



Dear Parents and Caregivers,

We are so excited to welcome you to our school for the **2021-2022** School year! We are so blessed that you entrust us to teach and lead your children through their educational and faith journeys!

We will start school this year on **Wednesday, September 1<sup>st</sup>** at 8:45am but your children can start arriving at school from 8:15am and our school day ends at 3:15pm.

We currently have 107 students on our school roster from Preschool through Year 8. We look forward to welcoming several new staff members and some of our current staff members have changed roles. On **Wednesday, September 8<sup>th</sup>** we will have our Back-to-School night for new families to learn more about our school and returning families to get ready for another exciting school year together!

Ms. Nina Klockemann will continue leading and supporting our teachers and students this year in her role as Principal and Ms. Karah Germroth will return as Director, overseeing daily operations, school expansion, facilities, and administrative functions.

We can't wait to start another school year of learning, growing our faith, and supporting our students in their social and emotional well-being.

In all that we do this school year and in the future, to God be the glory!

Blessings,

Director

Principal



## Overview

Christ Church International School (CCIS) provides high-quality, international, Christian education to children of all nationalities and backgrounds. Using British National curriculum standards, our students are taught by qualified and experienced teachers from countries all over the world in all subjects as well as in religious education. CCIS is owned by the Anglican Diocese of Mount Kilimanjaro as an initiative of the international and interdenominational congregation at Christ Church Cathedral in Arusha.

Our school's mission is to serve the Arusha community by providing Christian education in a caring, secure, supportive, and fun environment where every child has the opportunity to develop into the special person God created them to be. Our student population is around 100-120 students from preschool through year 8. Students from all faiths are welcome at CCIS!



## Basic information

**Type of School:** Pre-primary and Primary with students in Preschool- Year 8

**School phone number:** +255 743 607 027

**Website:** [www.ccis.education](http://www.ccis.education)

**Director's contact:** Karah Germroth, [director@ccis.education](mailto:director@ccis.education)

**Principal's contact:** Nina Klockemann, [principal@ccis.education](mailto:principal@ccis.education)

**Location:** Kwa Iddi, Sakina, Arusha

**Size:** Classes range from 12-24 students in combined classes with each class having a Lead and an Assistant Teacher.

## Curriculum

Customized by a team of international faculty, CCIS curriculum integrates scripture and Christian values as well as specific local/regional topics that refer to the students' host learning environment and culture in Tanzania and meets or exceeds all British National Standards. As we rigorously plan and conduct our lessons according to British National objectives and goals, our students will be able to seamlessly transition from CCIS to any international or national educational context

## School Rules at CCIS

1. Love God and Love each other
2. Love animals and be kind to them
3. Use polite and thoughtful language
4. Respect other's property
5. Do your best

## CCIS International Teaching Staff

Ms. Karah, Director, America

Ms. Nina, Principal and Religious Education teacher, Germany

Ms. Julia, Early Years Coordinator and Year 1/2 Teacher, Spain

Ms. Alice, Year 3/4 Teacher, New Zealand

Ms. Hamilton-Magwood, Year 5/6 Teacher, America

Ms. Rachel Melton, Year 7/8 Teacher, America

Dr Rupa Joshi, School Counsellor, India



## CCIS Tanzanian Teaching Staff

Ms. Evaline, Ms. Paskalina: Preschool teachers

Ms. Suzie, Ms. Sarah: Preschool teaching assistants

Ms. Virginiah: Year 1/2 Teacher

Ms Ritha, Ms Rehema: Year 1/2 Teaching assistants

Ms Dionista: Year 3/4 Teaching assistant

Mr. Fintan: Year 5/6 Teaching assistant

Mr. Lazaro: Year 7/8 Teaching assistant

Ms. Magdalena: Music teacher

Ms. Shose: Kiswahili teacher

Mr. Ronnie: Sports teacher and Assistant Facilities Manager





## School Calendar

**Start time: 8:45am (students may arrive from 8:15am) End time: 3:15pm**

### Term 1:

Start date: Wednesday, September 1<sup>st</sup>, 2021

Public Holiday: Friday or Saturday, 7<sup>th</sup>/8<sup>th</sup> of October- Prophet's Birthday

Public Holiday: Thursday, 14<sup>th</sup> October- Nyerere Day

Midterm break: Monday, 25<sup>th</sup> October- Friday, 29<sup>th</sup> October

Last day of Term 1: Friday, 3<sup>rd</sup> December (1/2 day for students)

*Christmas holidays: December 6<sup>th</sup> through January 13<sup>th</sup>*

### Term 2:

Start date: Wednesday, 11<sup>th</sup> January, 2022

Public Holiday: Tuesday, 12<sup>th</sup> January- Revolution Day

Midterm break: Monday, 21<sup>st</sup> February- Friday, 25<sup>th</sup> February

Last day of Term 2: Wednesday, 6<sup>th</sup> April (Public holiday April 7<sup>th</sup>- Karume Day)

*Easter holidays: April 7<sup>th</sup> through April 25<sup>th</sup>*

### Term 3:

Start date: Wednesday, 27<sup>th</sup> April, 2022

Public Holiday: Tuesday, 26<sup>th</sup> April

Public Holiday: Monday, 2<sup>nd</sup> or Tuesday, 3<sup>rd</sup> May- Eid al Fitr

Midterm break: Monday, 6<sup>th</sup> June

Last day of Term 3: Friday, 8<sup>th</sup> July (1/2 day for students)

*Recess/Holiday until start of 2022-2023 School year begins*

## Transportation and Bussing

Transportation to and from school is an optional service available to much of the Arusha area. All buses are owned, run, and managed by outside providers, not by CCIS. General service areas are listed below but parents/guardians should contact the bus companies directly for more information or if interested in signing up a child for transportation.

**Bus 1 Route:** Njiro Msola to East Africa Road, Moshono, PPF, Nairobi Rd. *Contact Mr. Prakash 0754 380 069*

**Bus 2 Route:** Mbauda, Olasiti, Ngaramtoni ya chini, Sakina. *Contact Mr. Prakash 0754 380 069*

**Bus 3 Route:** Njiro Gorofa Mbili, Kimandolu, Sekei, Ilboru, Majengo. *Contact Mr Nyalo 0684 712 650*

**Bus 4 Route:** Njiro, Kimandolu, Sekei, Ilboru, Majengo. *Contact Mr Mwalongo 0755 545 556*

Information to note:

- o Bus drivers cannot wait for children who are late. Students should be waiting at their bus stops/home at the designated time.
- o Students will be picked up and dropped off at the same location. In the event that a regular bus-rider will not be taking the bus home from school as normal, a text to the teacher or written parental permission is required at least one day before
- o If a student who is normally bussed will be going home with another student, permission is needed from parents of both children
- o If a child is sick and will not be riding the bus to school, parents should call the bus driver's assistant directly to inform him/her of the change in route
- o Any change of address for bussing purposes requires one-week (five school days) notice to the driver.
- o Buses are not obligated to continue transportation if students move to an inconvenient address for their route.

### School Bus Rules

Students who ride on the school bus should follow the school rules as well as the rules below. Students who do not follow these rules may have their bus privilege temporarily or permanently revoked. Parents should review these rules with their children.

1. Seatbelts must be worn at all times.
2. No gum, food, or drinks except for water and a small healthy snack
3. Do not distract the driver
4. Keep all body parts inside the bus
5. No phones or devices allowed
6. Use inside voices
7. Don't talk to strangers outside of the bus
8. Don't throw things out of the bus

## School fees

CCIS school fees are based on projected operating costs. Lunch is included in the fees but transportation is not.

Half term's school fees are due at the start of enrollment and the second half is due at midterm break. School fees are subject to change without notice for new enrolments only; for existing students, changes in fees will be made with at least one month's notice. Please confirm rates before making a payment.

School fees are quoted in US Dollars but can be paid in Tanzanian shillings at a rate of 2300 TSH to 1 USD.

### 2021-2022 Fee Schedule and Discounts

Preschool	Full-time		Half-day (12:30 pick up—no lunch)	
	Per term	Full year	Per term	Full year
	\$938	\$2,813	\$750	\$2,250

Years 1-8	All students attend full-time	
	Per term	Full year
	\$1,500	\$4,500

**New student registration fee:** \$250

**Discounts:** 2<sup>nd</sup> child enrolled 5% fee reduction, 3<sup>rd</sup> child and beyond 10% fee reduction

*All school fees should be paid directly to the bank using the following details:*

**Name of Bank:** Exim Bank

**Account Name:** Christ Church International School

**USD Account Number:** 0030034888

**TSH Account Number:** 0030034887

## CCIS Checklist 2021-22

Student name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

DD/MM/YYYY

**ACTION REQUIRED: PLEASE RETURN THIS PAGE and mark with an X for all items you're submitting.**

***One packet for each child is required for our recordkeeping. Your prompt responses are much appreciated!***

***The following documents are required of all students for the 2021-22 school year:***

- Signed CCIS Agreement of Understanding of Liability and Responsibilities (attached)
- Signed transportation agreement (attached)
- Updated contact information (attached)

***This list relates to the student pass (or national status of Tanzania). Depending on your situation, your child may require different documentation. Please know your situation. You may check the immigration website about the student pass requirement for your situation and then submit the documents that fit your situation from below: We need this documentation no later than 10 September, 2021:***

- 2 copies of a passport size photo of your child (recent or at the time of enrollment)
- Student pass, if available (if you have applied, please submit receipt or documentation)
- Photocopy of student's passport if student pass is not yet available.
- Photocopy of parents' passports
- Copy of parent or caregiver work permit (or exemption certificate) if you are a foreign resident of Tanzania



**ACTION REQUIRED: PLEASE COMPLETE and RETURN THIS PAGE**

## CCIS Agreement of Understanding of Liability and Responsibilities

\_\_\_\_\_  
**Child's name**

\_\_\_\_\_  
**Date of Birth (DD/MM/YYYY)**

Please initial after reading each item. If you have questions, feel free to contact the Director.

**PARENT INITIALS ON EACH ITEM INDICATE AGREEMENT WITH THE STATEMENT**

1. \_\_\_\_\_ I hereby absolve Christ Church International School (CCIS) of all liability and responsibility related to accident, injury, illness, including but not limited to issues related to the pandemic Covid-19.
2. \_\_\_\_\_ I give my permission for the teachers of CCIS to seek medical advice and/or treatment for my child in the event of accident or illness.
3. \_\_\_\_\_ In the event of emergency, I give CCIS staff the right to transport my child without a special permission notice and hold the school, the Diocese of Mount Kilimanjaro, and the employees harmless in the event of accident or health condition of child.
4. \_\_\_\_\_ I understand that the insurance of my child against accident, loss of property, or refund of fees in case of illness or misadventure is my own responsibility.
5. \_\_\_\_\_ I understand that my child will not be allowed to use cell phones during the school day except in emergency or times designated by staff. I further understand that loss or malfunction of cell phone is in no way the responsibility of the school, its staff, or another child at the school.
6. \_\_\_\_\_ I agree that if my child is showing symptoms of Covid-19 illness that I must keep them home until they have been free of symptoms for a minimum 4 DAYS.
7. \_\_\_\_\_ I will support the CCIS management in enforcing face masks at their discretion in order to prevent the potential spread of Covid-19. I agree to support their efforts.
8. \_\_\_\_\_ I understand that it is my responsibility to obtain all passes and permits required by the Government of Tanzania in order that my child can legally attend Christ Church International School
9. \_\_\_\_\_ I understand that in an emergency, the school will act in the best interest of my child's well-being and attempt to notify me as soon as possible.
10. \_\_\_\_\_ I understand that from time to time, CCIS may photograph my child during school activities. I may choose whether or not photos of my child would be used in marketing efforts. Please select one:
11. \_\_\_\_\_ I understand that from time to time, CCIS may photograph my child during school activities. I may choose whether or not photos of my child would be used in marketing efforts. Please select one:

\_\_\_\_\_ YES, My child's photo may be used in marketing CCIS

\_\_\_\_\_ NO, My child's photo may not be used in marketing CCIS

12. \_\_\_\_\_ I understand that the school fees must be paid in USD or TSH equivalent and that bank fees are my responsibility. I understand that outstanding debts from previous term or year will result in not being allowed to recommence at the school.
13. \_\_\_\_\_ Parents will be invoiced for fees. If you wish for this invoice to be sent to your company/employer please provide details to accountant at CCIS.
14. \_\_\_\_\_ I understand that my child's extended absence will not result in a reduction of fees. Unless terminating enrolment, I understand I will be responsible for paying fees in full.

**I certify with my signature below that the information supplied on this form is correct in every detail.**

Parent/caregiver/s:

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Date DD/MM \_\_\_\_\_, 2021

**ACTION REQUIRED: PLEASE COMPLETE and RETURN THIS PAGE**

## TRANSPORTATION FOR SPECIAL EVENTS

While we are social distancing, special events will unfortunately be minimized. However, as we hope to re-engage students in special events and activities outside of school grounds and school hours, we kindly ask your support in adhering to this **special event transport policy**, designed to ensure the safety of your children.

Parents will receive the following information:

- Parents and caregivers will be issued information about each special event. They need to thoroughly read the letter to every event. If required, parents and caregivers must detail their transport plans for their child/ren on that day.
- Permission slips without a name of the driver picking up the child will be returned. There is clearly no picking up of children anywhere else than indicated in the letter (most of the times CCIS campus).
- Parents are not to arrange pick-ups with guards or any other person than the relevant teacher or the principal.
- Students will only be sent home with the driver stated on the permission slips.
- Any changes about the person transporting children need to be communicated and confirmed in a written note before the day of the event. Students who are still at the place of pick up (most of the times CCIS campus) 30 minutes after the communicated time may be transported home with a taxi driver. Costs will need to be covered by the parents/caregivers.
- If there is any exception requested to this policy, it is the parent/caregiver responsibility to submit in writing at least one day in advance and submit to their classroom teacher.
- If parents consistently fail to organize transport for their child/ren, the student/s might not be allowed to be taken off CCIS campus for special events.

I have read and understand the CCIS Special Event Transportation Policy

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Print Name of Parent or Guardian

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Signature

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Date