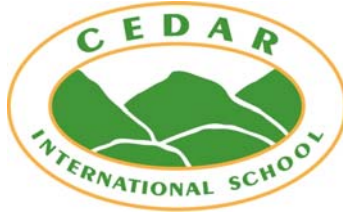


Building For Your Child's Future

*Cedar International School
P.O. Box 3109
Kingstown, Tortola
British Virgin Islands*

*Cedar International School
P.O. Box 8309
St. John
USVI 00831*

Please visit our website at: www.cedarschoolbvi.com



Cedar International School Mission Statement

The mission of Cedar International School, a non-profit private school, is to provide each student we serve the opportunity to achieve his/her academic best with an international curriculum within a culturally diverse environment; to encourage leadership, character, creativity, and community service; and to nurture inquiring minds and caring personalities in all students.

WE BELIEVE THAT:

- Everyone learns more effectively in a positive environment.
- All individuals are entitled to an education to achieve their maximum potential provided the school has the resources to meet their needs.
- The family is the primary influence in the development of the individual.
- Everyone has freedom of choices, provided the choices made do not interfere with the rights of others.
- Understanding and empathy are necessary to foster an environment of harmony and growth.
- Everyone should have the opportunity to continually learn, grow and change.
- Mutual respect and dignity is the right and responsibility of every individual.
- At the core of our philosophy is the belief that our school should encompass those who delight in learning and are ethical; thoughtful, knowledgeable; principled; caring; open minded; well balanced; reflective; inquirers; thinkers; communicators and who embrace new challenges and opportunities both at school and in society.

OBJECTIVES:

- To be considered a superior choice for education in the British Virgin Islands, attracting a diverse student population that includes a strong representation from the British Virgin Islands.
- Cedar International School graduates will demonstrate the proficiencies necessary to pursue post-secondary education or endeavors of their choice

- Students will demonstrate proficiency in the arts, music, physical education and languages at every level
- Cedar International School graduates will be technologically literate
- Cedar International School students will embrace the principles of risk takers, critical thinkers, inquirers and communicators
- To maintain financial solvency and financial potential for growth.
- To maintain K-12 accreditation by the Middle States Association of Colleges and Schools and to maintain membership of and to obtain accreditation from the Council of International Schools.
- To become a fully accredited IB Middle Years Programme school and to investigate the IB Diploma and the Primary Years Programme.
- To constantly evaluate and reevaluate our curriculum, assessments, expected outcomes and teaching methods.
- To promote individual potential and creativity while encouraging the ability to work collaboratively.

IMPORTANT

In the British Virgin Islands, all children age five and over who are not BVI Belongers must have permission to attend school. This permission is granted by the Education Department in conjunction with the Immigration Department.

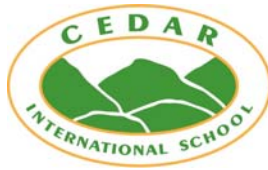
For permission to be granted the following conditions must be met:

- The Parent/guardian must regularize the child's immigration status with the BVI Government Immigration Department. Please contact the Immigration Department in Road Town directly.
- An Application for Entry into the British Virgin Islands Schools by Non British Virgin Islanders must be completed and submitted to the Department of Education. Supporting documents must be submitted with the application as well as a letter from public or private school indicating that there is space available for the child.

It is a violation of the law for a child who is not a BVI Belonger to attend school without permission.

IMPORTANT

**P.O. Box 3109
Road Town, Tortola
British Virgin Islands
VG1110**



**USA Postal Address:
PMB 5000
P.O. Box 8309
USVI 00831**

Cedar International School Admission and Tuition Procedure

Parents are encouraged to apply as soon as possible to ensure a place at Cedar International School. Grade placement is determined by the Head of School and is based predominantly on a child's age, however academic skill level and social maturity will be taken into account. A copy of Transcripts, Passport/Birth Certificate, Immunization /Health Record and a completed Teacher/Principal Evaluation Form are required for entry into Cedar School.

Permission for prospective students born outside the BVI must also be granted by the BVI Education and Immigration Departments before they can be officially enrolled at Cedar School.

Admission and Registration Fees

\$300.00 **Application Fee** (non-refundable) is charged to all students applying for admission.

\$2,000.00 **Entrance Fee** (non-refundable) is assessed to each incoming student which is used for improvement of the school facilities and the academic programme offered to the students.

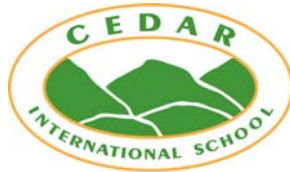
Pre-Enrollment /Tuition Fees

Pre-Enrollment (10% of annual fee) is charged to insure a place in the class enrolled. This tuition related amount is applied to the last month of the school year (June) and is non-refundable and non-transferable. For new students, Pre-Enrollment is to be paid when the student is registered for school.

Tuition for each grade is based on an annual fee (September to June) that is paid in installments at either the beginning of each month or each term. Please specify your preference.

12% Late Fee is assessed for any tuition payments that are 10 days overdue. Payments made will be credited against the oldest invoice outstanding. If fees are not paid in 45 days from the due date, a student may not continue to attend the school.

- Unpaid fees for more than thirty days will be charged interest at the rate of 1.5% /month. If any fees are outstanding, grade reports, progress reports and transcripts will not be released.
- *All books/supplies issued by the school are the property of the school and students will be expected to pay for lost or damaged books or supplies.
- \$50.00 charge will be applied to cheques returned.
- Fees may be paid with cash, cheque, or credit card (MasterCard or Visa).



Cedar School Schedule of Fees For School Year 2009/2010

Kindergarten

Grade Level	Annual Tuition	Term Payment	Monthly Payment
Lower Kindergarten	\$8,522	\$2,841	\$872
Upper Kindergarten	\$8,522	\$2,841	\$872
Primary Transition	\$8,522	\$2,841	\$872

Primary

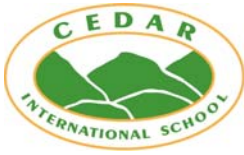
Grade Level	Annual Tuition	Term Payment	Monthly Payment
Grade 1	\$10308	\$3,436	\$1,051
Grade 2	\$10308	\$3,436	\$1,051
Grade 3	\$10308	\$3,436	\$1,051
Grade 4	\$10758	\$3,586	\$1,096
Grade 5	\$10758	\$3,586	\$1,096

Secondary

Grade Level	Annual Tuition	Term Payment	Monthly Payment
Grade 6	\$12,338	\$4,113	\$1,254
Grade 7	\$12,338	\$4,113	\$1,254
Grade 8	\$12,338	\$4,113	\$1,254
Grade 9	\$12,498	\$4,166	\$1,270
Grade 10	\$12,498	\$4,166	\$1,270
Grade 11	\$12,710	\$4,237	\$1,291
Grade 12	\$12,710	\$4,237	\$1,291

Please note that if you pay either by the term or annually you will benefit from a total annual discount of \$200.

Description	Amount	Notes
Supplies/Materials Fee	\$150	Invoiced annually with Pre-enrolment.
DP Fee	\$1,000	Payable by students entering Grade 11 and 12 in September 2009.
MYP Fee	\$500	Payable by students entering Grade 10 in September 2009
Pre-enrollment Fee	10% of annual tuition	Invoiced annually in May. Represents following year's June tuition.
Entrance Fee	\$2,000	One time fee when student enters the school



Parental Authorization for Release of Records and Student Evaluation

Dear Parents/Guardian: Complete the following section and send it directly to your child's present school authorizing release of records. Please print or type. Evaluations become the confidential property of Cedar International School and are not subject to parental review.

Dear Principal/Counselor/Teacher,

(Child's Name)

(Date of Birth - Day / Month / Year)

(Date of Withdrawal)

(Grade at Time of Withdrawal)

Signature _____ Date _____ Relationship to child _____

I have made application for my child to attend Cedar International School, Tortola BVI. I give permission for you to please release the following information concerning my child:

The Official School Transcript that includes:

1. Standardized Tests (Intelligence, Aptitude, Achievement)
2. Academic Performance (Classroom grades or evaluation and special education)
3. Learning Styles Inventory
4. Health records

Name of Releasing School: _____

Mailing Address: _____

E-mail: _____ Telephone/Fax: _____

To be completed by the Evaluator:

Evaluator _____ Title _____ School Stamp/Seal

1.) How long has the student been enrolled in your school? _____

2.) How long have you known the student? _____

3.) To your knowledge has the student had any history of serious conduct problems? No Yes

If yes, please explain _____

4.) Has the student ever been suspended or expelled? No Yes

If yes, please explain _____

5.) To your knowledge, has the applicant had any history of involvement with drugs, alcohol or juvenile delinquency problems? No Yes

If yes, please explain _____

6) Does this student have any unique talents? If so, what? _____

7) Does the student have any learning difficulties, If so, what? _____

8) Are the accounts for this student paid and up to date? No Yes
Have the materials and resources been returned? No Yes

9) Is the student presently on an IEP? If yes, please attach copy _____

Please complete the form below. As with the above questions, you may decide to confer with a colleague to complete your evaluation.

	Unsatisfactory	Below Average	Average	Good	Excellent	Not Observed
Motivation						
Self Discipline						
Growth Potential						
Leadership						
Personal Appearance						
Self-confidence						
Warmth of Personality						
Sense of Humor						
Concern for Others						
Emotional Maturity						
Personal Initiative						
Reactions to Setbacks						
Respect for Authority						

REGISTRAR: Please send this student's records and evaluation to the address below:

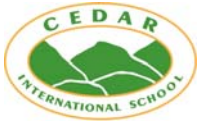
In the BVI:

Attn: Admissions Office
Cedar International School
PO Box 3109
Road Town, Tortola, BVI

Telephone: (284) 494-5262 or (284) 494-4864

Outside the BVI:

Attn: Admissions Office
Cedar International School
PMB 5000
PO Box 8309
Cruz Bay, USVI 00831
Fax: (284) 495-9695



Cedar International School Health Form
PO Box 3109, Road Town, Tortola, British Virgin Islands
Phone (284) 494-5262 Fax (284) 495-9695

Name of Student _____ Date of Birth _____

Parent / Guardian Name _____ Tel: _____

Physician Name and Address _____ Tel: _____

Please provide details if YES applies;

Epilepsy / seizure disorder Y / N _____ Medication _____

Asthma Y / N _____ Medication _____

Allergies Y / N _____ Medication _____

Diabetes Y / N _____ Medication _____

Cardiac condition Y / N _____ Medication _____

Other Y / N _____

Significant family health history Y / N _____

Previous operations /surgery Y / N _____

Other medications Y / N _____

Please complete fully OR provide a photocopy of the immunization record.

Vaccine	Initial (infant)	Second (infant)	Third (infant)	First Booster	Second Booster	Third Booster
DTP or DT Diphtheria Tetanus Pertussis						
Polio						
MMR Mumps Measles Rubella						
BCG (Tuberculosis)						
Hib H.influenza Type B						
Hepatitis B						
Other						

Physical Examination by physician.

Date		Comments
Height		
Weight		
Vision w/glasses	Right Left	
Vision w/o glasses	Right Left	
Hearing		
ENT		
Heart		
Lungs		
Breasts		
Abdomen		
Genitalia		
Muscular- Skeletal		
Posture & Feet		
Skin		
Speech		

Comments and Recommendations from Physician (with date and authorizing stamp):

Is this child fit and healthy Y / N

Physician's Signature _____ Date _____



Cedar International School

Student Emergency Information 2009/2010

This form is to be completed at the beginning of each academic year and returned before September 17th:

1.) Name _____ Date of Birth __/__/____ Grade _____

2.) Name _____ Date of Birth __/__/____ Grade _____

3.) Name _____ Date of Birth __/__/____ Grade _____

Parent /Guardian contact information;

Mother / Guardian Name _____

Contact telephone (home) _____ (work) _____ (cell) _____

Email _____ Fax _____

This email may be used by the school for confidential communication related to financial, health or other personal school matter. Yes / No

Employer _____

Father /Guardian Name _____

Contact telephone (home) _____ (work) _____ (cell) _____

Email _____ Fax _____

This email may be used by the school for confidential communication related to financial, health or other personal school matter. Yes / No

Employer _____

Physical address _____

Mailing address _____

Emergency Contacts if Parent / Guardian cannot be reached (as agreed with below)

Name _____ Relationship _____ Contact # _____

Name _____ Relationship _____ Contact # _____

Please turn over and complete the other side.

Health update, since last year:

Child #1:Recent immunizations: Y / N (details, if yes)_____

Recently diagnosed conditions: Y / N (details, if yes)_____

Allergies: Y / N (details, if yes) _____

Current medications :_____

prescribed for :_____

Other:_____

Child #2:Recent immunizations: Y / N (details, if yes)_____

Recently diagnosed conditions: Y / N (details, if yes)_____

Allergies: Y / N (details, if yes) _____

Current medications :_____

prescribed for :_____

Other:_____

Child #3:Recent immunizations: Y / N (details, if yes)_____

Recently diagnosed conditions: Y / N (details, if yes)_____

Allergies: Y / N (details, if yes) _____

Current medications :_____

prescribed for :_____

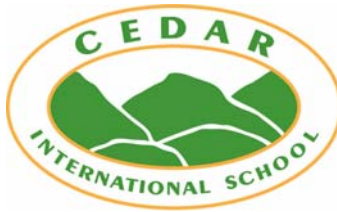
Other:_____

Doctor's name:_____ **Phone #**_____

Dentist's name:_____ **Phone #**_____

Please read and sign: In case of a medical emergency, I authorize Cedar International School personnel to obtain any emergency medical care (incl Peebles Emergency Room) that may be necessary.

Mother / Guardian_____ Father /Guardian_____



PO Box 3109 • Road Town • Tortola • British Virgin Islands • VG1110
US Mailing Address: PO Box 8309 • PMB 5000 • Cruz Bay • USVI • 00831
www.cedarschoolbvi.com • Email: cedarsch@surfbvi.com • Tel: (284) 494-5262 • Fax: (284) 495-9695

27 July 2009

Dear Parents,

The Cedar International School After-School Care Program will continue to offer its services on campus beginning Monday, September 8, 2008. The Care Program is open to children ages 4-10 between the hours of 3:15 – 5:30 pm. A light snack/drink is provided as well as the opportunity for the older primary students to complete homework. Please make every effort to pick your child(ren) up on time.*

(1) Regular Care: Daily care for children after school for no less than 4 days per week. For a 5 day week cost is \$50/child/week and \$30 for each additional child from the same family. For a 4 day week, Cost is \$40/child.week and \$24 for each additional child from the same family.

(2) Drop-In Care: Occasional care for children according to prior arrangement via phone or sign-up sheet no later than 2:30 pm on the day of the drop-in. A sign-up sheet is in the administration office for parents to use. The rate is \$12/day and \$8 each additional child. Drop- in participants will be billed at the end of the month.

(3) *Late Rate: Parents who are late picking up their child(ren) from either regular school, after-school clubs or after-school care will be charged the late rate of \$10.00 per 15 minutes.

-----Permission Slip-----Required for Participation

1.) I would like to secure **Regular** placement for _____.
(name)

2.) I would like the opportunity for _____ to **Drop-In** on occasion.

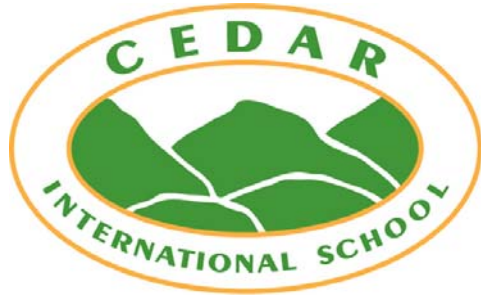
Parent Signature

Date



Accredited by the Council of International Schools and the Middle States Association of Colleges and Schools
International Baccalaureate World School





2009-2010 Calendar

August 2009

S	Mo	Tu	We	Thu	Fri	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009 (21 days)

Su	Mo	Tu	We	Thu	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009 (20 days)

Su	Mo	Tu	We	Th	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Trimester 1: September 2– November 25, 2009 (59 days)

- August 15 New teachers arrive in the BVI
- August 17-21 Immigration process for new teachers
- August 24-25 New teacher orientation
- August 26-September 1 Professional Development
- September 2 School starts
- October 16 Professional Development
- October 19 St. Ursula's Day/mid trimester break
- November 25 Last day of trimester one

November 2009 (19 days)

S	Mo	Tu	We	Th	Fri	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2009 (14 days)

Su	Mo	Tu	We	Thu	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2010 (19 days)

Su	Mo	Tu	We	Th	Fri	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Trimester 2: November 26, 2009—March 19, 2010 (61 days)

- November 26-27 Hurricane Makeup Days
- December 18 Half day until 12:15 p.m.
- December 19—January 3 Holiday vacation
- January 22 Professional Development
- February 18-19 Mid trimester break
- March 1 H.Lavity Stoutt's Birthday
- March 8 Commonwealth Day
- March 18 Last day of trimester two
- March 19 Professional Development

February 2010 (18 days)

Su	Mo	Tu	We	Th	Fri	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010 (17 days)

Su	Mo	Tu	We	Th	Fri	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010 (15 days)

Su	Mo	Tu	We	Th	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Trimester 3: March 22-June 25, 2010 (61 days)

- March 29– April 11 Spring Vacation
- May 21-24 Mid trimester break/Whit Monday
- June 25 Last day of classes (half day until 12:15p.m.)
- June 29 Last day of work for teachers

May 2010 (19 days)

S	Mo	Tu	We	Thu	Fri	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010 (19 days)

Su	Mo	Tu	We	Th	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010

Su	Mo	Tu	We	Th	Fri	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		