MONA PREPARATORY SCHOOL

A GUIDE FOR NEW AND RETURNING STUDENTS & PARENTS

Theme: "Rooted in Values, Reaching for Excellence"

Dear Mona Prep School Community,

Welcome to all new and existing students and parents/guardians.

As we prepare for the start of the Academic Year 2026-2027, we would like you to take note of the following:

NEW SCHOOL YEAR 2026-2027

The new school year will commence on **Tuesday, September 8, 2026** for all students. School starts at **8:00 a.m. each day.** Kindly note arrival and dismissal times below:

Class	Arrival Time	Dismissal Time*
K1	7:45 a.m.	1:30 p.m.
K2	7:45 a.m.	2:00 p.m.
K3	7:30 a.m.	2:00 p.m.
Grade 1	7:30 a.m.	2:00 p.m.
Grades 2 – 6	7:30 a.m.	2:30 p.m.

***Students should be picked up **promptly** at dismissal, unless engaged in extra-curricular activities or registered in After Care.

***Students may **remain in the classroom** with the teacher **up to 3:00 p.m.**

ORIENTATION (New Students and New Parents Only)

Orientation for new students and parents/guardians will be held on **Monday, September 7, 2026**, from **8:00 a.m. to 12:00 noon** in the **Ishmael Robertson Hall**.

- **8:00 a.m. – 10:00 a.m.** – Parent and student orientation session.
- **10:00 a.m. – 12:00 noon** – Students will meet their teachers and classmates in their respective classrooms.

Parents are kindly asked to:

- Provide their child with a **packed snack and sufficient water**.
- Collect their child promptly at **12:00 noon**

SCHOOL FEES

The school fee for the 2026-2027 academic year is as follows:

TERM	AMOUNT PAYABLE
Christmas Term (2026)	**$179,000** + **$1,500** (PTA dues) + **$500** (Personal Accident)*
Easter Term (2027)	**$190,000**
Summer Term (2027)	**$190,000**

*The PTA dues and the Personal Accident Fee are payable for the **Christmas Term (first term) only.**

All outstanding fees should be paid before the start of each term. See payment details below for your reference:

Electronic transfer or deposit to our account detailed below:

Bank:	National Commercial Bank
Branch:	Matilda's Corner
Address:	15 Northside Drive
Account #:	37-1030018
Account Type:	Chequing

OR

Electronic credit card payment using NCB Online Bill Payment (NCB customers ONLY)

Business Category:	Education
Name of Payee:	Mona Preparatory School
Voucher Number:	(Write Student's First Initial and Last Name)

OR

At the **Bursar's Office** using **Credit or Debit cards.**

Once payment is completed (at the bank or electronically), kindly send proof of payment (include your child/ward's full name and grade in the subject line) to monaprepbursary@gmail.com

SCHOOL FEE PAYMENT PLAN

We understand the financial challenges many families are facing and remain committed to supporting our school community. Payment plans are available for families who require them, provided the agreed payment terms and protocols are followed (please contact the Bursary Department for further details).

Your child's education remains our priority. ***However, should there be a breach of the payment agreement, non-payment, or a lack of communication or cooperation, the school reserves the right to discontinue the payment plan and require payment in accordance with the school's standard fee policy.***

CLASS PASS FOR STUDENTS

A class pass is needed for entry to class; the class pass will indicate your child's class/teacher assignment. The class pass will be issued by the Bursary once proof of payment is received (a physical pass may also be collected at the Bursary). Be sure to take the class pass with you to be shown to the teacher on the book collection and Meet and Greet days (further details below).

END OF YEAR (2026/27) REPORTS

All outstanding reports must be collected from the class teacher or the Receptionist.

BOOK COLLECTION / MEET & GREET

The Book Collection & Meet and Greet for all students will take place on **Thursday, September 3 and Friday, September 4, 2026** from **8:00 a.m. to 3:00 p.m.** (choose any day most convenient to you and your family).

- **Time:** 8:00 a.m. – 3:00 p.m.
- **Location:** the respective classes
- **Class Pass:** Parents are reminded that a **Class Pass** (issued by the Bursar upon proof of payment of school fees) is required to participate in these activities.

During book collection and meet and greet, parents should:

- Submit all labelled books and stationery, as well as, meet the child's class teacher.
- Submit the completed Student Data Form (please access on the school website under the "Parent" tab).

We urge all parents/guardians to arrange for all stationery to be given to the teachers on any of the designated days mentioned above, so as to ensure a smooth start on the first day of school, where the teachers can focus on acquainting the children with their new classes.

Note: The student data form (located on the website) is distributed to parents/guardians annually. The form is crucial in assisting us to maintain current contact details.

STATIONERY LIST

The stationery items on all booklists will be revised and the details communicated to all parents/guardians soon.

TIMETABLES & CURRICULUM GUIDES

Timetables and Curriculum Guides will be available for collection from the class teachers commencing **Friday, September 11, 2026**.

AFTER CARE SERVICES

After Care will begin in the **first week of school** **(week of September 7, 2026),** from **3:00 p.m. to 5:30 p.m. each day.** The service fee will be **$1,400 per day** or **$6,500 per week**. Payment should be made at the Bursar's Office.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular Activities will begin in the **second week of school** **(week of September 14, 2026)**. You may view the full extracurricular activities listing on the school's website. Once registration and payment is complete, kindly inform the class teacher of all the extra-curricular activity/activities applicable to your child/ward by handing them the completed form.

PICK-UP

There is **no direct supervision for the children after 3:00 p.m.** As such, students who are not engaged in any extra-curricular activities or registered in After Care should be **picked up promptly at dismissal time**.

CLASSROOM PROTOCOL

Parents/Guardians will not be allowed in the classrooms; however, parents/guardians may accompany the child/children to the entrance of the classroom, where the child/children will be met by their teacher(s). Furthermore, parents/guardians should refrain from gathering in the quadrangle/circular areas, on the corridors or on the staircases.

Students registered in **Kindergarten 1 to Grade 1**, must be signed in at drop-off and signed out at pick-up using the log book provided at the entrance of the classroom.

HEALTH PROTOCOL

Students who are showing symptoms of a contagious illness should remain home; this will help them to recover faster and keep their teachers and classmates from getting sick.

DRESS CODE

Students - Uniforms are available for purchase from the Book Room (contact the Bursary for further details).

Grooming:

Most of the information contained below can be found on the school's website and in the student handbook on page 14.

Girls:

- Required to have their hair in styles that are appropriate for school, i.e. plaits, corn rows or clipped up at all times.
- False hair and hair colouring **is not permitted**.
- Nail polish is not allowed on the fingernails and nails are to be kept clean and short.
- Makeup should not be worn at school unless directed by teachers (for competitions etc.). This is usually in the case of a performance, or other similar activities.
- Appropriate foundation garments are essential.
- The school uniform is as follows: White cotton break-neck short-sleeved blouse worn under a navy blue gingham tunic accompanied by black shoes and white ankle school socks. Navy blue, or white clips are allowed. A simple gold knob and a wrist watch are the only pieces of jewellery which are allowed. School attire is not to be tight or worn in a revealing manner.

Boys:

- Gingham shirt and navy blue shorts (Kindergarten to Grade 3) or pants (Grades 4 to 6) accompanied by black shoes and navy blue socks.
- Boys are required to wear their hair in a style that is appropriate for school.
- Boys hair should have no added colouring, be bleached, or have shaved patterns

- Earrings are not allowed.
- Shirts are to be tucked in pants at all times and a clean appearance maintained.

Parents/Guardian - Parents/Guardians should be properly attired to conduct business on the school compound - **"The example a parent sets becomes the standard a child follows."**

CANTEEN SERVICES

The canteen is operated by Express Canteen Services Limited. They have an Online Pre-Ordering System through the provider QMall. The log-in credentials for new parents/guardian will be communicated in the **week of September 7, 2026**.

BOOK ROOM OPENING HOURS

During regular school days, the Book Room is open three (3) days per week: **Monday and Wednesday** from **7:30 a.m. – 9:30 a.m.** and **Fridays** from **2:00 p.m. – 3:00 p.m.** However, for the months of **July and August**, the Book Room will open **Monday to Friday from 7:15 a.m. to 3:00 p.m.**

CLASS REPRESENTATIVES

It is the policy of the school that class representatives are to be selected by the class teacher and therefore parents/guardians are not required to volunteer themselves.

The current class representatives are being asked to remain in their groups along with all parents/guardians until the new groups are formed. This will facilitate the flow of communication to continue until parents/guardians are invited to join their new groups.

The parent class representatives will be selected by each class teacher **no later than the third week of September**. The teachers require time to get to know parents/guardians before they select who they believe will be a good fit for the role. Once selected, all class representatives will be given a description of what the role entails and will be expected to follow these guidelines.

To New Parents: be sure to liaise with the class teacher for updates during this period until the groups are confirmed and keep up to date by joining the **Mona Prep WhatsApp community** - https://chat.whatsapp.com/CFoLhgbiq53AZXZaExofPl

INCIDENT REPORTING PROCEDURE AND CHAIN OF COMMUNICATION

All school-related incidents should be reported through the appropriate chain of communication. Concerns should first be brought to the attention of the **classroom teacher**. If the matter is not resolved, it should be referred to the **Grade Supervisor**, followed by the **Vice Principal** responsible for that grade level. If further intervention is required, the issue should then be escalated to the **Principal** for review and resolution.

COMMUNICATION BETWEEN SCHOOL AND PARENTS/GUARDIANS

The school administration will continue to work on improving communication and the timeliness of sharing information with the school community. Likewise, we welcome feedback, concerns and suggestions for improvement from all parents/guardians. You may contact the school using the details below:

WhatsApp Community: https://chat.whatsapp.com/CFoLhgbiq53AZXZaExofPl
Email: iserve@monaprep.edu.jm
Phone: (876) 927-2222/1507/1041 or 876-618-0855

When checking your emails, always check the spam or junk folders for communication from the school. Be sure to check that the School's email address (iserve@monaprep.edu.jm) is on the "safe sender's list" (automatically move messages from iserve@monaprep.edu.jm to your Inbox).

DATA PROTECTION ACT

The Data Protection 2020 Act (DPA) came into effect on December 1, 2023. Mona Preparatory school is obligated to institute the Act in order to be compliant in protecting our stakeholders' information.

This policy is intended to ensure that personal data of students, staff, parents and any other individuals, is dealt with correctly, securely and in accordance with the DPA. It applies to all data, regardless of the way it is collected, recorded, stored and used before ultimately being destroyed when no longer necessary. The Act was created in conjunction with the PTA and with the assistance of a Consultant.

MISSION STATEMENT

We provide a holistic educational environment, characterized by Christian values and an engaging home/school partnership that seeks to develop the full potential of each student. We provide the foundation for each student to make a meaningful contribution to society.

VISION STATEMENT

Our Vision is to be providers of world class early childhood and primary education and to be seen as engaged in a partnership with our children, parents and staff in shaping a competitive workforce for Jamaica, the Caribbean and the International Community.

PARENT VALUES

- Commitment to the Mona Preparatory School Mission and acceptance of the School's Code of Conduct
- Active engagement in their child's educational, emotional and physical maturation
- Respect and consideration for staff, students and each other
- Participation in and support of the School's activities

- Meeting of their financial obligations to the School

STUDENT VALUES

- Confidence in their ability to be the best they can be in everything they do
- Lack of vanity and self-importance
- Healthy concept of self
- Honesty & reliability
- Willingness to be of service to each other and members of their community
- Tolerance of persons and ideas that appear to be different or unusual
- Enthusiasm to acquire new knowledge and share that knowledge

TEACHER VALUES

- Dedication to their careers at Mona Preparatory School to achieving the School's Mission
- Trained, congenial professionals who keep improving through continuous training
- Provision of a nurturing environment for each student, one that is open, honest and supportive
- Exemplars of the student values and commitment to inculcating them in each student

VALUES-BASED EDUCATION

We believe that academic excellence is strengthened by the development of strong character, integrity, respect, responsibility, compassion, and resilience. Through our curriculum, co-curricular activities, and daily interactions, we intentionally nurture students to make ethical decisions, demonstrate empathy, embrace diversity, and contribute positively to their school, community, and the wider world. Our aim is to develop well-rounded individuals who are prepared not only for academic success but also for lives of purpose, service, and leadership.

We look forward to a successful school year and to your continued cooperation and understanding as we work together in partnership for the growth, well-being, and success of every child in our care.

"I Serve"