



OPPOSITE DAMBA FLAT 4, BORTEYMAN, NUNGUA  
STREET, OFF TEMA MOTORWAY

E-MAIL: Swanzymontessori@yahoo.com

**Dear Prospective Parent/Guardian,**

**Welcome To Swanzy Montessori.**

1. TERMS: Four (4) Terms per year (3 months per term)
2. PICK UP PERSONS: Your ward will be released only to persons that you have introduced to the school.
3. School Hours:
  - a. Drop off: 6:30-9:00am.
  - b. Pick Up: 3:30-4:00pm

**Kindly Note the following;**

- a) Parents must call and notify the school for the late drop off after 9:00am
- b) Late pick-up attracts a fee of GHS 10 after 4:30 pm
- c) Please notify the school whenever your child will be absent.
- d) Birthday Celebrations: Birthday of your wards can be celebrated on Fridays only
- e) The Tuition fees shall be paid on or before the start of each term
- f) **The school does not accept cash payments of school fees.** All payments should be made directly to the school's bank accounts or via mobile money.
- g) All Cheque payments should be made to "Swanzy Montessori".

## PAYMENT DETAILS

**ADMISSION FEES:**

**GHS 150.00**

### TUITION FEE

	<b>GHS</b>
<b>Tuition Fees</b>	<b>2,100.00</b>
<b>Stationary &amp; Educational Resources</b>	<b>500.00</b>
<b>Facility User Fee</b>	<b>400.00</b>
<b>Toiletries</b>	<b>250.00</b>

<b>School Items and Quantities</b>		
Sets of School Uniform	2	400.00
Set of Sports wear	1	110.00
Lacoste	1	120.00
Pair of Socks	2	Free
		630.00
<b>Children below year 1 are not required to wear uniform</b>		
<b>FEEDING PER TERM</b>		
Feeding fee: GHS 22 per day (calculated termly)		
We serve: seasonal fruits for snack and provide lunch		
Children Below 1 year are exempted from paying feeding fees		

<b>Weekdays</b>	<b>Dress Code</b>
Mondays and Tuesday	School Uniform
Wednesdays and Thursdays	Polo Shirts and Jeans
Fridays	Sports Wear

## **BANK DETAILS**

1. Accounts Name: Swazy Montessori
2. Bank Name: ABSA
3. Bank Branch: Spintex
4. Accounts Number: 0211101423

For easy reference, please write your ward's full name on the back of the deposit slip. Make sure you forward evidence of all payments to the school.

*Please note that fees paid are not refundable.*

You can also pay through our Momo account number **059-860-8723**

### **Note**

***Under no circumstance should fees be paid by cash***