zero for the test.

- c. Students are required to bring their own stationeries (pencil, eraser, ruler, etc.) during test and examination.
- d. Students are not permitted to bring any electronic devices to school. If a student is found with any electronic device in school or during testing, his or her test will be invalidated.
- e. No make-up test or exam will be provided to any students who is absent during the testing days unless, there is a medical emergency and appropriate documents are provided.

9. VISITORS AND VISITING PARENTS:

All parents and visitors must obtain permission from office or principal before proceeding to the classrooms or anywhere within the school premises. If a child's lunch is to be dropped off, please bring the lunch to the office and we will make sure that he/she gets their lunch. Parents, caregivers, caregivers, drivers or nannies are not allowed to go to the classroom as this could disrupt the ongoing class.

10. COMMUNICATION:

- a. Every child is required to have a communication book (preschool) or diary (Grade 1 onwards) through which, you will be updated about school class events, activities, homework and other information. Parents are required to acknowledge any correspondence sent through the communication book/diary by signing it.
- b. All main teachers will be operating a whatsapp group per class. The chat group is created for the convenience to correspond mainly and only during uncertain situations or matters related to school such as updated about school events, newsletters or notifications. Please bear in mind, social forwards or personal chats will not be allowed in the group.
- c. Scheduled parent-teacher conferences are held thrice a year to provide opportunities for teachers and parents to discuss about the child's progress in school. Parents/guardians are requested to communicate matters concerning their child or any other queries with the teacher of the class and not the aid (if there is any).
- d. Teachers are not allowed to entertain any phone calls, messages or meetings during class hours. You may set an appointment after school hours at both your and teacher's convenience. Parents will not be accommodated during class hours.

Furthermore, any correspondence via phone call or messaging should be made within decent time. Teachers are restricted to entertain correspondence until 18.00 only from Monday to Friday.

11. LOST AND FOUND:

All removable articles of clothing and child's belongings should be labeled with the child's name. Items that are left and found on campus will be placed in the "lost and found" box at the reception. At the end of every semester, unclaimed items will be donated to a charitable organization.

#### 12. BIRTHDAYS:

Parents/guardians need to inform the office one week in advance for any birthday celebration to be held in the classroom and obtain a "school pass" from the Principal's office. We will only allow simple celebration such as birthday cake and healthy snacks to share. Food and drinks should first be presented to the office in order to check the expiry dates.

#### 13. DROP-OFF AND PARKING:

For the safety of children, the drive-through curb lane is a drop-off and loading lane only. Cars are to move continuously unless children are actually entering or exiting the car. Parents are asked to park outside the school whenever they must wait for other children or visit with teachers or office. The cooperation of all parents in observing these procedures is needed.

#### 14. SCHOOL FEES:

Parents are required to fill up and complete the registration form and requirements along with the Fetcher's ID form at the office.

School fees:

Registration fee: \$300 (one time payment) Miscellaneous fees: \$50 (required annually)

1<sup>st</sup> term fees should be paid by August 25, 2020

2<sup>nd</sup> term fees should be paid by Nov. 5, 2020

3<sup>rd</sup> term fees should be paid by March 15, 2021

A penalty of 5% will be applied for late payment. After 3 warnings of unpaid dues, the child will not be permitted to enter the class.

#### 15. CHANGE OF ADDRESS:

Parents are required to notify the office immediately of any change in address or telephone number either at work or at home. It is important that emergency numbers are up to date in case of injury. Whenever both parents will be out of town, temporary phone numbers and authorizations should be given to the office.

## 16. TUTORING:

### a. Private teaching

All students who require after class private teaching, parents are required to visit the Principal's office for confirmation. Teachers who accept students and parents who employ Institut Aurora's staff for private tuition without securing a confirmation from the office will be liable for consequences.

In the school premises, teachers are allowed to take only 3 students at one time for private teaching. Furthermore, the school does not permit the class teacher to tutor his/her class student.

### b. Homework class

Teachers are allowed to organize homework classes to help students with homework. It is important to understand the difference between homework classes and private teaching. Teachers are allowed to accept up to 7 students for homework classes. If teachers organize homework classes together, 10 students are allowed. Again for these classes, parents are required to visit the Principal's office for confirmation.

### School Hours:

Toddler 1, 2, Pre-kindergarten, Kindergarten:	08:00 - 12:00
Montessori 2:	08:00 - 12:00
Montessori 1:	08:00 - 14:00 (Every Fri. 08:00 - 12:00)
Grade 1 onwards	08:00 - 14:00

We seek your kind support in all our endeavors for the best interest of your child. We look forward to being of better service to you.

Thank you and sincerely yours,

Mrs. Jayshree Aurora

DIRECTOR, INSTITUT AURORA

Kindly sign and send this portion back through your child

I hereby acknowledge and agree with the school guidelines and policies mentioned above.

Child's Name \_\_\_\_\_ Level \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

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