

INTENTIONALLY LEFT BLANK

EXTRA-CURRICULAR ACTIVITIES

Each child must enroll in at least one of the following activities.

AT NO COST

- Environment Club
- Brownies
- Cubs
- Table Tennis
- Builders Club
- Good News Club
- Red Cross
- Spelling Club
- Athletics
- Netball
- Cricket

FOR A FEE

- Learn – to – Swim
- Chess
- Dancing
- Drumming
- Ballet
- Karate
- Football
- Steel band
- Piano
- Computer Club

All information about scheduling and cost of these activities is available from the Administrative Office.

TRAFFIC WARDENS

Look out for the Traffic Wardens in the vicinity of the school and obey their directions.

1. Do NOT double park on either Dunoon Road or Jackson Road.
2. Do NOT park on the pedestrian crossing.
3. NEVER block the entrances to the school premises.

Parents/Guardians are reminded that when they take their child / ward to school, he/she should be ready to alight from the vehicle and proceed to his/her classroom.

The vehicle should not be parked to allow the child to do "homework", or have his/her hair combed or the disbursement of lunch money as all these activities often cause traffic problems.

BEHAVIOUR ON THE COMPOUND

No parent or guardian will be allowed in any classroom area before school is dismissed.

1. Parent/Guardian or whoever is picking up the child is to be appropriately dressed while on the school compound.
2. No Smoking is allowed on the compound.
3. No loud music or blowing of horns must be heard on the school premises at any time.
4. No indecent language or any other form of verbal abuse is to be used on the compound.

SCHOOL FEES

The current school fee is printed on your child's payment voucher and must be paid by cash or certified cheque at any branch of the National Commercial Bank.

Registration of new students will take place July 5-23, 2010 (Monday-Friday) between the hours of 8:30a.m. – 2p.m. The stamped Bursar's copy of the payment voucher must be presented at the office.

If your voucher is not presented during this time, the space assigned to your child will be forfeited.

UNIFORMS

BOYS

*Beige bush jackets
Navy blue pants
Black shoes
Navy blue socks*

GIRLS

*Beige blouse
Navy blue tunics
Black shoes
Navy blue socks
Navy blue ribbons or clips.*

GAMES UNIFORMS

Boys and girls are required to wear blue Vaz Prep shorts with a T-Shirt of the colour of the respective house to which they are assigned. Games shoes must be plain. **NO COLOURED SHOES ARE ALLOWED.**

School uniforms must be worn every day. Proper uniform for games must be worn on the specified days. A written excuse must be provided whenever your child/ward does not conform to the specified uniform.

Girls are not allowed to wear extensions or braids in their hair. Hair must be neatly groomed and only navy blue or black ribbons /clips are allowed.

Boys hair must be neatly cut and groomed. No designs or tails allowed.

RULES AND REGULATIONS

Agreement to abide by these rules and regulations is a pre-requisite for your child/ward to become or remain a pupil of this school.

1. I understand that I am expected to meet my financial obligations to the school prior to the start of each term. Fees are to be paid by cash or certified cheque to any branch of the National Commercial Bank.
2. I agree to read the Handbook, newsletters and any other communication produced by Vaz Preparatory School to keep me informed of school policy, activities and any other information.
3. It is my responsibility to ensure that my child attends school regularly, on time and in uniform.
4. No jewellery other than a wristwatch is permitted. Girls with pierced ears are allowed to wear small earrings.
5. I understand that I am expected to ensure that my child completes his/her daily homework and all other assigned activities on time.
6. I give permission for my child to participate in any school related field trip.
7. I pledge my support to the Parent Teachers Association and understand that I am expected to attend and participate in PTA Meetings.
8. In the event of minor injury/illness, I give permission for the school nurse to treat my child. In the case of a serious illness/injury, I must be contacted and agree for him/her to be taken to an off-site medical facility if necessary for further diagnosis/treatment.

Kindly sign the agreement slip overleaf and return it to Vaz Preparatory School.

Please sign and detach this agreement form and return it to school.

VAZ PREPARATORY SCHOOL
11 ½ Dunoon Road
Kingston 2

AGREEMENT SLIP

Name of Child: _____ Date of Birth: _____

Address of child: _____ Grade: _____

Name of Parents: _____ Tel#: _____

Names of Siblings attending Vaz Prep: _____

I have read the rules and regulations and agree to abide by them.

.....
Signature of Parent

.....
Date

SCHOOL HOURS

- *School begins at 8:00 a.m. daily with devotion.*
- *Every child is required to participate in devotion.*
- *Kindergarten, Grades 1 and 2 are dismissed at 1:30 p.m. Mon - Friday*
- *Grades 3, 4, 5 and 6 are dismissed at 2:00 p.m. Mon. – Thursday*
- *On Fridays all classes are dismissed at 1:30 p.m.*

CHILDREN MUST BE PICKED UP IMMEDIATELY AFTER SCHOOL OR AT THE END OF THE SUPERVISED EXTRA CURRICULAR ACTIVITY

PUNCTUALITY

Every child must attend worship and therefore should be at school by 7:55 a.m. each morning.

REGULAR OFFICE HOURS

Monday – Thursday 7:45 a.m. - 4:00 p.m.
 Friday 7:45 a.m. - 3:00 p.m.

REGULAR BOOKSHOP HOURS

Monday – Thursday 7:30 a.m. - 2:30 p.m.
 Friday 7:30 a.m. - 2:00 p.m.

OFFICE & BOOKSHOP HOURS (Summer Holidays)

Mon – Fri. July 05– July 23 8:30 a.m. - 2:00 p.m.
 Tues – Fri Aug 17 – Sept.3 8:30 a.m. - 2:00 p.m.

LUNCH

Cooked meals and snacks are available at the school canteen at a reasonable cost.

SCHOOL BUS SERVICE

Independent operators run a bus service which is used by many Vaz Preparatory School students. Interested persons may contact the following:

Operator	Telephone #	Route
Ms. R. Thompson	383-6116,934-3859	Cooreville, Molyne, Patrick City
Mr. L. Harrison	382-3364 / 388-0667	Portmore
Mr. R. Marrah	984-8686 or 999-9653	Spanish Town
Mr. V. Bailey	931-9721 or 363-9111	Corporate Area
Adrian Barrett	428-5665	Corporate Area
Kenneth McIntosh	848-8511 or 602-0034	Spanish Town / Portmore
Mrs. Alana Mais	369-1172 / 401-5245	Corporate Area
Daniel Alexander	872-1228	Portmore

**ALL ARRANGEMENTS MADE ARE BETWEEN THE BUS
OPERATORS AND PARENTS.**

INTRODUCTION

Vaz Preparatory School was established on September 10, 1951 by Mrs. Hazel Vaz O.D. We are a private Institution and Limited Liability Company, controlled by a Board of Directors.

Vaz Preparatory School is founded on strong Christian principles and we appreciate that each child is an individual endowed with special gifts. Our main focus is the total development of each child academically, physically, morally, emotionally and spiritually. We ensure that our students are exposed to a safe and nurturing environment and we offer them challenges academically, culturally and socially in order to help them achieve excellence in every aspect of their lives.

Among our facilities are a Library, Computer Lab, Art and Craft Room, Audio-Visual Room, Music Room, Sick Bay, Resource Centre and Special Education and Guidance Counselling Departments. Apart from the emphasis on the three R's (Reading, Writing and Arithmetic), the school curriculum includes Spanish, Computer Studies, Dancing, Athletics, Speech and Drama.

Welcome to Vaz Preparatory School.

ORIENTATION FOR NEW STUDENTS

Monday, September 6, 2010 – Orientation for all new students between the hours of 8:30 a.m. – 10:00 a.m.

All new students are to be in uniform. On this day, the immunization cards and the signed agreement slip which is attached to this handbook must be presented to the class teacher.

ALL CHILDREN MUST BE REGISTERED PRIOR TO ORIENTATION.

STATIONERY

Only Vaz Preparatory School exercise books are to be used and a new book can only be purchased when the teacher signs the completed one.

HOMEWORK

Written homework is given every day except during the period of semester tests. Regular homework and all assignments must be supervised and signed by the parents/guardians. If these assignments are not handed in on the specific day by the child, the parent will be called in for consultation.

SECURITY

Children are to be picked up from school each afternoon not later than one hour after the end of school unless they are enrolled or involved in supervised activities.

Vaz Preparatory School does not accept responsibility for children who are left unsupervised on the school compound after 4:00p.m. in the afternoon. Parents/Guardians who leave their children on the school compound after 4:00 p.m. will be charged for "After Care". This payment is to be made upon the collection of the child.

WITHDRAWAL OF STUDENT

The school requires **one term's notice** if your child is being removed. If the notice is not given, the full term's fee is due and payable. Deposits are Non-refundable.

ABSENCE FROM SCHOOL

A written excuse is required on any occasion that your child is absent from school.

ACCIDENT INSURANCE

Every parent/guardian pays an annual premium for an accident insurance policy to cover their child. This is paid at the start of the school year or at the time the child starts school. This covers up to the limit of the policy, the cost of medical expenses incurred as a result of injury to pupils from accidents. In the event a parent/guardian wishes to make a claim under the policy, he/she is required to fill out the necessary forms and return them to the school.

STUDENT DATA

The school must be advised immediately if there are any changes in the pupil's information that was given to the school on the application forms. Parents/Guardians may do so by advising the administrative office.

DISCIPLINARY PROCEDURES

Failure by students to abide by the rules and regulations of the school and any other form of indiscipline will result in disciplinary action being taken depending on the seriousness of the act.

The action to be taken may include the following:

- a. A verbal warning
- b. A written warning
- c. Suspension
- d. Expulsion



Vaz Preparatory School

11 ½ Dunoon Road
Kingston 2, Jamaica W.I.

Telephone (876) 928-1226, 928-2645
938-3241, 938-3191

Fax: (876) 928-2900

E-mail: vazprep@cwjamaica.com

Mission Statement

To maintain and enhance our school as an institution of excellence; in education, community relations and nation building; through a programme of teaching, nurturing and motivating, designed to help each child receive a foundation for adult life, in which full potential is developed in all areas – physical, moral, spiritual, cultural and intellectual in fulfillment of our motto.....

“HONEST LABOUR BEARS A LOVELY FACE”