



Silverleaf Academy

USA River Campus

Silverleaf Academy Usa River Campus Parent Hand Book

2022 Academic School Year

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Silverleaf Academy USA River Campus

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Email : info@silverleaf.co.tz

Phone : +255 (0) 672 473 386

PO Box 14146 Arusha

USA River, Arusha, Tanzania



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WELCOME TO SILVERLEAF

Silverleaf is Tanzania's first network of affordable, high quality primary schools. We believe that quality and affordable education should be available for all children and we are here to make sure that it is. We are excited to welcome your child to our 2021 academic school year where they will have access to high quality teaching and innovative learning. Through our use of student-centered approaches, parent engagement, strong teacher training programs, and modern teaching tools including tablet technology we are striving to create a future filled with opportunity for both our students and our country. At Silverleaf students are not only given the opportunity to grow academically, but to grow together as well-rounded individuals.

This Parent Handbook serves as a guide to our policies, procedures, and expectations. In order to maintain our positive and safe learning environment we expect all staff, students, and family members to abide by the following information provided.

If clarification is needed with any of the information provided in this handbook please do not hesitate to email us at info@silverleaf.co.tz.

The Future begins here !

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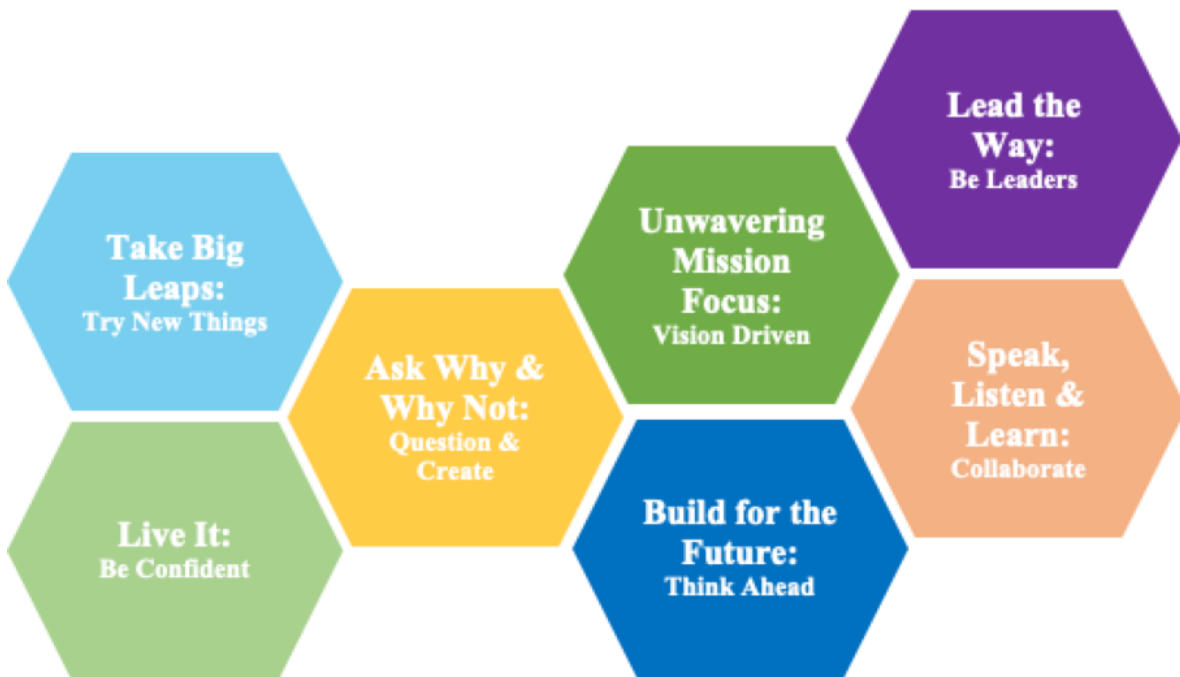
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OUR CORE VALUES AND BELIEFS



The beliefs that shape Silverleaf's approach are:

1. High quality education requires students to think, analyze, problem solving, evaluate, and create.

We use student centered learning strategies that give students opportunities to work and learn together developing children to be future entrepreneurs and change makers of the future.

2. Supported Teachers can be strong agents of change in their communities.

We provide our teachers with high levels of teacher training and support to ensure teachers are empowered to support their students.

3. Education should create global citizens who have had exposure to tools of change. We integrate technology into the classroom and provide varied learning resources to expose students to tools used globally.

4. Parents and community members should be active members of the educational experience.

We encourage high levels of parent and community engagement to ensure that everyone in a child's life is supporting their growth and development.

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5. Education should target all areas of a child's development.

We focus on developing positive learning environments that promote character development, personal leadership, talents, and skills through the use of our Silverleaf Values.

6. All involved in the education of a child should be held accountable to perform.

Our core values are how we run our schools, how our staff work, and how we teach our children to think and behave. We expect our children and our staff to practice these values every day both in and out of class.

MEETING THE TEAM & CONTACT INFORMATION

Silverleaf staff is dedicated to providing the best education possible to all of our students. An important part of that task is working with parents to serve our shared goals.

Your leadership Team

Grace Makirita - Head Teacher
Anthonia Peter - Deputy Head Teacher
Genda Paskali - Academic Deputy

Visiting Hours

Parents are welcome to visit the school to discuss any aspect of their student's school experience at the following times: Last week of each month on Friday and Saturday

Prohibitions

No person, parent or otherwise, is allowed to enter a classroom or speak to teachers during duty hours, without permission from the administration. This disrupts student's education by interfering with the schedule of work. We hope you will contact us to discuss your student often, and the procedures to do that are explained below.

Parent-Teacher Conferences

Parent teacher conferences will be arranged two times per year, generally at the end of each quarter and semesters.

Who to Call

If you have any questions or concerns about your child's education, please contact the school administration at the numbers listed below, not your student's teacher. By contacting the administration you ensure that, if there is a problem, it will be solved in a timely manner and that any necessary steps will be taken.

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Our teachers also all have many tasks that occupy their work hours and with over 40 students in most classes, being available to parents at all times is not something they can do without interfering with their core tasks. If a conference is necessary the administration will help you arrange it.

Schedule for parent visits

In emergency situations, feel free to come to school at any time, but keep in mind that our school leaders are often performing important tasks - teaching for example - and may not be immediately available.

If you wish to observe your child in class we would love to have you, let us know you are interested and we will arrange a time and date for you. This is the best way to understand what is going on in your child's classroom!

Contact Times

Each of our school leaders has times that they may be called. If you wish to contact one of these people outside of those times for non emergency matters, please send a WhatsApp or text message. Our leaders will respond promptly every working day from 01:20 PM - 04:30 PM.

NAME	POSITION	CONTACT
GRACE MAKIRITA	HEAD TEACHER	0672473386
ANTHONIA PETER	DEPUTY HEAD TEACHER	0796028584
PASKALI GENDA	ACADEMIC TEACHER	0622422422

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TUITION AND OTHER FEES:

Fee structure

Grade Level	Day fee	Transport Fee*	Boarding Fee	Weekly Boarding (Monday to Friday)	Exam Fee	Registration Fee (new student)
KG1 - KG2	990,000	40/55/65k x 10 months	-	-	-	15,000
G1,G2,G3 G5,G6	1,200,000	40/55/65k x 10 months	750,000	650,000	-	15,000
Grade 4	1,200,000	40/55/65k x 10 months	750,000	650,000	180,000	15,000
Grade 7	1,200,000	40/55/65k x 10 months	750,000	650,000	280,000	15,000

Installment Schedule

Grade Level	Instalment #	Day fee	Transport Fee*	Boarding	Exam Fee
KG1 , KG2	1. Jan 1st	330,000	3 x month fee	-	-
	2. April 1st	330,000	3 x month fee	-	-
	3. July 1st	330,000	4 x month fee	-	-
G1,G2,G3 G5,G6	1. Jan 1st	400,000	3 x month fee	250,000	-
	2. April 1st	400,000	3 x month fee	250,000	-

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	3. July 1st	400,000	4 x month fee	250,000	-
Grade 4	1. Jan 1st	400,000	3 x month fee	250,000	60,000
	2. April 1st	400,000	3 x month fee	250,000	60,000
	3. July 1st	400,000	4 x month fee	250,000	60,000
Grade 7	1. Jan 1st	350,000	3 x month fee	250,000	120,000
	2. April 1st	350,000	3 x month fee	250,000	120,000
	3. July 1st	300,000	4 x month fee	250,000	40,000

2021 Transport Fees - Cost per month

1km - 5km =TZS 40,000/-

6km - 10km = TZS 55,000/-

10km and above = TZS 65,000/=

PAYMENT METHODS:

BANK ACCOUNT: **CRDB BANK**

Registration fee: Account no: **0150450791603** - SILVERLEAF ACADEMY FEE I

School fee: Account no: **0150450791603** - SILVERLEAF ACADEMY FEE I

Uniform fee: Account no: **0150450791603** - SILVERLEAF ACADEMY FEE I

Transport fee: Account no: **0150450791606** - SILVERLEAF ACADEMY TRANSPORT I

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UNIFORM (TZS 90,000/=)

Item #	Item Description	Logo Y/N	Colour	Quantity	Price / Unit	Total
A1	Silverleaf Sweater	Y	Navy	1	20,000	20,000
A2	Silverleaf Polo Shirt (Collared)	Y	Light blue	1	15,000	15,000
A3	Round Neck Silverleaf T-shirt	Y	Yellow	1	10,000	10,000
A4	Sports Tracksuit	Y	Dark blue with white line	1	30,000	30,000
G1	Girls Skirt or Boys Trousers	N	grey	1	15,000	15,000
Boarding Uniform						
G2	Girls dress boarding	N	black and blue	1	15,000	15,000
B3	Boarding Sweater	N	Dark blue	2	15,000	30,000
B2	Boys Boarding Trousers	N	black	2	15,000	30,000
B4	Sleeveless Shirt for boarding/vest	Y	black and blue	2	5,000	10,000

BOARDING STUDENTS' REQUIREMENTS STUDENT'S NAME

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A. BED'S REQUIREMENTS						
S/N	ITEM TYPE	GIRLS	BOYS	QUANTITY AMOUNT		DURATION
1	Bed sheet	Pink	Blue	2		Depend
2	Mosquito net 4 by 6	Blue	Blue	2		Depend
3	Blanket 4 by 6	Any color	Any color	2		Depend
4	Mattress 2.5 by 6- for new students	NA		1		Depend
B. GENERAL CLEANLINESS						
S/N	ITEM TYPE	GIRLS	BOYS	QUANTITY AMOUNT		DURATION
1	Bar soap for bathing	According to what uses at home	According to what uses at home	12 pieces		3 months
2	Powder soap for washing clothes			8kg		3 months
3	Washing brush			1		Depend
4	Toothpaste gram 95gr Colgate			2		Depend
5	Tooth Brush			2		3 months
6	Body jelly	According to what uses at home	According to what uses at home	2 tins		Depend
7	Small buckets			1		Depend
8	Slipper			1 pair		Depend

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9	Black shoe shine			2 tins		3 months
10	Small brush (kishungi)			1		Depend
11	Big shoe brush			1		Depend
12	Towel			1		Depend
13	Hard brush for washing slipper			1		Depend
14	Comb			1		Depend
15	Mirror			1		Depend
16	Nail cutter			1		Depend
17		Khanga		1piece		Depend
18		pads		3packets		3months

C. EMERGENCY

S/N	ITEM TYPE	GIRLS	BOYS	QUANTITY	AMOUNT	DURATION
1	Umbrella			1		Depend
2	Rain boot			1 pair		Depend
3	Pocket money			Minimum amount	20,000	Depend
4	Health Insurance card					Depend

D. SCHOOL UNIFORM

S/N	ITEM TYPE	GIRLS	BOYS	QUANTITY	AMOUNT	DURATION
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1		Skirt	Trouser	2	30000	Depend
2	Light blue t-shirt			2	30000	Depend
3	Dark blue sweater			2	40000	Depend
4	White socks			4 pairs	40000	Depend
5	Black shoes	Juma and Rosa style	With shoeless	1pair		Depend

E. BOARDING UNIFORM

S/N	ITEM TYPE	GIRLS	BOYS	QUANTITY	AMOUNT	DURATION
1		Dress/guan	Black trouser	2	30000	Depend
2			Shirt	2	10000	Depend
3	Dark blue sweater with no school logo			2	30,000	Depend

F. SPORTS AND GAME UNIFORM

S/N	ITEM TYPE	GIRLS	BOYS	QUANTITY	AMOUNT	DURATION
1	Yellow t-shirt			1	8000	Depend
2	Black socks			1pair	1000	Depend
3	Dark blue track suit			1 pair	25000	Depend
4	Sport shoes			2 pair		Depend

G. OTHER REQUIREMENTS

S/N	ITEM TYPE	GIRLS	BOYS	QUANTITY	AMOUNT	DURATION
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1	Underwear	Underwear	Boxer	5		Depend
2		Tiete	vest	2		Depend

3	Marking on each item					Depend
4	Big Padlock			Depending on the tranker		Depend
5	Sanduku la nguo- (tranker)			1		Depend

H. ACADEMIC REQUIREMENTS

S/N	ITEM TYPE	GIRLS	BOYS	QUANTITY	AMOUNT	DURATION
1	Ream paper			1 bundle		1 year
2	Pens			5 pcs		Depend
3	Pencils			5 pcs		Depend
4	Exercise books			Depending on kid's subjects		Depend
5	Erasers			3 pieces		Depend
6	Folder File			1		Depend

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Silverleaf
Academy

CONTACT TO OFFICE

School phone number: 0769 486 660

Grace Makirita (Head Teacher) – 0672 473 386

Issa Kipacha (Accountant): 0757 652 937

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