

Dear Parent/Guardian,

Thank you for your interest in Bright Horizon Preparatory School. We look forward to receiving your completed application and additional documents that we need to proceed with the application process.

All students who are non residents are required to take a placement test. Along with your application, please submit the following:

- Copy of student's passport
- Copy of transcripts
- Emergency Contact Information

Please either send or drop off the completed application form at your earliest convenience. Once we have received it, we will schedule an appointment with you.

All families who are re registering with us are reminded that the deadline for registration is July 31st, 2008. Please complete all attached forms and return them to the school office as soon as possible.

School will re-open on Monday August 18th, 2008. Student Orientation will be for that entire week. School shirts can be purchased in the school office. Families are asked to pay a rental fee of \$200 per term for books. Families wanting to buy their own books are asked to collect a book list from Ms. Remy in the school office.

If you have any questions please do not hesitate to contact the School administration at bhe@bright-horizon.com or via telephone at 758-452-8733/518-8519.

I look forward to hearing from you.

Kind regard,
Dawn Nicholas-Roberts
Director
Bright Horizon Preparatory School

BRIGHT HORIZON PREPARATORY SCHOOL

Release of Liability
2008-2009

Read before Signing

PARTICIPANT'S NAME: _____

IN CONSIDERATION of being permitted to participate in outdoor sporting activities including but not limited to: golf, tennis, swimming, track and field, soccer, cricket, and challenge course participation in all phases of these activities, under the auspices of BRIGHT HORIZON PREPARATORY SCHOOL, I acknowledge, appreciate and agree that:

1. The risk of injury from the activities involved in this program is significant, including the potential for permanent paralysis or death, and am voluntarily participating in these activities: and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, which may hereinafter occur, EVEN IF ARISING FROM THE NEGLIGENCE of those persons released from liability below, and assume full responsibility for my participation: and,
3. I will comply with all rules and regulations: if I have any question, or observe any unusual or unnecessary hazard during my participation, I will immediately bring such to the attention of the nearest official; and,
4. I, for myself and on behalf of my heirs, estate, assigns, personal representatives and next of kin, HEREBY FOREVER RELEASE, INDEMNIFY AND HOLD HARMLESS BRIGHT HORIZON PREPARATORY SCHOOL Ltd, the owners and lessors of the premises used to conduct the sporting activities, their officers, officials, instructors, trainers, agents, volunteers and/or employees, and all others who are involved ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH or NEGLIGENCE OF THE RELEASEES OR OTHERWISE, TO THE FULLEST EXTENT PERMITTED BY LAW; and,
5. The undersigned hereby expressly agrees that this release and waiver is intended to be as broad and inclusive as permitted by the laws of the country of St. Lucia, and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT. This agreement is entered into in Rodney Bay, Gros Islet, St. Lucia.

Parent's/Guardian's Signature Date

Participant's Signature Date

DAY STUDENT AGREEMENT
2008-2009

Date of Entry to School: _____,
_____, Day Student at Bright Horizon Preparatory School Ltd., and his or her parent(s) or guardian(s) understand that joining an academic community brings responsibilities and duties to be shared by all members. These responsibilities include, but are not limited to:

1. Follow all rules outlined in the Student/Parent Handbook and as announced from time to time by the School.
2. Respect the school building and grounds, the surrounding lands, and the flora and fauna on the school property.
3. Respect the rights, privacy, and property of neighbors.
4. Respect the rights, sensibilities, and property of other students.
5. Respect the rights and sensibilities of faculty and staff.
6. Help to maintain a neat and homelike atmosphere in the school building.
7. Assist in such chores as determined by the School. Student-caused damage through neglect, horseplay, "accident," excess temper, or willful misconduct will not be tolerated. It is agreed that any costs arising out of such damage will be borne by the student or by his or her parent(s) or guardian(s). Any damage that cannot be assessed to specific students will be assigned proportionally to the group most likely containing the individual(s) responsible.

It is agreed that the School shall have the right to conduct drug and/or alcohol screening tests as and when deemed appropriate by the School or on a random basis, and that the cost of each such test shall be charged to the parents/guardians of the student tested. Results of such testing shall be held in confidence.

It is also agreed that all students will join with the staff in occasional and year-end school cleanups.

I hereby grant the School permission to use or publish, without compensation, any photographs in which my child is depicted for promotional or other use.

I understand that the School must, and does, reserve the right to dismiss any student at any time whose conduct is not in keeping with BRIGHT HORIZON PREPARATORY SCHOOL Ltd. standards. In accordance with that right, I further understand that no reduction or rebate of tuition or fees will be made in the event of extended absences, early withdrawal, or dismissal of my child for any reason whatsoever. If either party to this agreement elects to litigate to enforce any sum due pursuant to this contract, then the prevailing party to said litigation shall be entitled to court costs and reasonable attorney's fees.

I give permission for my minor son or daughter or ward to take part in all school activities, including school-sponsored field trips and social events away from the school premises, and do absolve the school from liability to me or my child because of injury at school or in sports, while being transported to or from terminals of public transportation, or for any other reason or in any other place without restriction.

I/We agree to abide by the rules of BRIGHT HORIZON PREPARATORY SCHOOL Ltd. This contract is entered into in Rodney Bay Gros Islet, St. Lucia.

Signature(s) of Parent(s) or Guardian(s) Date

Signature of Student Date

General Policies for Bright Horizon Preparatory School Ltd

Behavior/Demeanor

We expect students to behave themselves, and we're seldom disappointed. From the first day, students should recognize that they are part of a larger community convened for a serious purpose — the pursuit of knowledge and self-development.

If they are serious about their studies and demeanor, they will be taken seriously. But if they get an MR (misconduct report) from a teacher because of a slip, don't view it as the end of the world, but as an opportunity for betterment.

Misconduct Reports

Teachers may issue misconduct reports (MRs) because of student misbehavior. If a student accumulates three MRs within a period of four school days, the student will be required to attend detention on a Friday evening. A misconduct report may be given for some of the following reasons:

- Tardiness to class
- Library or classroom misconduct
- Profanity
- Littering
- Rudeness
- Dress code violations
- Gum chewing

MRs will be handled in the following manner:

- Both the student and the form teacher will receive a copy of student misconduct reports in the school office.
- Students will be assigned a Friday detention if they receive three MRs within a period of four school days or if they accumulate a total of eight MRs during the academic year. As soon as a fourth misconduct report is given within this period, the student and the form teacher will be notified of the penalty by the school office.

In addition, copies of the accumulated slips with the date of detention will be sent home to parents.

- Students must check with their form teacher frequently to keep track of misconduct reports.

Detention

In addition to a detention for an accumulation of misconduct reports, detention can also be assigned by the grade deans or the sports coordinator for various rule violations. Detentions must be served the Friday after they are received. No exception will be made except by the Principal or Dean of Discipline; permission to reschedule must be requested in advance. Students will be assessed a \$10 fee for each detention served. After serving three detentions, the fee will be increased to \$20 for each additional detention served for the remainder of the academic year.

- Penalties are served in the school auditorium from 3:00 to 4:00 p.m.
- Regular school day uniform is required.
- Work will be assigned by the detention supervisor.
- Talking, resting your head on the desks, sleeping, food and drink is not permitted.
- Any form of misbehavior, including tardiness or inappropriate dress or behavior, may result in an additional misconduct report or another Friday detention.

Suspension

Suspension is rarely an issue but if the seriousness of a student's conduct merits suspension, the Director or Dean of Discipline will telephone parents to discuss the suspension.

Expulsion

Any student caught fighting on school grounds can be expelled from Bright Horizon Preparatory School by the school Director.

Substance Abuse Policy, Guidelines and Procedures

Bright Horizon Preparatory School explicitly forbids the following behaviors:

- Possession, purchase, distribution, or use of illicit drugs or drug paraphernalia;
- Possession, purchase, distribution, or use of another person's prescription medication or any commercial substance for use as an intoxicant;
- Possession, purchase, distribution, or use of alcoholic beverages or providing transportation to another person for that purpose;
- Possession, purchase, distribution, or use of false identification.
- The school expects students and parents to comply with these rules at all times.

The school reserves the right to take disciplinary action, up to and including expulsion, in response to any behavior that brings discredit to the school or that threatens the health or safety of other students.

NOTE: Providing alcohol or other drugs to students is a breach of the parent enrollment contract. Parents who deliberately host or facilitate drinking parties or

purposefully provide alcohol (or other drugs) to students will forfeit their children's places in the school.

Substance Abuse: Prevention

Prevention is a joint responsibility of home and school. At school, the administration and faculty regularly inform the students of their responsibilities and of the school's substance abuse policy.

Personal guidance is continuously available from counselors, deans, and form teacher. Acknowledging that young people are ultimately responsible for their own decisions and conduct, we believe the most effective form of prevention is through helping them develop thoughtfulness, resilience, strong values, and restraint.

At home, parents have significant opportunities to enhance prevention through clear expectations, good communication, and firm limits. Permissiveness by adults represents a serious risk to the health and safety of young people. Serving alcohol or other drugs to minors, failing to provide adequate supervision of students who are guests in the home, or glamorizing intoxication compromises our community norms and undermines our prevention efforts.

Substance Abuse: Parental Guidance and Support

In order to support the health of students and effective cooperation among the adults in the community, we offer the following suggestions and guidelines for parents:

- Parents should be at home when their children entertain and be aware of what is happening until the event ends.
- We recommend that parents communicate with the parent or guardian of any student who is hosting a social event – whether a party, a sleep-over, or other social activity. Calling to see if you can assist the hosting parents is a way to ensure that they are aware of the activity and will be present. We also recommend that you explicitly ask the parent or guardian about his or her plans for supervision and the family's expectations regarding alcohol.
- Parents should do their utmost to discourage uninvited guests in their own homes during parties and to prevent their own children from “crashing” parties in other homes.
- Parents should be aware that when they agree to host a boarding student, they assume significant responsibility for that student and his or her conduct.
- Parents should be aware that serving alcoholic beverages to guests under the age of 21 years (or simply failing to prevent minors from consuming alcohol in one's home) is illegal and creates significant liability for the host. (According to legal experts, collecting car keys under such circumstances may actually increase liability.)

Substance Abuse: Interdiction & Disciplinary Consequences

- All students are expected to comply with the school's rules and policies and to cooperate with disciplinary investigations. As a condition of enrollment, each student agrees to submit to appropriate drug or alcohol tests when, in the judgment of an administrator, there is reason to suspect the student has violated the substance abuse policy. Such tests will be administered by qualified medical personnel. Refusal to cooperate will constitute an admission of a violation of the substance abuse policy and will result in the relevant disciplinary consequences.
- Students also consent as a condition of enrollment to allowing school officials to search their lockers, backpacks, or personal effects. The school's prerogative to insist on testing or on searches is confirmed by the parent in the enrollment contract.
- Any violation of the substance abuse policy is considered a major offense and could result in expulsion from the school. Depending on the seriousness of the offense and the extent of the risk at which other students are placed, alternative disciplinary consequences may include suspension, disciplinary restriction, final warning, and participation in an appropriate intervention program.

Substance Abuse: Disciplinary Procedures

Any circumstance involving a suspected violation of Bright Horizon Preparatory School substance abuse policy, which is not specifically covered by the intervention guidelines, will be investigated by the school director in consultation with other teachers. First offenses that do not involve placing other students at risk, damaging the reputation of the institution, or a therapeutic response that is inconsistent with continued enrollment at Bright Horizon Preparatory School will normally result in detention, specific final warning, and required participation in the intervention program. Such would normally be the case with "first use" offenses off campus. Refusal to comply with the initial disciplinary consequences, educational and monitoring programs, or any further violation of the substance abuse policy will result in expulsion from Bright Horizon Preparatory School. Students with one strike will be subject to periodic random drug testing at the family's expense.

Any activity that promotes the use of alcohol or other drugs by fellow students or that contributes to an unsafe environment at school will result in expulsion. Such activities include (but are not necessarily limited to):

- possession of controlled substances on school grounds
- distribution to other students on or out of school.

Contributing to the delinquency of minors who are enrolled as students at Bright Horizon Preparatory School will be considered a breach of the parent's enrollment contract with the school. Parents who knowingly undermine the school's prevention efforts will forfeit their children's places at the school and may

be subject to further criminal or civil legal action. Such activities include (but are not limited to):

- providing alcohol or other drugs to students
- providing a venue for a party or other gathering where alcohol or other drugs are consumed by students.

Off-Limits Areas

Free time is very limited and students do not have an opportunity to “hang out” or to explore Bright Horizon Preparatory School grounds during the school day. Here are some additional guidelines:

- When not in class students should be in Study Hall
- Boarding students need special permission from the principal or school administrator to be allowed in the dorms during school time.
- A student should not be alone in a classroom.

Class Cancellation

Individual classes are never cancelled. If a teacher is not in the classroom when class should start, it’s the students’ responsibility to inform the Director or a nearby teacher. This does not create a “free time” situation. If a teacher cannot convene class unexpectedly, students should report to the office.

Appointments

We ask parents’ cooperation in scheduling routine appointments outside the hours of academic classes whenever possible. Afternoon activities and the midday lunchtime are the best times for taking a student away during the school day. At a minimum, try to avoid missing the same class on the same day each time. When students do miss classes, they should see the teacher before or as soon as possible afterward to make up the missed assignments. Parents should sign the students out with the school secretary in the office. Follow the same procedure for signing in when returning. Please notify the school’s office by phone or by e-mail one day before an appointment during school hours.

Absences

If students unexpectedly miss all day or part of a day of school for illness, parents must write a note explaining the absence. We need this note even if the student or parent has spoken with a teacher or other school official. Without a note, absences will be considered unexcused after a two-day grace period. Any absence from class on the day before or the day after a vacation period will automatically be considered unexcused, unless the student is ill.

Telephone

We expect students to be busy with learning, making friends, and exploring new horizons during the school day. There should be no need for repeated or routine phone calls to or from parents, which can be a distraction from learning.

In emergencies or special situations, students may use the telephone in the office to contact parents. However, this contact should be limited to unexpected and unforeseeable circumstances; students should not simply “check in” to chat or confirm routine pick-up arrangements. They should know the when, where, and who of afternoon pick-up each day when they are dropped off in the morning. If those details change, parents may call the school office and the new information will be passed on to the student, without another round of confirming phone calls.

Electronic Devices

Students are not allowed to have cell phones, electronic music or game devices during the academic day. Unauthorized devices will be collected and returned to the students’ parents at a later time and a detention will be assigned for a second offense.

Computers/Parents

Bright Horizon Preparatory School wants to communicate with parents with speed and efficiency, and the computer network offers both. From the Bright Horizon Preparatory School website at www.bright-horizon.com, parents can access an array of information, including e-mail from teachers; calendars and schedules; teachers’ individual websites and students’ grades. More and more information is being posted; less and less is being mailed. The school will work with you to download the software and browse through the online resources during the spring semester 2008. We will even have training sessions for new parents. Parents are expected to check their email on a frequent basis for news and information from the school.

Computers/Students

- Students will need to be familiar with the school’s acceptable use policy (see below). The form teacher will review this policy during the school year.
- Students will be given an individual network password at the beginning of the new school year
- Everyone at Bright Horizon Preparatory School communicates with e-mail and both parents and students receive an individual e-mail account to use for their entire time at school. Sometimes teachers give assignments and students turn in papers on the computer network, virtually paperless.

- Students should not give personal passwords to anyone else; everyone agrees to follow the computer network rules to protect privacy and respect the privilege of using the network.

Acceptable Use Policy and Rules

No policy can cover every possible specific case of unacceptable behavior in computer use; the key is to understand that the same laws, regulations, and standards that govern behavior in civilized life and at Bright Horizon Preparatory School also apply to the computer. It is up to all users to read these rules, understand them, and apply them to the conditions of their computer use. These regulations apply to the use at Bright Horizon Preparatory School of individual computers, school networks, school e-mail, the Internet, and Internet email; the acceptable use policy also applies to use of the school network from any off-campus computer. Remember, it is always better to ask about situations that seem unclear.

Bright Horizon Preparatory School provides technological resources to support the educational and administrative activities of the school. Personal use of the school's technology resources must not interfere with these primary purposes. Bright Horizon Preparatory School I.T. staff will, on occasion, need to install software on personal computers in dormitory rooms that are connected to the school's networks. Users will be required to provide access to their computers for this purpose. Users should be aware that administrators may monitor network activity, e-mail activity, and Internet activity. Any intentional violation of this Acceptable Use Policy that causes damage is especially serious and may result in dismissal from Bright Horizon Preparatory School.

- Do not attempt to gain unauthorized access to any resource such as password-protected areas or network administration software.
- Do not engage in any activity that may interfere with individual network users or disrupt or damage network services or equipment.
- Do not improperly use or distribute information. Do not commit plagiarism, violate copyright law, or engage in software, music, or movie piracy. A network is a valid academic resource and governed by the same rules as library resources.
- Do not use a network for commercial purposes or in support of illegal activities.
- Do not use offensive, inflammatory, obscene, or harassing speech either on the local network or on the Internet. Do not access or distribute pornographic material.
- Use your own name or assigned user name in all Bright Horizon Preparatory School Network accounts and in all other Bright Horizon Preparatory School uses where a name is called for; avoid unidentifiable nicknames. Never log onto any computer or network using someone else's password, and never give someone else your password.

- Do not access accounts and files of others on any Bright Horizon Preparatory School machine, Bright Horizon Preparatory School Network or external network. Never impersonate another user on any computer or network.
- Respect the privacy of others in general; specifically, do not publicly post private communications, such as e-mail, without the express consent of the writer.
- Do not use wireless routers, servers, or modems in dormitory rooms.
- Exercise caution when using the Internet on or off campus. Protect your identity carefully; do not sign up for personal ads or dating services, and use good judgment in chat rooms.
- Obey all specific regulations of the manager of any Bright Horizon Preparatory School computer, lab, or network. Where external networks are concerned, obey the policies of these networks.
- Do not use your e-mail Bright Horizon Preparatory School for personal monetary gain, or for commercial purposes that are not directly related to school business.
- Do not use your e-mail Bright Horizon Preparatory School to set up personal businesses or to send chain letters.
- Do not use your Bright Horizon Preparatory School e-mail to share personal opinions on social, political, or religious matters to media outlets, businesses, or other external audiences.

Dress Code Regulations

Students who are in obvious violation of the dress code will have to change the articles of clothing that are problematical, even if that means calling parents to come to the school. Students who violate the dress code can be given misconduct reports from as many different teachers as observe the violation. Four misconduct reports will result in detention.

Regular Classroom Dress

Required for all students at school beginning with the first class period of the day and extending through the last class period, whether the student is in class or not. Shirts for both girls and boys must be tucked in snugly.

For Boys

- Uniform dress, navy blue polo short-sleeved shirt. Top button must be buttoned.
- All students are required to wear a khaki uniform pant, which must be purchased from the school office. No other brand of khakis will be acceptable except when given special permission from the director.
- A black belt must be worn at all times and shirts must be tucked in. Only dress code approved shoes may be worn (no open-toed sandals).
- Any undershirt worn under a collared shirt must not be visible and must be solid white. The sleeves or bottoms of any undershirt may not be visible.

- Socks. Black or navy blue.
- Dress, shoes that are clean and in good repair. No neon-type colors, no sandals, sneakers or boots of any kind.
- Tie properly worn (not tucked into the shirt).
- Outer garment may be Bright Horizon Preparatory School Blazer.
- Hats, caps, or head coverings of any kind may not be worn in any building at any time.
- Earrings may not be worn by boys at school or at Bright Horizon Preparatory School events at any time.
- No body piercings or tattoos can be visible at school or at any Bright Horizon Preparatory School events.

For Girls

- Khaki skirt only that is clean, neat, in good repair, and of appropriate length (no more than four inches above the top of the knee).
- Girls who choose to wear khaki pants must wear uniform pants purchased in the school office
- Uniform dress, navy blue short-sleeved polo shirt. All buttons, except for the top one, must be buttoned.
- Any undershirt worn under a collared shirt may not be visible and must be solid white.
- Dress shoes that are clean and in good repair. No neon-type colors, no sandals, sneakers or boots of any kind..
- Tights or shorts under skirts. Short white socks must be easily visible.
- Outer garment may be Bright Horizon Preparatory School blazer.
- Hats or caps may not be worn in any building at any time; however, scarves and bandanas that are in good taste may be worn inside.
- No body piercings, except for earrings, or tattoos can be visible on campus or at any Bright Horizon Preparatory School events.

Casual Days

- Clothes must be clean, in good repair, and in good taste for an academic setting.
- No flip-flops or bare feet.
- Everything that should be covered while in regular dress should be covered during casual dress days.

Hair

Students' hair must be kept clean, neatly groomed, and out of eyes; the length, color (in natural color range), or style should not create a distraction for the student or for others or reflect negatively on the school. If the length, color, or style of a student's hair should be perceived as reflecting negatively upon the school or as creating unnecessary distractions, that student should expect to be told to make necessary changes. Boys' hair cannot be over top of the collar in the back and may not be longer than the ear-lobe on the side. Ponytails, buns, braids, or bound hair of any kind are not acceptable for boys.

Bright Horizon Preparatory School

New Enrollment Agreement

This Enrollment Agreement, by and between Bright Horizon Preparatory School a College Preparatory School in St. Lucia, and _____ and _____ (parents/guardians) is made for a period of ten months (an academic school year). The agreement period begins August 18th, 2008 and ending June 19th, 2009.

Parents/Guardians give their consent for the student to participate in all activities of the school. Including, but not limited to, activities, work assignments, fitness programs and field trips.

Parents/Guardians agree to pay upon admission to the school, a one time up-front non refundable fee of \$1,500 into a capital fund.

Parents/Guardians agree to pay each term tuition payment of \$4,500 in advance and due at the beginning of each term on the same day of the month that the student was enrolled. There is a discount of \$250 per month (\$1,250 per month) when payments for the three months or more are made at the time of enrollment.

Parents/Guardians agree there is a (\$50) Service Charge for all payments more than three days late. There is a one hundred dollar (\$100) Service Charge for all payments more than six days late, or for any returned checks.

The tuition payments do not reflect the exact number of days the student will be at the school in any given term. **THERE ARE NO ADJUSTMENTS OR REDUCTIONS FOR ANY DAYS OR PERIODS IN WHICH THE STUDENT IS NOT PHYSICALLY PRESENT AT THE SCHOOL**, whether or not the student's absences are authorized by either the sponsors or the school.

Signature: _____
Parent/Guardian

Date: _____