

Student Care Registration Form

Student's Details

Given Name: _____
(as per birth cert.)

Surname: _____ ☐ Male ☐ Female

Birth Cert No/FIN Number: _____ Date of Birth: ____/____/____

Nationality: _____ Country of Birth: _____

Home Address: _____ S (_____) _____

School Details

Class (2023): _____

Affix a recent
Passport-size
Photo of
Child

Parent's / Guardian's Details

	Mother	Father	Guardian ¹
Full Name (as per NRIC)			
NRIC No. <i>Example (SXXXXX123A)</i>			
Nationality			
Occupation			
Marital Status²			
Contact No. (HP)			
Contact No. (O)			
Email Address (for Portal Access)			
<input type="checkbox"/> Please check this box only if you do not have alternative care arrangements (e.g. domestic helper/ grandparents) for your child.			

Authorized Guardians to fetch student (excluding above Parent/Guardian)

	Authorized Guardian 1	Authorized Guardian 2
Full Name (as per NRIC)		
NRIC <i>Example (SXXXXX123A)</i>		
Relationship to student		
Contact No. (HP)		

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: _____

¹ Legal guardian should provide documentary proof

² If divorced/separated/widowed please provide documentary proof



Terms and Conditions of Enrolment (Page 1)

Thank you for registering with us at Kidz Treehouse @ ESPS 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. Kidz Treehouse @ ESPS 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 Kidz Treehouse @ ESPS 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\$40.00 3 set (Mandatory)
- Material Fees of S\$60.00 (With mattress) on one-time payment basis (For Primary 1 & Primary 2 students)
- Material Fee of S\$30.00 (without mattress) on one-time payment basis (For Primary 3 and above)

Adhoc and or Term School Holidays fees payable:

- Children who arrive before 12 p.m. and leave the student care centre after 1 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 adhoc school holidays 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 of \$20/week unless valid reasons and/or supporting documents are produced within 24 hours.
- Failure to return reply slip to confirm attendance will not guarantee child's acceptance for the day/week.
- Children who have signed up for Learning Journey(s) only but are absent on the actual day are accountable to a full day charge of \$5 unless valid reasons and/or supporting documents are produced within 24 hours.
- Any changes within 5 working days before the actual full day session will not be accepted.

All fees are payable during school holidays regardless of student's attendance. Kidz Treehouse @ ESPS 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 3rd 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.

Main Applicant's Name

Signature

NRIC/FIN No.

Date

Spouse's Name

Signature

NRIC/FIN No.

Date

Kidz Treehouse @ ESPS Pte. Ltd.

Kidz Treehouse @ East Spring Primary 31 Tampines Street 33 Singapore 529258
Tel: +65 6850 5027 Email: esps@kowabunga.com.sg Website: www.kidztreehouse.com.sg

Terms and Conditions of Enrolment (Page 2)

Late / Outstanding Fees

Parents are to make payment via PayNow if GIRO deductions are unsuccessful. Paynow receipt should be sent to Kidz Treehouse International Pte. Ltd for verification purposes. All education fees are to be paid by the **23rd of each month**. Parents/students are to contact Kidz Treehouse @ ESPS Pte. Ltd. if and when unable to pay the fee for the month on the assigned date. Baby Bonus, CDA, Cash and/or cheque are not accepted. Payment is to be made to **UEN (201932565G)**. Any late payments will incur an additional admin charge of S\$5. In the event that the amount due is still not paid after the final reminder, Kidz Treehouse @ ESPS 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 Kidz Treehouse @ ESPS Pte. Ltd. to recover the outstanding fees.

Class Arrangements & Termination

- Kidz Treehouse @ ESPS 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. Kidz Treehouse @ ESPS 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 Kidz Treehouse uniform at all times and bring their own writing materials, textbooks and change of clothes.
- Kidz Treehouse @ ESPS 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. There is NO temporary withdrawal option available.
- 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 Kidz Treehouse @ ESPS 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. Withdrawal will only take effect on the first day of the month. **If the submission of the form is after the first working day of the month, the date of notice will take effect from the following month instead. There will not be any pro-ration of the academic fee during this withdrawal period. Failure to give the official one calendar months' notice will result in forfeiture of the deposit and parents are still liable to pay for the last month of service. Any necessary refund will be issued via bank transfer to parents 2 months after withdrawal.**

The Privacy Act

Kidz Treehouse @ ESPS 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 Kidz Treehouse @ ESPS 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.

Main Applicant's / Spouse's 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.

Main Applicant's Name	Signature	NRIC/FIN No.	Date
Spouse's Name	Signature	NRIC/FIN No.	Date



HEALTH DECLARATION FORM

Child's Name: _____ **B/C No.:** _____

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:

Has 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 Other	NO / YES	Require Epinephrine? _____
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.

Main Applicant's Name

Signature

NRIC/FIN No.

Date

Spouse's Name

Signature

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)/Certificate of Citizenship		
2	Copies of Parent/s NRIC / PR Re-entry Permit		
3	Copies of Child's Immunization Record		
4	Passport-sized Photographs of Child		
5	Passport-sized Photograph of any authorized person/s who will pick child up		
6	Copy of Death / Divorce Certificate		For Single Parent
7	Custody / Guardianship Certificate		For 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		For Single Parent
6	Custody / Guardianship Certificate		For Single Parent



OTHER INFORMATION

Monthly Household Income: \$ _____

Per Capita Income: \$ _____ (Monthly Household Income/No. of household members)

Is the student currently looked after by a family member/domestic helper after school? ☐ Yes ☐ No

Is the student applying for assistance under SCFA subsidy scheme? ☐ Yes ☐ No

Does the applicant have a sibling who is enrolling at the Student Care Centre? ☐ Yes ☐ No
If Yes;

Name of Sibling: _____ Sibling's Class: _____

For School Official Use

Is the student under MOE FAS or School Based FAS? ☐ Yes ☐ No

Student Care Centre Application is approved / rejected

School's Comment (if rejected, indicate reasons):

Name of School Representative: _____

Signature of School Representative: _____

Date: _____