



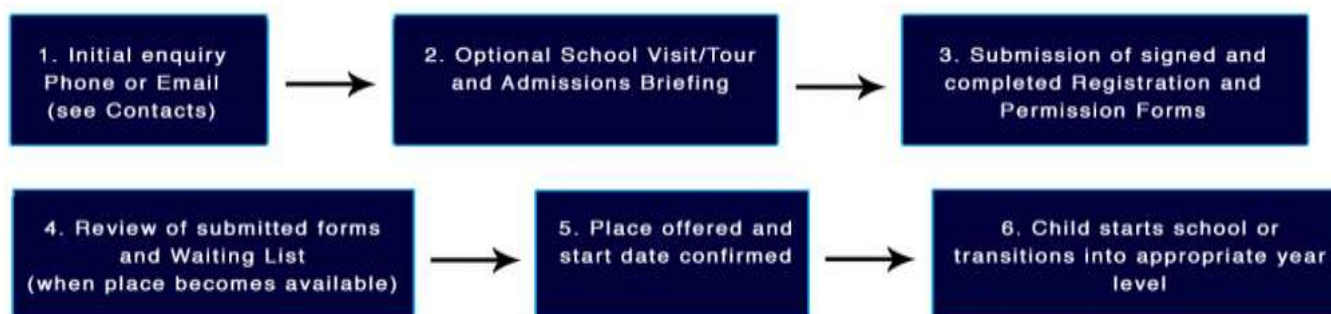
ONE International School
Enrollment Policy & Procedure Handbook
2018 -2019

Atmosphere resorts,
Maayong Tubig, Dauin,
Dumaguete,
Negros Oriental, 6217
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ONE International School Admissions Policy

ONE I.S. welcomes children from all backgrounds and believes that diversity enhances children's social and educational experience. Registration is available throughout the year, with those children who are unable to access a place immediately, put on our Waiting List for consideration at a later date. Where places become available, children on the Waiting List who are within the admission age range will be offered a place based on the date they registered – so the earlier the better!



During step three of our admissions process, the following documents will need to be provided as part of the Registration and Permissions Forms.

- **A copy of the child's birth certificate**
- **A copy of the passport showing:**
 - **Applicant's picture, date of birth and passport number**
 - **Issuance and expiry date**
 - **Current Immigration Status-** Please submit a copy of the primary parent visa and the candidate(s) visa must be submitted. Please note that students must have a valid temporary/permanent resident visa to study in the Philippines. Tourist visas are NOT acceptable for continued study at ONE I.S.
- **A non-refundable, consumable, registration fee of 5,000php/per child**

We are currently accepting applications for the classes listed below:

ONE International Admission Ages and Classes			
Stage	Class	Age Range	Admission Age
Nursery - EYFS	Turtle Tots	2-4 years	2 years old before September 1st
Reception – EYFS	Sun Stars	4-5 years	4 years old before September 1st
Key Stage 1	Star Gazers	5-7 years	5 years old before September 1st
Key Stage 2 (Lower)	Flying Foxes	7-9 years	7 years old before September 1st
Key Stage 2 (Upper)	Eagle Rays	9-11 years	9 years old before September 1st

Prior to admission, all relevant forms must be completed and necessary paperwork submitted. Your child will then either be offered a place or included on the Waiting List.

ONE International School Fees

A. Tuition Fees

PERSONALISED FEES PROGRAMME AVAILABLE ON REQUEST

All fees are inclusive of: annual progress tests & exams, facility access, assessments, lunches equipment, materials, resources, teachers, snacks, drinks and local day trips.

*A discount will be offered for Early Bird applications, sibling applications and some referrals. Please contact the school to find out if you are entitled to any of these discounts. Discounts are calculated on an individual basis and can vary by circumstance.

B. School Bus Fees (Non-mandatory)

NORTH BOUND JOURNEY - DUM	Fees	SOUTH BOUND JOURNEY - ZAM	Fees
Dumaguete - School	85php each/way	Zamboanguita - School	85php each/way
Bacong - School	60php each/way	Malatapay - School	60php each/way
Dauin - School	35php each/way	Maayong Tubig - School	35php each/way

C. Uniform Fees

The table below shows the mandatory requirements for each of the key stages in the Early Years and Elementary departments. All the items listed within these tables are required on or before the first day of school. Below this, there are the various packages available for purchase, all of which cover your child's basic requirements, or more, if you choose. If you wish to purchase these as individual items, please refer to the last table and ensure you have all the mandatory requirements essential for your child's enrolment/return. **Please note that all bags(EYFS), PE bags (Elementary) and water bottles are all to be purchased at the school** as these are now considered part of their uniform in order to improve our health, hygiene and storage procedures, as well as minimising comparisons between the children.

Mandatory School EYFS Uniform Package - 2-5 years	
No. of Items	Item Description
2	ONE International School Shirts & Shorts or Dresses
1	ONE International School Bag
1	ONE International School Hat
1	ONE International School Water Bottle
1	Tooth Brush/Tooth Paste
1	Nivea Sun Cream 150ml 50+kids (Spray or Cream Acceptable)
1	Pull Ups – All Children Non-toilet Trained
EYFS 4-5 years only	
1	ONE International School PE Shirt & Shorts

Mandatory School Elementary Uniform Package – 5-11 years	
No. of Items	Item Description
2	ONE International School Shirts & Shorts or Dresses
1	ONE International School PE Shirt & Shorts
1	ONE International School PE Bag
1	ONE International School Hat
1	ONE International School Water Bottle
1	Sun Cream 30+
1	Tooth Brush/Tooth Paste

OPTION 1 – ONE International School Uniform Packages Sun Stars – 4-5 years 2018-2019		
No. of Items	Item Description	Package Price
Package A		
2	ONE International School Shirts	627php
2	ONE International School Shorts	627php
1	ONE International School Hat	380php
1	ONE International School Water Bottle	150php
1	ONE International School Bag	195php
Total		1,979php
Package B		
3	ONE International School Shirts	915php
3	ONE International School Shorts	915php
1	ONE International School Hat	380php
1	ONE International School Water Bottle	150php
1	ONE International School Bag	195php
Total		2,555php
Package C		
5	ONE International School Shirts	1,497php
5	ONE International School Shorts	1,497php
1	ONE International School Hat	380php
1	ONE International School Water Bottle	150php
1	ONE International School Bag	195php
Total		3,719php

OPTION 2– ONE International School Uniform Packages Sun Stars – 4-5 years 2018-2019		
No. of Items	Item Description	Package Price
Package A		
2	ONE International School Dresses	815php
1	ONE International School Hat	380php
1	ONE International School Water Bottle	150php
1	ONE International School Bag	195php
Total		1,540php
Package B		
3	ONE International School Dresses	1,190php
1	ONE International School Hat	380php
1	ONE International School Water Bottle	150php
1	ONE International School Bag	195php
Total		1,915php
Package C		
5	ONE International School Dresses	1,946php
1	ONE International School Hat	380php
1	ONE International School Water Bottle	150php
1	ONE International School Bag	195php
Total		2,671php

OPTION 1 – ONE International School Uniform Packages Star Gazers – 5-7 years 2018-2019		
No. of Items	Item Description	Package Price
Package A		
2	ONE International School Shirts	795php
2	ONE International School Shorts	795php
2	ONE International School PE T-shirt	665php
1	ONE International School PE Shorts	400php
1	ONE International School Hat	450php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		3,500php
Package B		
3	ONE International School Shirts	1,159php
3	ONE International School Shorts	1,159php
2	ONE International School PE T-shirt	665php
1	ONE International School PE Shorts	400php
1	ONE International School Hat	450php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		4,228php
Package C		
5	ONE International School Shirts	1,896php
5	ONE International School Shorts	1,896php
2	ONE International School PE T-shirt	665php
1	ONE International School PE Shorts	400php
1	ONE International School Hat	450php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		5,702php

OPTION 2– ONE International School Uniform Packages Star Gazers – 5-7 years 2018-2019		
No. of Items	Item Description	Package Price
Package A		
2	ONE International School Dresses	941php
2	ONE International School PE T-shirt	665php
1	ONE International School PE Shorts	400php
1	ONE International School Hat	450php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		2,851php
Package B		
3	ONE International School Dresses	1,373php
2	ONE International School PE T-shirt	665php
1	ONE International School PE Shorts	400php
1	ONE International School Hat	450php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		3,283php
Package C		
5	ONE International School Dresses	2,245php
2	ONE International School PE T-shirt	665php
1	ONE International School PE Shorts	400php
1	ONE International School Hat	450php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		4,155php

OPTION 1 – ONE International School Uniform Packages Flying Foxes & Eagle Rays – 7-11 years 2018-2019		
No. of Items	Item Description	Package Price
Package A		
2	ONE International School Shirts	889php
2	ONE International School Shorts	889php
2	ONE International School PE T-shirt	722php
1	ONE International School PE Shorts	480php
1	ONE International School Hat	500php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		3,875php
Package B		
3	ONE International School Shirts	1,296php
3	ONE International School Shorts	1,296php
2	ONE International School PE T-shirt	722php
1	ONE International School PE Shorts	480php
1	ONE International School Hat	500php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		4,689php
Package C		
5	ONE International School Shirts	2,120php
5	ONE International School Shorts	2,120php
2	ONE International School PE T-shirt	722php
1	ONE International School PE Shorts	480php
1	ONE International School Hat	500php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		6,337php

OPTION 2– ONE International School Uniform Packages Flying Foxes & Eagle Rays – 7-11 years 2018-2019		
No. of Items	Item Description	Package Price
Package A		
2	ONE International School Dresses	1,098php
2	ONE International School PE T-shirt	722php
1	ONE International School PE Shorts	480php
1	ONE International School Hat	500php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		3,195php
Package B		
3	ONE International School Dresses	1,601php
2	ONE International School PE T-shirt	722php
1	ONE International School PE Shorts	480php
1	ONE International School Hat	500php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		3,698php
Package C		
5	ONE International School Dresses	2,619php
2	ONE International School PE T-shirt	722php
1	ONE International School PE Shorts	480php
1	ONE International School Hat	500php
1	ONE International School Water Bottle	200php
1	ONE International School PE Bag	195php
Total		4,716php

ONE International School Individual Uniform Prices 2018-2019		
No. of Items	Item Description	Package Price
Sun Stars Prices (4-5years)		
1	ONE International School Shirt	336php
1	ONE International School Shorts	336php
1	ONE International School Dress	437php
1	ONE International School Hat	426php
1	ONE International School Water Bottle	175php
1	ONE International School Bag	210php
1	ONE International School PE T-shirt	392php
1	ONE International School PE Shorts	448php
Star Gazers Prices (5-7years)		
1	ONE International School Shirt	426php
1	ONE International School Shorts	426php
1	ONE International School Dress	504php
1	ONE International School PE T-shirt	392php
1	ONE International School PE Shorts	448php
1	ONE International School Hat	504php
1	ONE International School Water Bottle	225php
1	ONE International School PE Bag	210php
Flying Foxes & Eagle Rays– 7-11 years		
1	ONE International School Shirt	476php
1	ONE International School Shorts	476php
1	ONE International School Dress	588php
1	ONE International School PE T-shirt	426php
1	ONE International School PE Shorts	538php
1	ONE International School Hat	538php
1	ONE International School Water Bottle	225php
1	ONE International School PE Bag	210php

Notes:

Tuition Fees:

- Tuition fees are invoiced monthly (11payments), termly (3 payments) or annually (1 payment).
- The school will accept payment in PHP, American Dollars or Pounds Sterling. Payments made in American Dollars or Pounds Sterling will be based on the day of payment exchange rate, with an additional 2% mark up to cover conversion costs.
- The full month, term or annual tuition fee is required to be settled, irrespective of the length of time the child will spend in school, during any of the given periods. However, any child admitted throughout the term will be invoiced on a pro-rata basis for the remaining weeks of the month/term.

Where to Pay:

All ONE International School fee payments can be made directly to our accounts team located at ONE I.S. reception desk. Parents will receive an invoice of school fees for each child with a breakdown of the total cost. Payments are payable in cash, by cheque, credit card or direct bank transfer to the school's account.

- For payments made by cheques, please make the cheque payable to:
ATA Dauin Realty Corp.
- Or alternatively, if you wish to pay via a direct bank transfer please do so using the following details:

Bank Name: **Bank of the Philippine Islands (BPI)**
 Bank Address: **Dgte. San Jose Branch, Units 1&2 Uymatiao Bldg. San Jose St., Dgte City**
 Account Name: **ATA DAUIN REALTY CORP**
 Account Number: **9211-0025-97**
 Swift Code: **BOPIPHMM**

Please email a copy of the transaction receipt with the invoice number in the "subject heading" to rolyn@oneinternationalschool.com or hand in a copy of the transaction receipt directly to ONE INTERNATIONAL SCHOOL RECEPTION BETWEEN 8:00 AM AND 5:00 PM and look for ROLYN

All payments must be made within 14 days of the invoice date. If payment is not received on or before the 14th day, then a charge of 500 PHP interest per day will be added to the billing. After a further 14 days of non-payment (28 days after invoicing) your child/ren will not be permitted to attend class until full payment is made.

ONE International School Extra-curricular List – 2018-2019

<u>Activity</u>	<u>Age Range</u>	<u>Dates</u>	<u>Times</u>	<u>Cost</u>
Mandarin	5-12 years	Wednesdays & Fridays	8:00am – 9:00am	500php/per session
Swimming (Beginners)	3 years & above	Wednesdays & Fridays	8:00am – 8:30am	6,500php/ per term
Swimming (Advanced)	Skill Dependent	Tuesdays & Thursdays	8:00am – 8:45am	6,500php/ per term
Sports Club	4 years & above	Wednesdays	3:30pm – 4:30pm	150php/ per session
Mini Rugby	5 years & above	Thursdays	3:30pm – 4:30pm	FREE

Please note that a number of additional extra-curricular activities are being finalized and schedules confirmed. These will be distributed at the earliest opportunity.

Term	Start From	Finish On
Term 1 Overview	Monday 10 th September 2018	Friday 12 th October 2018
	1st HALF TERM BREAK	
	Monday 22 nd October 2018	Friday 14 th December 2018
CHRISTMAS HOLIDAYS		
Term 2 Overview	Monday 7 th January 2019	Friday 8 th February 2019
	2nd HALF TERM BREAK	
	Monday 18 th February 2019	Wednesday 17 th April 2019
EASTER HOLIDAYS		
Term 3 Overview	Monday 6 th May 2019	Friday 28 th June 2019
SUMMER HOLIDAYS		

Please be aware that the above UK holiday timetable has been amended to incorporate statutory Philippine holidays with minimal disruption to the weekly routine. Changes made at Government level must be adhered to, where we are informed of these, we will provide you with as much advanced notice as possible.

Please do not hesitate to contact us if you have any questions.

Many thanks



Miss Jennifer Hoggard
Manager & Head Teacher