

KNOWLEDGE PARK™

Knowledge Park Educare (SC) Pte Ltd (Keming Primary School)
Keming Primary School, 90 Bukit Batok East Ave 6 Singapore 659762

REGISTRATION FORM (STUDENT CARE CENTRE)

Student's Particulars		
Name of Student:		Class: (Year: 2018)
Birth Certificate No.:	Date of Birth:	Gender:
Address:		
Citizenship:	Race:	Religion:

Medical Information			
	YES	NO	Please specify if 'yes'
Medical conditions/allergies			
Special dietary requirements			
Medication			
Name of family doctor: (If applicable)			
Telephone :	Address :		

Emergency Contact (apart from Parent)

In case of emergency, please contact the following person(s):

Contact		
Name:		Relationship to child:
Telephone (Home):	Telephone (Mobile):	Telephone (Office):

Father's Particulars		
Father's Name:		NRIC No.:
Nationality:	Race:	Religion:
Telephone (Mobile):		Telephone (Home):
Occupation:		
Office Telephone:		Email:

Mother's Particulars		
Mother's Name:		NRIC No.:
Nationality:	Race:	Religion:
Telephone (Mobile):		Telephone (Home):
Occupation:		
Office Telephone:		Email:

The following person(s) (other than parents) will be allowed to fetch my child home:

Contact 1		
Name:		Relationship to child:
NRIC No.:	Contact:	

Contact 2		
Name:		Relationship to child:
NRIC No. :	Contact:	

Admission Criteria for Student Care

Due to the limited capacity of the School-based SCC, priority of admission will be given to the following students:

- Students who are Singaporean and qualified for Financial Assistance Scheme (Gross income < S\$2,500 or <\$625 per capita Income)
- Students who are Singaporean with both working parents and no access to alternative childcare arrangements
- Students who are Singaporean with both working parents and has alternative childcare arrangements
- The remaining vacancies will be opened to all students from Keming Primary School.

All applications will be reviewed and decided by the school committee.

Declaration of Financial And Alternative Care Options (Incomplete Forms will not be processed)

My child has the following alternative care options: (Please tick one)

- No access to other alternative care option
- Alternative care options available (such as but not limited to the following): (Please tick one)
 - Domestic helper
 - Grandparents
 - Guardians
 - Others: Please specify _____

Monthly household income :- _____

Per Capita Income ($\frac{\text{Total_Household_Income}}{\text{No_of_Household_Members}}$) :- _____

Consent for Application

I declare that all information provided by me in this form is correct and true. I accept that any false information provided will result in my child having to give up the place in the Centre.

Consent for Personal Data Protection Act

By submitting this form, I give my consent to Knowledge Park Educare (SC) Pte Ltd to collect, use and disclose my personal data for the purpose of notifying and contacting me regarding the student care activities via calls, text message, post and email. I do consent to allow my child's photographs be used in any publication of the student care centre.

I am aware that I may update the personal data and/or withdraw the consent provided by me at any time by contacting kemingscc@knowledgepark.com.sg. The Knowledge Park Educare's PDP Policy and how my personal data will be used are also available at www.knowledgepark.com.sg/pdpa.

Parent's Name: _____

Parent's Signature: _____ Date: _____

TERMS AND CONDITIONS

1. A total of \$670 (one-month fee of \$280, a one-month deposit of \$280 and a one-time registration fee of \$20, yearly material fee of \$50 and uniform of \$40) are to be paid upon registration.
2. All fees paid are non-refundable. Deposits can be used to offset the student care fee for the last month upon written notice of termination before the end of the current month.
3. Monthly fees must be paid by the 5th of every month. A late fee of \$5 will be levied for every week of late payment. A charge of \$5.00 for administrative fee is applicable for every returned cheque and every 2 consecutive unsuccessful GIRO deductions.
4. Payment can be in cash, internet banking, GIRO or cheque payable to "Knowledge Park Educare (SC) Pte Ltd". A receipt will be issued for all payments made.
5. Monthly fees are payable for the whole calendar year, i.e. one month fee is to be paid for the period of the school holiday (regardless of attendance).
6. There is no pro-rating or refund of school fees for absence during school holidays.
7. There is no refund pro-rate for students under the financial assistance scheme.
8. Students who need to be in the Centre for a full day will be charged an additional \$5 per day. This is also applicable during school holidays.
9. There is a late pick-up fee imposed at \$1 per minute for the first 30 minutes and \$2 per minute after 30 minutes.
10. All withdrawal forms must be submitted prior to the last day of the month. Your child's last day will be the last day of the next month. Withdrawal form must be returned within 3 working days of the day of notification. Deposit can be used to offset the last month fee upon written notice of termination before the end of the current month. (Please refer to the Communication Book for more details).
11. A student who ceases service for one-month duration and re-joins KPE will be charged the usual registration fee and treated as a new student enrolled.
12. Knowledge Park Educare (SC) Pte Ltd (KPE) reserves the right to cancel a class or programme and make changes to the teacher, timetable and class size.
13. The half-day care schedule for a normal school day is 1.00 pm-6.30 pm from Monday to Friday.
14. The half-day care schedule for the school holiday is 7.30am - 1pm or 1pm – 6.30pm from Monday to Friday.
15. We are closed on Saturdays, Sundays and gazetted Public Holidays. There will be up to 5 days of closure yearly by MSF.
16. Parents are encouraged to wait outside the Centre for the dismissal of students. Do inform us if other relatives are picking them up.
17. In the event of accidental injury, parents will be contacted immediately. However, if the parents are unreachable, the centre reserves the right to bring the child to a nearest clinic or call for an ambulance. All such expenses will be borne by the parents.

18. The Management reserves the right to terminate a student's place in the Centre at its own discretion.
19. Knowledge Park Educare (SC) Pte Ltd will not be responsible or be claimed against at all times for all accidental damages, cost, claims and demands for any loss or damages to personal belongings, injuries or distress or death within and beyond our premises and from the picking up of your children till the dismissal and during all programs (including excursions) planned and/or conducted by us and/or external vendor(s).
20. KPE reserves the right to change or amend any of the above stated Terms & Conditions without any prior notice.
21. Please refer to our Communication Book for more details

For Official Use Only				
Date of Registration :			First Day of Attendance :	
Mode of payment: Cash/IB/Cheque				
Fee Payment		Amount Paid	Receipt No	Remark
1	Registration Fee (Non -refundable)	\$20		
2	Deposit (Offset for last month)	\$280		
3	First Month Fee	\$280		
4	Material Fee	\$50		
5	Uniforms	\$40		
	Total Amount Paid	\$670		

Name of Staff: _____