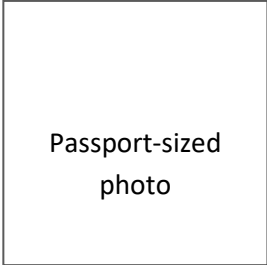




SEVENTH-DAY ADVENTIST KINDERGARTEN 三育幼稚园

90 Jurong East Street 13 ☎ 6562 4932 Fax 6561 9567

🌐 www.sdak.edu.sg



Passport-sized photo

REGISTRATION FORM 报名表格

REGISTRATION CHECKLIST

- Duly filled Registration form and signed Terms & Conditions.
- Citizen : Original and a copy of child's Birth Certificate, Singapore Citizenship Certificate if he is not Singapore Citizen at the time of birth and DDA Standing Claim Instruction Form if you wish to pay the term fees through Baby Bonus Account.
- Singapore PR : Original and a copy of child's Birth Certificate and Re-entry Permit.
- International Student : Original and a copy of child's Birth Certificate, Visit Pass/Dependant Pass/Student Pass/Passport
- 1 colorful copy of child's passport-sized photo.
- A copy of both parents' NRIC/Work Pass.
- Non-refundable \$55 Registration fee (Citizen/PR/Dependent Pass) / \$165 (Others) and Deposit \$215.

PUPIL'S DETAILS

SURNAME (as in birth cert.) GIVEN NAME (as in birth cert.)

BIRTH CERT/ FIN No. DATE OF BIRTH dd-mm-yyyy GENDER CHINESE NAME

RESIDENTIAL STATUS (please ✓ your option)
 Citizen SPR Dependent Pass Long Term Pass Student Pass

NATIONALITY LANGUAGE SPOKEN AT HOME RACE BABY BONUS VIA GIRO

MEDICAL HISTORY/ALLERGIES/ LEARNING DIFFICULTY/ SPECIAL NEEDS

MAILING ADDRESS
 BLK NO. UNIT NO. BUILDING

STREET POSTAL CODE

CONTACT DETAILS

The school will send email/SMS to both parents. Please update us of any changes. This is important to ensure that you do not miss any future announcements.

FATHER'S SURNAME FATHER'S GIVEN NAME

NRIC/ FIN No. OCCUPATION RELIGION

RESIDENT'S CONTACT NO. HANDPHONE NO. OFFICE NO.

RESIDENTIAL STATUS (please ✓ your option) Citizen SPR Others _____ MARITAL STATUS (please ✓ your option) Married Divorced Separated Widowed

EMAIL ADDRESS (This email account should be one that you will check regularly)

MOTHER'S SURNAME MOTHER'S GIVEN NAME

NRIC/ FIN No. OCCUPATION RELIGION

RESIDENT'S CONTACT NO. HANDPHONE NO. OFFICE NO.

RESIDENTIAL STATUS (please ✓ your option) Citizen SPR Others _____ MARITAL STATUS (please ✓ your option) Married Divorced Separated Widowed

EMAIL ADDRESS (This email account should be one that you will check regularly)

OTHER CONTACTS

NAME

RELATIONSHIP

HANDPHONE NUMBER

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SIBLING'S DETAILS (according to birth order)

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DATE OF BIRTH dd/mm/yyyy

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FORMER/CURRENT STUDENT*

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* If sibling is our current student, please indicate the current class. Otherwise, please indicate "No" – never study here or "Graduated"- ex-graduates.

AUTHORISATION

Please fill up this section if you want to authorize another person to fetch your child other than you and your spouse.

I authorize the following person to fetch my child from the kindergarten

NAME

RELATIONSHIP

CONTACT NO.

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BIRTH CERT/ FIN No.

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TRANSPORT

I authorize the school transport to fetch my child. I will liaise with the school bus regarding the fetching hours.

LANGUAGE OPTION (APPLICABLE FOR NON-CHINESE PUPILS ONLY)

We offer Chinese language as 2nd language. However, the Chinese lesson is not compulsory for non-Chinese students. During the Chinese lessons, your child will be engaged in English speaking activities conducted by the Form teacher.

Please your option :

- I would like my child to join the Chinese class. I will accept the Chinese teacher's recommendation if my child is unable to follow the lessons or show disinterest. I also understand that the Chinese readers (if any) that I have paid is non-refundable if I withdraw my child from the Chinese class.
- I do not want my child to take the Chinese class.

MISCELLANEOUS

How did you come to know about Seventh-day Adventist Kindergarten?

Friends/Relatives School Bus Banner Flyer Website Facebook Others_____

I certify that all the above information is true and undertake to inform the school of any changes to the above information.

Name of father/mother/guardian

Signature

Date

FOR OFFICIAL USE ONLY

START DATE

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LEVEL

SESSION

CLASS (if assigned)

REGISTRATION DATE

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REMARKS

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CHECKLIST

- Billing system SMS Email ECDA Attendance Record English Readers
- Chinese Readers Calendar School Rules

IMPORTANT NOTES

Should your child fail to meet the behavioral requirements of the school, you may be required to withdraw him/her from school.

PLEASE READ ALL THE INFORMATION BELOW CAREFULLY BEFORE SIGNING.

1. **REGISTRATION FEE**

1.1 This is an administrative charge for the registration of a child. It is non-refundable and non-transferrable.

2. **DEPOSIT**

2.1 The non-transferable deposit, paid upon registration, for the confirmation of placement in the kindergarten.

2.2 The deposit will be used to contra the school fees for Term 4 in Kindergarten 2.

2.3 The deposit shall be refunded or forfeited in accordance to the withdrawal notice given in the Percentage table below.

| Withdrawal Notice | Percentage of Refund |
|--|----------------------|
| Notice given 10 weeks before the beginning of new school term | 100% refund |
| Notice given 8 weeks or more before the beginning of new school term | 50% refund |
| Notice given 4 weeks or more before the beginning of new school term | 25% refund |
| Notice given less than 4 weeks before the beginning of the new school term | No refund |

3. **SCHOOL FEE, LATE PAYMENT**

3.1 This non-transferable and non-refundable school fees are payable per academic term of 10 weeks at 4 terms per year. It will be collected in advance before the start of the new school term.

3.2 Payment Advice shall be posted to your mailing address. A late fee payment of \$50 is levied should the school fees not be paid by the due date as indicated in the Payment Advice.

4. **CLASS ALLOCATION / TRANSFER OF SESSION**

4.1 The class allocation is based on factors such as available vacancy, gender, race and month of birth to ensure that each class has a balanced student ratio.

4.2 By default, your child will be placed in the same session in the following years from Nursery onwards. A written request is required for application of transfer.

4.3 First successful transfer is free-of-charge. However, admin fee of \$50 per child is chargeable for any subsequent transfer request.

5. **FOREIGN STUDENTS**

5.1 The class commencement is subject to the Immigration & Checkpoint Authority of Singapore's (ICA) approval.

5.2 Upon completion or withdrawal, foreign students are required to surrender their Student's Pass Cards to ICA for cancellation.

5.3 Student who wish to renew his/her Student Pass are to inform the school at least 4 weeks before the expiry date so that there is enough time for the on-line submission to ICA.

5.4 Long Term Visit Pass Students should ensure that the pass remains valid so that the child can continue his/her studies in SDAK.

5.5 Parents are to submit a new copy of their child's citizenship cert/ Re-entry Permit / Dependant Pass/ Long Term Pass when there are changes in their residential status.

6. **WITHDRAWAL**

6.1 The notice of withdrawal must be dated and given to the office. Withdrawal form can be obtained from the admin office or download from the school website www.sdak.edu.sg.

6.2 When a child is absent for the first 3 days without giving valid reasons in writing to the office and school fees is outstanding, it shall be assumed that the child has withdrawn from the Kindergarten without giving notice of withdrawal:

- His place shall be considered vacant and given to a new student.
- The deposit shall be forfeited.

7. **PERSONAL DATA PROTECTION**

Depending on your relationship with us, the personal data which we collect from you may be used and/or disclosed for the following purpose:

7.1 Administering and/or managing relationships with SDAK (including responding to enquiries, the mailing of correspondence, statements or notices which could involve the disclosure of certain personal data to bring about delivery of the same.)

7.2 Responding to requests for information from government or public agencies to carry out specific Government services/duties.

7.3 Processing applications, enrolment, teaching, learning and student welfare activities related to insurance, transport, enrichments classes, excursions, seminars, student portfolios and administering matters related to use of these services.

7.4 Taking photographs and/or videos (whether by SDAK staff or third party photographer(s) and/or videographers) during events organized by SDAK or its affiliates for publicity and marketing purposes.

7.5 Investigative purposes, including possible fraud, misconduct, unlawful action or omission, utilizing electronic access and video systems to maintain school security of persons or property, control access and investigate suspicious or inappropriate activities.

8. I authorize the school to seek medical examination and/ or treatment in case of an accident or illness where neither parent / guardian can be contacted.

9. I authorize the school to administer medicine to my child when necessary, with the completion of the Authorization Form.

By signing this application for enrolment, I agree that I have read, understood and accepted the terms and conditions of Seventh-day Adventist Kindergarten (SDAK). I also understand that these terms and conditions are subject to amendment. SDAK reserve the rights on the interpretation of the above Terms & Conditions.

Name of father/mother/guardian

Signature

Date