



## Student Care Registration Form

### Student's Details

Given Name: \_\_\_\_\_  
 (as per birth cert.)

Surname: \_\_\_\_\_  Male  Female

Birth Cert No: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ S (\_\_\_\_\_)



### School Details

Class (2019): \_\_\_\_\_

### Parent's / Guardian's Details

|  | Mother | Father | Guardian <sup>1</sup> |
|--|--------|--------|-----------------------|
| <b>Full Name</b><br>(as per NRIC)  |        |        |                       |
| <b>NRIC No.</b>  |        |        |                       |
| <b>Date of Birth</b>   |        |        |                       |
| <b>Nationality</b>   |        |        |                       |
| <b>Occupation</b>  |        |        |                       |
| <b>Marital Status<sup>2</sup></b>  |        |        |                       |
| <b>Contact No. (HP)</b>  |        |        |                       |
| <b>Contact No. (O)</b>   |        |        |                       |
| <b>Email Address</b><br>(for Portal Access)  |        |        |                       |
| <input type="checkbox"/> Please check this box only if you <b>do not have</b> alternative care arrangements (e.g. domestic helper/ grandparents) for your child. |        |        |                       |

### Authorised Guardians to fetch student (excluding above Parent/Guardian)

|                                   | Authorised Guardian 1 | Authorised Guardian 2 |
|-----------------------------------|-----------------------|-----------------------|
| <b>Full Name</b><br>(as per NRIC) |                       |                       |
| <b>NRIC</b>                       |                       |                       |
| <b>Relationship to student</b>    |                       |                       |
| <b>Contact No. (HP)</b>           |                       |                       |

**FOR SCC OFFICIAL USE**

Date Registered: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of First Class: \_\_\_\_/\_\_\_\_/\_\_\_\_

SCFA Application: No / Yes ( )

Supporting Documents:

Parent's / Guardian's IC

Child B/C

Others \_\_\_\_\_

Deposit payment: \$ \_\_\_\_\_

Date of Deposit made: \_\_\_\_/\_\_\_\_/\_\_\_\_

Enrolling Personnel: \_\_\_\_\_

<sup>1</sup> Legal guardian should provide documentary proof

<sup>2</sup> If divorced/separated/widowed please provide documentary proof



## **Terms and Conditions of Enrolment (Page 1)**

**Thank you for registering with us at Kidz Treehouse Student Care, a programme by Kowabunga! Education Pte. Ltd. Kindly read the terms of conditions of our centre below;**

### **Enrolment Policy**

The Teacher to Student ratio is a maximum of 1:25 based on Ministry of Social & Family (MSF) requirement. Kowabunga! Education Pte. Ltd. reserves the right to accept or reject students in order to meet the minimum or maximum requirements. All fees must be received in full before students receive a final confirmation of place. Students receiving discounts, promotional offers or financial assistance schemes are to attend a minimum of 3 months upon joining the programme or Kowabunga! Education Pte. Ltd. has the right to be compensated for the discounted amounts.

### **Education Fees**

Fees payable upon registration:

- One-time non-refundable registration fee of S\$30.00
- One month refundable deposit or to be used for the last month
- Monthly course fee, full month or pro-rated

Other additional fees payable;

- Uniform Fees of S\$25.00 per set
- Material Fees of S\$60.00 (With mattress) on one-time payment basis (For Primary 1 to Primary 3 students)
- Material Fee of S\$30.00 (without mattress) on one-time payment basis (For Primary 4 and above or students owning similar mattresses)

Adhoc and or Term School Holidays fees payable;

- Students who arrive before 12.00 p.m. and leave the student care centre after 1.00 p.m. will be considered and charged according to full day. Breakfast, lunch and tea break will be provided for full day sessions.
- Full day is charged at \$5/day for ad-hoc school celebrations or \$20/week (For Termly School Holidays; March, June, September, End of Year).
- Children who have signed for full day attendance but are absent on the actual day are accountable to the full day charges unless valid reasons and/or supporting documents are produced.
- Children who have signed for full day attendance but are absent on the actual day are accountable to the full day charges unless valid reasons and/or supporting documents are produced.
- Failure to indicate that a child is attending the session for the day will not guarantee the availability of breakfast or lunch for the child.
- Any changes to the attendance reply form are to be made 3 working days before the actual full day session.

All fees are payable during school holidays regardless of student's attendance. Kowabunga! Education Pte. Ltd. reserves the right to adjust our education fees according to the awarded contract fees and/or prevailing economic conditions upon informing the parents/students. Monthly academic payments are to be made by GIRO only and parents are to ensure respective bank approves the GIRO application within one month of enrolment. GIRO deduction will be done on every 3<sup>rd</sup> of the month and parents are to ensure sufficient funds in the bank account. Parents are highly encouraged to keep the receipt for all the paid fees for the purpose of verification.

### **Discounts & Privileges**

Students will be entitled to the following discounts upon registration:

- 5% discount for siblings enrolling into the same programme
- \*Not applicable for SCFA applicants.

### **Child Pick Up**

Parents are to fetch their children latest by 7.00 p.m. The centre will release students to authorized guardians only, unless prior information is received from parents. A late fee charge of S\$10.00 will be imposed for first 10 minutes and \$1.00 subsequently for every 1 minute.

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**Signature**

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**Parent & Guardian Name**

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**NRIC/FIN No.**

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**Date**



## Terms and Conditions of Enrolment (Page 2)

### Late / Outstanding Fees

Parents are to make cash payment if GIRO deductions are unsuccessful. All education fees are to be paid by the 23<sup>rd</sup> of each month. Parents/students are to contact Kowabunga! Education Pte. Ltd. if and when unable to pay the fee for the month on the assigned date. Parents are to make NETS or Cheque payment if GIRO deductions are unsuccessful. Baby Bonus, CDA and/or bank transfers are not accepted. A surcharge of 0.8% applies for NETS transactions. All cheques must be crossed and made payable to **Kowabunga! Education Pte. Ltd.** An administrative fee of \$5.00 will be charged for every round of reminder letter sent out. In the event that the amount due is still not paid after the final reminder, Kowabunga! Education Pte. Ltd. holds the right to terminate our services and a compound fine of S\$50.00 will be imposed. Parents will also be liable for any legal or court fees that may arise from any legal actions undertaken by Kowabunga! Education Pte. Ltd. to recover the outstanding fees.

### Class Arrangements & Termination

- Kowabunga! Education Pte. Ltd. reserves the right to change or reschedule the Programme Time Table or Teachers without prior notice.
- Attendance for each class/sessions will be taken. Kowabunga! Education Pte. Ltd. holds the right to terminate our services if the student's attendance is unsatisfactory (less than 80% attendance). SCFA students who have less than 50% attendance in any particular month will not receive the subsidy and liable to pay the full month fees.
- Students are required to wear Kowabunga! uniform at all times and bring their own writing materials, textbooks, change of clothes, toiletries and towel.
- Kowabunga! Education Pte. Ltd. holds the right to terminate our services in the event that the student is disruptive to the class or is behaving in a manner that is not acceptable in the centre or is caught committing a criminal act such as theft, verbal assault, vandalism and voluntarily causing hurt to anyone including him/herself.
- Students who have withdrawn for more than 30 days are subjected to the non-refundable administration fee upon re-registering.
- Students are to participate in all programmes and learning trips. In circumstances where student is not able to join, parents are to make other care arrangement.
- Under MSF regulation, all student care centres are entitled to observe half days on the eve of and 3 public holidays. In addition, centre may close for 6 days per annum at their own discretion excluding the gazette public holidays. Parents/Guardian are to make the necessary care arrangements during these stipulated closing dates.
- All monthly academic fees are continuously payable regardless of the student's attendance at any point of time.
- For withdrawal from the programme, parents/guardian are required to give a one month written notice to Kowabunga! Education Pte. Ltd. by personally filling up and signing the withdrawal form at the centre. Email/Phone/SMS and other form of communication to inform of withdrawal are not accepted. **Failure to give the official one month notice will result in forfeiture of the deposit and parents are still liable to pay for the last month of service.**

### The Privacy Act

Kowabunga! Education Pte. Ltd will be permitted to use student's profile and results for the purpose of marketing and information on the company's performance. Personal information on the Enrolment Form and all consultation will be held by Kowabunga! Education Pte. Ltd. and used for calculation of fees, monitoring of students' academic progress; administration of tests and assessments; maintenance of order and discipline; providing for students support and welfare.

### Parent/Guardian Declaration

- \* I declare the information in this application and any attachments is true and correct.
- \* I understand and agree to the Terms and Conditions of Enrolment.

Signature

Parent & Guardian Name

NRIC/FIN No.

Date



Child's Name: \_\_\_\_\_ B/C No.: \_\_\_\_\_

### HEALTH DECLARATION FORM

Does your child have or had any disease or condition requiring medication, regular physician's care, surgery or other treatment? If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_

Does your child take any medication(s) on a regular, on-going basis? If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_

Have your child ever sought professional help for a psychiatric or emotional problem? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Does your child have any of the following? If yes, please explain type and severity:

|                      |          |                            |
|----------------------|----------|----------------------------|
| Medication Allergies | NO / YES | _____                      |
| Food Allergies       | NO / YES | Require Epinephrine? _____ |
| Other Allergies      | NO / YES | _____                      |
| Asthma               | NO / YES | Require Ventolin? _____    |
| Diabetes             | NO / YES | Require Insulin? _____     |
| Epilepsy             | NO / YES | Explain: _____             |
| ADHD                 | NO / YES | _____                      |
| Autism               | NO / YES | _____                      |

Does your child have any other health condition that may need to be considered? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

I understand that submission of inaccurate and/or incomplete information about medical and psychiatric health history may result in dismissal from the programme and that Kidz Treehouse will not be held responsible for any misfortune that occur from any of the above medical condition.

Signature                      Parent & Guardian Name                      NRIC/FIN No.                      Date



## Have you included the following documents required for registration?

Documents required for registration:

|   | Item  | Check | Remarks          |
|---|---|-------|------------------|
| 1 | Copy of Child's Birth Certificate (BC)                                      |       |                  |
| 2 | Copies of Parent/s NRIC / PR Re-entry Permit                                |       |                  |
| 3 | Copies of Child's Immunisation Record                                       |       |                  |
| 4 | Passport-sized Photographs of Child   |       |                  |
| 5 | Passport-sized Photograph of any authorised person/s who will pick child up |       |                  |
| 6 | Copy of Death / Divorce Certificate   |       | If Single Parent |
| 7 | Custody / Guardianship Certificate  |       | If Single Parent |

## Student Care Financial Assistance (SCFA)

Kindly tick if you are applying for SCFA:

(If you are currently having a valid SCFA approved status, you DO NOT NEED to re-apply. We will do a transfer upon successful enrolment. Submission of Registration Form will still be required.)

Documents required for Student Care Financial Assistance (SCFA) application (New/Renewal):

|   | Item  | Check | Remarks          |
|---|---|-------|------------------|
| 1 | MSF SCFA Application Form   |       |                  |
| 2 | Copy of Child's Birth Certificate (BC) including all siblings                                   |       |                  |
| 3 | Grandparents and/or any other relatives NRIC (if staying in the same house)                     |       |                  |
| 4 | Copies of Parent/s Pay Slip, CPF Contribution statements (3 month records) or employment letter |       |                  |
| 5 | Copy of Death / Divorce Certificate   |       | If Single Parent |
| 6 | Custody / Guardianship Certificate  |       | If Single Parent |