



Gede Forest School

Admissions Information

We are excited to be welcoming new students to Gede Forest School! Our admissions process is aligned with other international schools in Kenya. If you have any questions, please get in touch: admissions@gedeforestschool.com

Grow With Us

Fees per Term in Kshs for September 2026

Class	Age group	Fee per term
Forest playgroup		
One-off guided sessions accompanied by adult	6 months - 2 years	Price per session: 1,000/- - 2,500/-
Three or five days per week	2 - 3 years	70,000/- (three days), 100,000/- (five days)
Preschool		
Foundation Stage 1	3 - 4 years	130,000/-
Foundation Stage 2 (reception)	4 - 5 years	160,000/-
Primary School		
Key Stage 1 - Year 1 & Year 2	5 - 7 years	195,000/-
Key Stage 2 - Year 3 (TBD depending on interest)	7 - 8 years	215,000/-

Timeframe of applications

The school year runs from September - July each year. Applications to join Gede Forest School can be made at any time and will be considered provided that there is space within the requested year group. If space is not available, applications will be added to our waiting list and notification will be given to the families.

Provided that space is available, admissions to Forest Playgroup are by term, understanding that children may not be ready to join in the first term of the school year (September - December). If your child wishes to progress from Playgroup to Preschool, Gede Forest School should be informed during admissions to ensure a space is reserved for them.

Admissions to Preschool and Primary School are by full school year and once enrolled, the student is assumed to be progressing on to the following year, unless withdrawal notice is given with the required timelines.

Provided that spaces are available within the school year requested, students can join when the school year has already started. Payment can be made using the per term option below. If a term has already started when the student joins, full term fees will be due for students joining before the mid-term break, and 70% of full term fees will be due for students joining after the mid-term break.

Requests to join Gede Forest School Preschool and Primary School for a single term, for example for visiting families, may be submitted to admissions@gedeforestschool.com but acceptance will depend on available places in the requested year group and enrollment priority will be given to students attending for the full school year.

Admission Fee

Each child admitted to Gede Forest School Preschool will pay a non-refundable admission fee of Kshs 7,000/- (seven thousand).

Each child admitted to Gede Forest School Primary School will pay a non-refundable admission fee of Kshs 12,000/- (twelve thousand).

Each child admitted to the Primary School from Preschool must also pay the additional Kshs 12,000/- admission fee. The previously paid Kshs 7,000/- admission fee is not credited.

Security Deposit

Each child admitted to Gede Forest School Preschool or Primary School will pay a refundable security deposit of Kshs 20,000/- (twenty thousand).

The security deposit will be refunded in the following circumstances:

- When a child completes all school years offered by the school
- If a child leaves the school and gives the required notice of one full term before leaving.

The security deposit will not be refunded in the following circumstances:

- If a child has gone through the admissions process, is expected to join, then does not attend school, without giving the required notice of one full term.
- If a child leaves the school without giving the required notice of one full term.

Admission fees and Security Deposit payments must be made within one month of the admission offer to secure your child's space at school.

Fee Inclusions / Exclusions

School materials

All writing books and basic drawing and craft materials are included.

We may request parents to purchase materials for special projects either directly from suppliers or purchased by teachers and charged to the parents.

Replacement for lost or damaged items will be charged to the parents.

Class trips

Class outings and trips will be charged to the parents.

Uniforms

Primary School children are required to wear school T shirts. School T shirts are optional for Preschool children. These are available from the school at a cost. School caps are also available from the school at a cost.

Children must provide their costumes and towels for activities like swimming. Other personal sports equipment may be required and will be purchased by the parents.

Insurance

From September 2026, the school fees include basic pupil insurance for medical costs resulting from accidental injury at school or off campus during school activities.

Meals

A healthy snack and warm lunch is included in the Preschool and Primary School fees. A healthy snack is also included in the Playgroup fees.

Transport

Fees do not include transport. If you are interested in Gede Forest School providing transport from Watamu from September 2026, please let us know. If there is enough interest we will try to offer this service at an additional cost.

Withdrawals

A notice period of one term is required for withdrawals from the school.

If one term's notice to withdraw from the school is not given, one term's fee is payable to the school in lieu of notice, with forfeiture of the refundable security deposit.

If a child enrolled in the school plans to miss a whole term, but wishes to remain enrolled for the next term or next school year, a temporary withdrawal request must be submitted to admissions@gedeforestschool.com with one term's notice. In normal circumstances, fees for the missed term will still be due, in order for the school to maintain the child's enrollment in the school the following term or school year.

A request for reduced term fees for the missed term may be submitted with one term's notice, but the school is not required to accept the request. Failure to pay full or agreed upon reduced fees for the missed term within standard payment timeframes will be treated as a full withdrawal from school and the student will need to reapply to rejoin.

Payment Information

All fees and payments can be made to either:

Bank Transfer or Deposits to:

Beneficiary name: Gede Forest School Limited

Bank: I&M

Account number: 04909169986350

Branch: Watamu

Branch code: 049

Bank Swift code: IMBLKENA

MPesa to:

Paybill: 542542

Account: 080262

Please share Proof of Payment and / or M-Pesa reference number to

admissions@gedeforestschool.com so we can update your student account.

Payment discounts

Gede Forest School invites families to take advantage of the early bird discount on school fees as follows:

- a) 2% discount on **term school fees paid in full** two weeks before the first day of the school term commencing.
- b) 4% discount on **annual school fees paid in full** before the first day of school.

Payment Options, Deadlines and Late Payments

Payment options for Forest Playgroup - one off guided sessions

Option 1: Payments can be made for individual sessions on registration or the start of a session.

Option 2: Packages of ten sessions can be purchased. Attendance at individual sessions still needs to be booked in advance.

Payment options for Forest Playgroup - 3 or 5 sessions per week

Option 1: Full annual payment

Option 2: Full term payment

Standard payment options for Preschool and Primary

Option 1: Full annual payment

Option 2: Full term payment

Full school fees (annual or payment by term) and other fees billed ahead of term must be received no later than the first Friday of the school year (annual payment) or term (termly payments).

- a) A late payment fee of Kshs 5,000/ per child is charged for any outstanding fees past the first Friday of the school term. Outstanding fees include all costs related to a child and are not limited to school fees only.
- b) The total balance on the child's fee account, including the Kshs 5,000/ late payment fee, must be settled no later than the Friday of the second week of school.
- c) Failing to provide payment, the child will be asked to remain at home as the third week of school commences.

Parents will receive one e-mail, one letter in hard copy, and one phone call alerting them to the final late payment deadline. A notice of late payment will also be visible on the specific student's

account of the parent portal (visible to the parent and administration only). Parents must pay all of the fees on time regardless of whether these alerts have been received or not. Please ensure that contact information is correct, including up-to-date phone numbers and emails.

Please note: On direct deposits or electronic fund transfers, school fees are considered unpaid until the parent provides proof of payment to Gede Forest School in adherence to the above-stated deadlines.

Gede Forest School does not accept post-dated checks. Payments in kind or other such services cannot substitute the payment of school fees.

Per Term Payment Plans

In exceptional circumstances, term fees will be accepted in a maximum of 2 (two) installments. Requests for a payment plan must be made at least two weeks before the first day of the new term. Requests should be sent to admissions@gedeforestschool.com.

Once a request has been made, the school will respond with an application for a payment plan. An administration fee of Kshs 5,000/ per child is charged with the submission of a complete application for a payment plan to the school. The school finance team will respond via e-mail within five working days as to the status of your application.

All fees must be cleared by the end of the term. The school will not send reminders for payment deadlines. It is the parent's responsibility to provide proof of payment for any of the three payments to the school in advance of or on the payment deadline. Parents will receive a confirmation of payment from the school accountant.

Please note: Should any payment deadlines be missed, the delayed payment option will be canceled, and all fees shall be due immediately. Failing to provide the full payment will lead to the child not being admitted to class. Parents missing a payment deadline will no longer be eligible for a delayed payment option for the remainder of the school year. Should the failure to meet a payment deadline occur in the final term of a school year, the parent is not eligible for a delayed payment option for the entire next school year.

Fee clearance

Regardless of the payment option selected by the family, all fees must be cleared by the end of the term. Failure to do so will exclude your child(ren) from school as the new term or academic year commences.

Final note

Gede Forest School is a new school. We have aligned our admissions process with other international schools in Kenya to help ensure student's places at school are protected and the school has sufficient time and resources to plan well for new students joining the school. If you have any questions or comments about our admissions process, please do get in touch.

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We look forward to welcoming new students to Gede Forest School!