



**THE GREEN GARDEN SCHOOLS - MS**  
**P. O. BOX 1383, 00502 – KAREN**  
**TEL: 020-2014413/ 0721668616/0722-709243/0736493903**  
**ADMISSION INFORMATION**

**OUR SCHOOL MOTTO:** "For the Service of God and humanity' Col.3: 23  
"Educate A Whole Person" – **PHYSICALLY, ACADEMICALLY, MORALLY AND SPIRITUALLY.**

**1. INTRODUCTORY NOTE**

The Green Garden Schools admitted the 1<sup>st</sup> group of 23 pupils in 1991 and to date, it has a population of 1100 learners in total. The Schools consists of three Campuses: - Educational Centre – Primary day school from Baby Class to Standard 8, The Green Garden Boarding Schools – Girls High school from form I - IV & the Main School – Primary Boarding School (Mixed) from std. 4-8 and Rongai Purple Campus - Day School from Baby Class to Standard 8.

**2. LOCATION OF THE SCHOOLS**

- a) **DAY SCHOOL KIKUYU (EDUCATIONAL CENTRE):** The school is located 200 meters from Kikuyu shopping centre on Kikuyu/Dagorreti/Alliance Highway opposite St. Teresa Hospital, in Kikuyu Division, Kiambu District. Matatu Number 105 will drop you at Kikuyu Town and then walk to school. This school caters for Day Primary and Pre-school Pupils.
- b) **BOARDING SCHOOL & HIGH SCHOOL:** The school is located (3) kilometers from Thogoto Road junction, in Kikuyu Kiambu County.
- c) **DAY SCHOOL RONGAI (PURPLE GARDEN):** The school is located in Rongai next to Nazarene University on your way to Maasai Lodge.

**3. OUR FACILITIES**

Besides the provision of the best modern tuition facilities, we have Games/sports' amenities such as a standard swimming pool, football field, basketball courts, hockey pitch, handball pitch, lawn tennis court, Golf and a spacious ground for track and field events. Major school sports include: -

- |              |                |              |           |
|--------------|----------------|--------------|-----------|
| ✚ Basketball | ✚ Rugby        | ✚ Golf       | ✚ Cycling |
| ✚ Soccer     | ✚ Rounders     | ✚ Handball   |           |
| ✚ Swimming   | ✚ Netball      | ✚ Volleyball |           |
| ✚ Athletics  | ✚ Field hockey | ✚ Skating    |           |

**4. OUR SCHOOL CURRICULAR**

The school offers 8:4:4 system of education. Learners are required to do all co-curricular and curricular subjects. Learners are encouraged to explore, exploit and develop a wide range of talents in these fields.

**5. OUR TERM DATES (Always indicated in our monthly News Letters)**

- 1<sup>st</sup> Month of term: - At the end of this month, we have what we call NIGHT-OUT. Days are indicated in the news letter.
- 2<sup>nd</sup> Month of the term: - At the end of the second month, we have MID TERM. This is from a Thursday to a Tuesday – dates are indicated in the news letter.
- 3<sup>rd</sup> Month of the term: - At the end of the third month, the schools CLOSE for holiday.
- In APRIL, AUGUST and DECEMBER holidays we rest unless there is an Educational Trip.

**6. TRIPS**

**(i) CLASS EDUCATIONAL FIELD WORK**

Field works which are compulsory are occasionally organized and parents are required to support this important part of learning whenever they are organized. They are indicated in the term dates.

**(ii) INTERNATIONAL TRIPS**

Once a year, the school organizes international trip that's optional. In the past, we have had trips to the following countries: - USA, France, Britain, South Africa, Uganda, Tanzania, Dubai, Canada and Europe.

**7. MORALS**

The school is based on Non-Denomination strong Christian values and principles. Learners are counseled and guided on these. We also offer/have character building seminars organized for further counseling sessions. Parents are required to support these activities. The values must be observed at all times. Failure to observe them could lead to expulsion.



**8. SCHOOL TRANSPORT**

i. **DAY SCHOOL KIKUYU:** - These are the various routes that our day school transport consists of: - **TRANSPORT ROUTE**

WANGIGE	WAITHAKA	ZAMBEZI	KANGEMI	RUAKA	e. t. c.
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ii. **BOARDING SCHOOL**

a. During Night-outs and Mid-term, the parents may make arrangement with the school to drop the learners at the under-listed points of **DROPPING ONLY**. Whenever a parent or guardian requires this service, he/she could consult with the account's office.

Educational Centre (EC)	Uhuru Park (UH)	TRM Thika Road	The HUB Karen	Capital Centre Uchumi	JKIA
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iii. **DAY SCHOOL RONGAI: - TRANSPORT ROUTE**

RONGAI	MULTIMEDIA	KISERIAN	e. t. c.
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**9. SCHOOL UNIFORM**

All pieces of school uniform are acquired from the school so as to maintain our colour and design. They should be labeled with the learner's full name or Admission number.

**10. HEALTH POLICY**

- i. Hand over the record of immunization
- ii. The Matron will communicate to the guardian/parent in case of sickness.
- iii. Have the child insured for accident/sickness e.t.c.
- iv. Drugs are administered by the school matron.

**11. SCHOOL FEE POLICY**

- i. Acquire fee structure from the Accounts office – Main School.
- ii. Any fee or monies are paid direct to the School Account.
- iii. **No cash** is ever received by the accountants.
- iv. Late payment will accumulate a penalty.
- v. Fee paid is never refundable or transferable

**12. PARENT – TEACHER CONSULTATION**

Parents are encouraged to follow-up the learner's academic progress. Always avail yourself during the follow-up days occasionally arranged by the school and also liaise with the academic school co-ordinator on the same.

**13. ASSESSMENT:**

The purpose of the assessment or interview is to find out which class the learner would be placed. There is an assessment for a pupil/student from another school.

**14. REGISTRATION REQUIREMENTS BEFORE REPORTING DAY**

- a) Fill in the Admission, Medical, Swimming and Parents' declaration forms.  
**Provide;**
- b) Previous report form
- c) Birth Certificate copy
- d) 2 passport size photograph
- e) Medical Certificate and record of immunization

**From Admission Desk**

Ensure you get:

- i. a copy of Previous newsletter
- ii. School Magazine
- iii. A calendar

**15. ADMISSION PROCEDURE**

- a) Be briefed about the school and take a tour
- b) Learner's interview
- c) Registration
- d) Fee & uniform payment
- e) Uniform fitting
- f) Learner to be received by the Matron
- g) Learner is handed to the School's principal

Yours Sincerely,

**E. W. KEIYORO**  
**MANAGING DIRECTOR**

# THE GREEN GARDEN SCHOOLS

P. O. BOX 1383 – 00502 KAREN

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[dayschool@thegreengardenschools.com](mailto:dayschool@thegreengardenschools.com), [rongschool@thegreengardenschools.com](mailto:rongschool@thegreengardenschools.com),



## REGISTRATION FORM FOR SCHOOL ENTRY

OFFICE USE ONLY:

CLASS/ LEVEL \_\_\_\_\_ HOUSE \_\_\_\_\_ ADMISSION DATE \_\_\_\_\_ ADMISSION NO. \_\_\_\_\_

PHOTO

### 1. Student's Details:

FULL NAME OF PUPIL: \_\_\_\_\_

(as on birth certificate)

First Name

Middle Name

Family Name

Physical address: \_\_\_\_\_

Mailing address:

P. O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_ What nation's passport do you travel on: \_\_\_\_\_

E-Passport number: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

Religion (optional): \_\_\_\_\_ Male or Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Day/Month/Year)

Does the applicant have any close relatives in The Green Garden School? YES/NO

If Yes: Name: \_\_\_\_\_ EC: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Purple: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ High School: \_\_\_\_\_ Relation: \_\_\_\_\_

If you have had a brother or sister at The Green Garden, which House were they in?  
\_\_\_\_\_

If parents live separately, who is responsible for school fees? \_\_\_\_\_

### 2. Parents'/Guardians' Details

(a) **Father's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:

P. O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): \_\_\_\_\_ Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_

(b) **Mother's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:

P. O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): \_\_\_\_\_ Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_

(c) **Guardian's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:

P. O. Box \_\_\_\_\_ Code \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): \_\_\_\_\_ Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_



### 3. Occupational Details:

#### Father:

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile \_\_\_\_\_

#### Mother:

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile \_\_\_\_\_

#### Guardian:

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile \_\_\_\_\_

Please indicate sources of funding for school fees:

Direct Company payment       Reimbursement by Company\*\*       Self       Other: \_\_\_\_\_

\*\*In such instances, parents are required to submit a letter from their employer with this application, indicating commitment to make payment of school fees.

### 4. Educational History of the learner (Previous schooling history)

i. Name and address of current/most recent school: \_\_\_\_\_

Date joined: \_\_\_\_\_ Date left: \_\_\_\_\_

ii. Name of school (if applicable): \_\_\_\_\_

Date joined: \_\_\_\_\_ Date left: \_\_\_\_\_

iii. Others: \_\_\_\_\_ Date left: \_\_\_\_\_

### 5. Transport (Day Schools – Mon-Fri) and (Boarding – during Night-Out & Mid-Term Breaks)

Will the applicant require the school bus? YES  NO

If yes, indicate the picking/dropping point \_\_\_\_\_

### 6. Dietary Requirements:

Is the applicant a vegetarian? YES  NO

List any foods not taken: \_\_\_\_\_

### 7. Survey:

How did you find out about the Green Garden Schools?

Sign Board  Media  Existing or former Parent  Internet  Teachers  Events at school



**8. Parents and students are required to read the following school regulations before signing this form indicating their acceptance of the same:**

1. School fees are due on or before the first day of the term or upon entry if the date is later.
2. At least one term's notice, in writing, of the intention to remove a student must be given.  
In the event of this not being given, one term's fees must be paid in lieu. Equally, a term's notice is required to the Boarding Section if a student is to change from boarding to day scholar.
3. If upon enquiry, it is found that any student has committed a grave offence or has been willfully or persistently disobedient or lazy, or if the student is found to be academically completely unsuited to the course he or she is following, then the school may remove or expel such a pupil or request the parent to remove him or her. The school Management reserves the rights to require the immediate withdrawal of any pupil. There is no refund for students who are excluded or expelled from The Green Garden School.
4. All students are required to wear the school uniform tidily. The uniform must be clean and permanently labeled. The school will not be liable for lost unlabeled uniform.
5. Students must read the school guidelines and abide by them.
6. No responsibility is accepted for lost property.
7. Absence from school and non-participation in games lessons will require a letter of explanation from a parent or guardian, to be submitted on the day of the student's return to school.
8. Non-participation in sports for a medical reason will require a doctor's note.
9. The parent/s or guardian/s of the student will at all times, keep the school indemnified against all actions, claims, proceedings, costs and expenses in respect of damages to property belonging to the student arising out of any school activity or transport facility provided or arranged by the school and/or while the student is under supervision both within and out of Nairobi.
10. **Gadgets:** - the school will not be liable for loss or damage of items and gadgets brought to school or that will be in the possession of the student while in school e.g. bicycles, hockey sticks, watches, computers, Legos, I-phone, I-pad, cameras, music instruments, cellphones. These gadgets are in full custody and care of the student and any wrong use or hiding such will warrant confiscation.

**9. To the parent/guardian:**

I have completed all the sections of this application form. I accept that one full term's notice is required to withdraw a student from the school and that, in the event of this not being given; one term's fees must be paid in lieu.

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

**CHECKLIST**

Please check that you have submitted the following with this form, and return to the school –

- A leaving certificate or letter from the previous school (if applicable)
- A copy of your child's birth certificate or passport
- A non-refundable registration fee
- Two passport sized photographs
- Insurance Card (copy)
- Immunization record card(copy)
- Parent's ID Copy

Please ensure that you have completed the section concerning medical information which is on the sheet inside this registration form. If no such sheet is present then please ask for one.

**OFFICE USE ONLY:**

I have interviewed the student and found her/him suitable for a place in Year \_\_\_\_\_

Starting term: January/May/ September (delete as applicable) Calendar Year: 20 \_\_\_\_

Name of interviewer: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Accounts Office: (v) appropriately**

Interview fee	
Registration fee	
Invoice given	

Name of Accounts Officer: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_



## THE GREEN GARDEN SCHOOLS CONDUCT GUIDELINES

All pupils' should remember and observe the following points concerning conducts during the school day:

- **Uniform and appearance**  
It is your responsibility to know the uniform guidelines and dress appropriately. Students must be smartly dressed at all times. Shirts must be tucked in neatly and top button closed. A watch and subtle stud earrings' are allowed as jewelry. No facial piercings are allowed. For all students, hairstyles should be of natural colour, smart and tidy. Male students should have clean- shaven hair and the hair should be kept neat and reasonably short.
- **Promptness and punctuality**  
It is your responsibility to know where you are meant to be throughout the day and arrive in good time, properly equipped to commence each lesson and other school activities. Unless otherwise instructed by your teacher, be waiting quietly at your classroom by the time the bell rings.
- **Security issues**  
Remember that prime responsibility for your valuables lies with you. Do not leave valuables in your school bag. The school cannot be held responsible for any losses.
- **Chewing gum**  
This is strictly forbidden in school.
- **Absenteeism**  
If for any reason you are absent from school, please ensure that the school office receives a call on the first day of your absence. You are required to bring a letter of explanation from your parent or guardian to give to your form tutor/class teacher on the first day of return.
- **Late arrival to school**  
If a particular day you arrive late to school, you are required to sign the 'late arrivals book' at the office, and to notify your form tutor/class teacher as soon as possible after your arrival.
- **Leaving the school during the day**  
To be absent from school for part of a day you must bring a letter from your parent or guardian to show to your form tutor/class teacher and to any teacher whose lessons you will miss. This should be done, if possible, on the preceding day. You must be signed out by the School Principal in the 'permission to leave form' that is kept at the office, and you will be given a gate pass slip. In the absence of the School Principal, a senior member of staff can sign you out.
- **Food matters (Boarding School)**  
No food is allowed in the school for boarders.
- **Litter and graffiti**  
The Green Garden School is our environment so please do your part to keep it clean. Place all litter in the bins provided and encourage others to do so. Any pupil involved in acts of graffiti will be severely punished
- **Personal stereos**  
These items must not be brought to school, and will be confiscated if found.
- **Mobile phones**  
No mobile phones or electronic devices in school.
- **Visitors**  
You are not allowed to entertain any one who is not a current Green Garden pupil without prior permission from a member of the senior staff.
- **Smoking, Drinking alcohol and Drugs**  
These items are strictly forbidden.
- **Bullying**  
It's against the school guidelines that will warrant expulsion when committed.
- **Sign In and Out (Boarding School)**  
All learners must be signed in by their parent or guardian known to the school administration and 'out' during breaks or when school closes.

In general, please remember to respect all members of The Green Garden community and their property at all times. Any form of **bullying** behavior will be dealt with harshly. Appropriate **Language** and behavior is required from everyone. Be polite and sensitive; always consider the need for others...and ensure that your individual contribution as a member of our community **sets an example** for other pupils to follow.

### 10. To the student

I agree, if admitted, to adhere to the rules of The Green Garden Schools.

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

**THANK YOU**



**THE GREEN GARDEN SCHOOL**  
**DECLARATION FOR PARENTS**  
**(TALENT DEVELOPMENT (CO-CURRICULUM) FORM)**

I/We \_\_\_\_\_ parents to  
\_\_\_\_\_ who is in class \_\_\_\_\_

Hereby:-

1. Allow my/our child to participate in all talent development activities at the appointed times e.g. swimming, water activities e.t.c. inside or outside the school.
2. Allow my/our child to participate in outside education local & international field trips, walks e.t.c. and seminars organized by the school, inside or outside the school from time to time.
3. Understand that while every care, caution and responsibility of the child is taken care of in school, the school will not be held accountable for any damages of items, gadgets, instruments or persons, injury, sickness or lose of life in the above which may arise while the child is in school, on a trip, while using school transport or otherwise.

NAME OF THE PARENT (S) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**THE GREEN GARDEN SCHOOL**  
**DECLARATION FOR PARENTS**  
**(TALENT DEVELOPMENT (CO-CURRICULUM) FORM)**

I/We \_\_\_\_\_ parents to  
\_\_\_\_\_ who is in class \_\_\_\_\_

Hereby:-

1. Allow my/our child to participate in all talent development activities at the appointed times e.g. swimming, water activities e.t.c. inside or outside the school.
2. Allow my/our child to participate in outside education local & international field trips, walks e.t.c. and seminars organized by the school, inside or outside the school from time to time.
3. Understand that while every care, caution and responsibility of the child is taken care of in school, the school will not be held accountable for any damages of items, gadgets, instruments or persons, injury, sickness or lose of life in the above which may arise while the child is in school, on a trip, while using school transport or otherwise.

NAME OF THE PARENT (S) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**THE GREEN GARDEN SCHOOLS  
MEDICAL FORM**

The School Sanatorium provides a First Aid service during school hours and at school functions for all students on the campus and for boarding students after school hours and during weekends. Those in boarding (MS/HS), all emergencies will first be rushed to Kikuyu Hospital awaiting parent's further instructions. At our Day School EC, they are rushed to St. Teresa hospital and at Rongai Purple Campus; they are rushed to Mt. Sinai Hospital. It is essential, therefore, that the school has up-to-date information about your child's health and medical requirements. Please complete and return this form as soon as possible and inform the school nurse or administration office in writing of any changes in circumstances.

**Name of Child:** \_\_\_\_\_

Blood group \_\_\_\_\_

**Medical Insurance Card (type and number):** \_\_\_\_\_

\*All students are expected to have full medical insurance prior to admission and attach the copy of insurance card.

Name of Parent/Guardian: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Doctor's Tel: \_\_\_\_\_

Doctor's Mobile: \_\_\_\_\_

- Please attach your child's immunization record card.
- Please list any other immunizations your child has received:

- Please (✓) any of the following which your child suffers:

Eczema	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Sinusitis	<input type="checkbox"/>	Hay Fever	<input type="checkbox"/>	Migraine	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Enuresis (Bed wetting)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

- Please list below hospitalization and operations that your child has undergone that you consider have any bearing on their current health or well being: -

- **Allergies**

Please give details of all allergies (e.g. to food, medicines, antibiotics, nut allergy, bee stings, etc). The catering department will be able to include your child on the Allergy List for special dietary requirements.

- **Medicines administered at The Green Garden Schools in case of pain/fever:**

Please (✓) to indicate that you give permission for any of the following to be administered to your child at school, by the school nurse, as first aid remedies.

Calpol/ Panadol	<input type="checkbox"/>	Piriton/ Ventolin (for asthmatics)	<input type="checkbox"/>	Vicks	<input type="checkbox"/>	All of them	<input type="checkbox"/>
Buscopan	<input type="checkbox"/>	Betadin/Brufen	<input type="checkbox"/>	Actal	<input type="checkbox"/>		<input type="checkbox"/>

- If you cannot be contacted in case of emergencies, do we have your consent to call ambulance services to transport\* your child to the Nearest Hospital? **YES / NO**

I hereby certify that this child is physically fit to participate in all school sports and activities on and off campus.  
[In case of a negative answer, please specify the reason(s). ]

**Signature of Parent/Legal guardian:** \_\_\_\_\_

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ADVISE THE SCHOOL NURSE/ADMINISTRATION OFFICE IN WRITING OF ANY CHANGES TO THIS INFORMATION**