



## REGISTRATION GUIDE

Please make an admission appointment with our Admin Officer at 6562 4932 prior to your visit. We recommend bringing your child along to facilitate the process.

For a smooth experience, we seek your cooperation to follow the guidelines below.

### SUBMISSION UPON REGISTRATION

#### 1. FEES

- Registration fee \$107\* for Citizen & PR, \$214\* for Dependant Pass holder.
- Refundable Deposit = 1 month fee (Terms & Conditions apply)
- First month school fee\*
- \*Fees are 7% GST inclusive, payable by NETS only.

#### 2. DOCUMENTS

##### 2.1 Filled Registration Form

All columns are IMPORTANT and will be inputted into our pupil system, please complete ALL columns.

- Complete the form with blue/black pen.
- Ensure your writings are legible. Avoid cursive font.
- DO NOT leave any field(s) blank. Indicate "NIL" if none.

##### 2.2 Filled ECDA Form 1

Please follow the Explanatory Notes as attached when you fill up the form.

##### 2.3 Filled Direct Debit Authorization Application Form

**The original documents must be presented for verification purposes at the time of registration. Please provide a photocopy of the following documents.**

##### 2.4 Child's birth certificate

##### 2.5 Child's Singapore Citizenship Certificate (if any)

##### 2.6 Child's Re-entry Permit / Long Term Pass / Dependant Pass / Student Pass / Passport

##### 2.7 Child's Immunization record (health booklet) and medical history if any

##### 2.8 Both parents' NRIC/valid passes/passports



## REGISTRATION FORM

<b>1. CHOICE OF PROGRAMME</b>					
Programme					
<input type="radio"/> Full-day 7am-7pm	<input type="radio"/> Half-Day 7am-1pm	<input type="radio"/> Half-Day 1pm-7pm	<input type="radio"/> Flexi-care 1 8.30am-11.30am	<input type="radio"/> Flexi-care 1 11.30am-2.30pm	<input type="radio"/> Flexi-care 3 11.30am-7.00pm
<b>2. CHILD'S PARTICULARS</b>					
Name (as in birth certificate, please <u>underline the surname/family name</u> )					
Chinese Name	Birth Cert No./ FIN No./Passport No.		Gender <input type="radio"/> Male <input type="radio"/> Female		Date of Birth dd/mm/yyyy
Residential Status <input type="radio"/> Citizen <input type="radio"/> Singapore PR <input type="radio"/> Long Term Pass		<input type="radio"/> Dependant Pass <input type="radio"/> Student Pass	Nationality	Race	Mother Tongue Language
Residential Address Blk _____ Unit No. _____ Street Name _____ Building Name _____ Postal Code _____					Residential Phone
<b>3. PARENTS' PARTICULARS</b>					
	Father			Mother	
NRIC/FIN No.					
Name					
Mobile Number					
Email Address					
<b>4. Emergency Contact</b>					
Name		Contact Number	NRIC No./FIN No.	Gender	
Address			Postal Code	Relationship	
<b>5. IMPORTANT: AUTHORISED PERSON(S) TO FETCH THE CHILD FROM THE CENTRE</b>					
Name		Gender	NRIC No./FIN No.	Contact Number	Relationship
1.					
2.					
3. <input type="radio"/> TRANSPORT (please put a tick <input checked="" type="checkbox"/> if you authorize school bus to fetch your child.					
<b>6. SIBLINGS' PARTICULARS</b>					
Name		Age	Sex	Studying in the centre now	
1.				YES / NO	
2.				YES / NO	
<b>7. CHILD'S MEDICAL INFORMATION</b>					
a. Does your child have any medical condition? Yes / No (if yes, please specify)					
b. Does your child have any special needs? Yes / No (If yes, please elaborate or attach medical report)					
c. Does your child have any food/drug allergies? Yes / No (If yes, please specify)					
d. Does your child have any dietary restrictions? Yes / No (If yes, please specify)					

# ADVENTIST SCHOOLHOUSE TERMS & CONDITIONS

PLEASE READ ALL THE INFORMATION BELOW CAREFULLY BEFORE SIGNING.

## 1. SCHOOL HOURS

- 1.1 FULL-DAY Monday-Friday 7.00am-7.00pm
- 1.2 HALF-DAY Monday-Friday 7.00am-1.00pm
- 1.3 FLEXI-CARE 1 Monday-Friday 1<sup>st</sup> session 8.30am-11.30am, 2<sup>nd</sup> session 11.30am-2.30pm
- 1.4 FLEXI-CARE 3 Monday-Friday 11.30am-7.00pm
- 1.5 Flexi-care 1 operates according to MOE school terms and holidays. Full-day, Half-day & Flexi-Care 3 operates according to child care holidays.

## 2. ATTENDANCE

- 2.1 **SINGAPOREAN**  
As per ECDA's guidelines, to ensure that Singaporean students' attendance tallies with subsidy claims, child must attend centre for at least one day per month to be eligible for subsidy.
- 2.2 **STUDENT PASS HOLDERS**  
For student pass holders, the Immigration and Checkpoints Authority (ICA) requires 90% attendance. Any absence without valid reasons, it may affect the future applications for the student pass.

## 3. REGISTRATION FEE

- 3.1 This is an administrative charge for the registration of a child. It is non-refundable and non-transferable. It is payable by NETS /Baby Bonus NETS upon registration.

## 4. DEPOSIT

- 4.1 A deposit of 1 month's school fee (excluding government subsidy) is payable upon registration. It will be refunded upon
  - a. sufficient written notice of withdrawal and full payment of fees per clause 6.
  - b. completion of Kindergarten 2.
- 4.2 The deposit will be adjusted accordingly when there is a change of programme and revision of school fees.

## 5. SCHOOL FEE

- 5.1 Students are to pay school fees for 12 months. This is because the total cost of running a school and the corresponding fees payable are calculated on an annual basis. The fees payable are then spread out over a period of 12 months.
- 5.2 School fees are payable monthly as long as the child is enrolled in the centre. They are **due on 15<sup>th</sup> of every month**. Fees paid are non-refundable, non-transferrable, and not be pro-rated.
- 5.3 If monthly fees are not paid by the due date, the centre reserves the right to terminate enrolment by giving written notice to the parents and the deposit amount will be forfeited.
- 5.4 The first month's school fees must be paid by NETS / Baby Bonus NETS only. Subsequent monthly school fees must be paid by Baby Bonus Giro, Interbank Giro or NETS.
- 5.5 The centre will do the Giro deduction within 7<sup>th</sup> - 9<sup>th</sup> of the month. Parents should ensure there is sufficient fund in your bank account before the 7<sup>th</sup> of the month. For failed GIRO deductions, you are required to pay monthly fee via NETS at the office by **15<sup>th</sup> of the month**.

## 6. WITHDRAWAL

- 6.1 For withdrawal, a **1 calendar month's written notice** must be submitted to the centre, otherwise, the deposit will be forfeited. Parents can request for a withdrawal form at the admin office or download from the school website.

The submission date of the withdrawal form **should not exceed the first day of the month**.

Example:

- a. If parent submits the withdrawal form on 31 October, then the last day for the child is 30 November.
- b. If parent submits the withdrawal form on 1 November, then the last day for the child is 30 November.
- c. If parent submits the withdrawal form after 1 November, eg. 2 November, then the last day of the child is 31 December.

The school fee is payable in full during the notice period including the last month of attendance.

## 7. LATE FEE PAYMENT

- 7.1 There will be a late fee of \$50 for the overdue invoice. This amount is payable by NETS only.

## 8. CHANGE OF PROGRAMME

- 8.1 For the change of programme type, at least one (1) calendar month's advance written notice is required. A written notice of change of programme type should also be submitted no later than the 1st day of the month. Otherwise, the said notice can only take effect on the following month.
- 8.2 A \$50 admin fee is chargeable for the change of programme. It is non-refundable and non-transferable.

## 9. LATE COLLECTION OF CHILD/CHILDREN

- 9.1 Time and punctuality are lessons taught in the school. Children will feel insecure if parents are late in fetching them. Thus, we would like to seek your co-operation to fetch your child on time. **A late penalty of \$5 will be imposed for every 5 minutes lateness**. The purpose of this penalty is to encourage parents to bring your child home early for a quality family time.

**10. FOREIGN STUDENTS**

- 10.1 Long Term Visit Pass holders should ensure that the pass remains valid so that your child can continue to study in Adventist Schoolhouse.
- 10.2 When there is a renewal or change of residential status, a new copy of Student Pass/Re-entry Permit should be submitted to the admin office.
- 10.3 When your child cease or terminate his/her studies, you should surrender his/her Student's Pass (STP) card to ICA for cancellation within seven days.
- 10.4 The centre will cancel your child's student pass on-line.

**11. DECLARATION OF LEARNING DIFFICULTIES**

- 11.1 If your child has learning difficulties of any nature, it is important to declare them in the Registration form, accompanied by medical reports. This is to minimize the risk of a child being enrolled into a programme that is not suitable to his/her level of development and ability. Some of these issues may often need specialized attention.
- 11.2 In the event that this disclosure is not declared and the child is found not suitable to continue with the programme, Adventist Schoolhouse reserves the right to discontinue the child's studies.

**12. HANDLING OF EMERGENCIES**

- 12.1 In the event of an emergency, the centre has the right to seek medical attention for your child including sending him/her to the nearest clinic/hospital on your behalf.
- 12.2 Complete the Authorization form to allow the centre to administer medicine to your child when necessary.

**13. NOTIFICATION OF CHANGES**

- 13.1 Early Childhood Development Agency (ECDA) requires subsidy applicants to update the centre about changes below. These changes would affect the monthly subsidy amount. Please get a form from the admin office.
- Change of working status of subsidy applicants (working > non-working or non-working > working)
  - Change of nationality of child
  - Change of subsidy applicant (from mother to single father, step-mother, grandparent or guardian)
  - Annual declaration of working status by subsidy applicants.

**14. PERSONAL DATA PROTECTION**

- 14.1 I consent to Adventist Schoolhouse to collect, use and disclose and/or process my personal data for the purpose of my child's studies in the centre. This includes taking photographs and/or videos during events organized by the centre for publicity and marketing purposes. (Please refer to the Parents' handbook for more details on the use of the data.)

**ACKNOWLEDGEMENT**

By submitting and signing this form :

- I have agreed that I have read, understood and accepted the terms and conditions of Adventist Schoolhouse. I also understand that these terms and conditions are subject to amendment and Adventist Schoolhouse reserves the rights on the interpretation of the above Terms & Conditions.

\_\_\_\_\_

Name of father/mother/guardian

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**FOR OFFICIAL USE**

Level/Class	Application Date	Start Date	SDA Member YES / NO	Discount Given (%)	Trial Lesson Period

Job completed

- Payment Schedule    ECDA    Parents Handbook    English/Chinese Readers    Workbooks    Informed Teacher
- Others \_\_\_\_\_

**Document Checklist**

✓ tick when document is in place.

- Filled ECDA Form 1
- Filled Baby Bonus Giro Form (Citizen only)
- Filled Interbank Giro Form
- Child's birth certificate
- Child's Singapore Citizenship Certificate (if any)
- Child's Re-entry Permit / Long Term Pass / Dependant Pass / Student Pass / Passport
- Child's Immunization record (health booklet) and medical history if any
- Both parents' NRIC/valid passes/passports
- Latest Notice Assessment (NOA) from Inland Revenue Authority of Singapore (IRAS) (Self-employed mother/single father)
- Relevant legal documents to prove that the custody of the child is with the father (eg. Death certificate of mother, Deed of Separation, Divorce Petition)

Remarks