

Private & Confidential

***Star Tots Playgroup (for 1½ to 3 years old)***  
**Registration Form (Student will start on: \_\_\_\_\_)**  
**Note: Terms & Conditions apply once payment is made.**

Centre: \_\_\_\_\_ Session: \_\_\_\_\_

**1) Child's Particulars**

Name: \_\_\_\_\_  
(Please underline surname)

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birth Cert/FIN No: \_\_\_\_\_ (For child  
not born in Singapore, kindly fill in FIN number.)

Gender: Female / Male Nationality: \_\_\_\_\_ Age at point of entry: \_\_\_\_\_

Race: \_\_\_\_\_ Order of Birth: \_\_\_\_\_ Number of Siblings: \_\_\_\_\_

**Special instruction(s) concerning your child (Please also state allergies if any):**

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

**2) Parents' Particulars**

Father's Name: \_\_\_\_\_ NRIC: \_\_\_\_\_

Nationality: \_\_\_\_\_ Race: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer's Name: \_\_\_\_\_

(H): \_\_\_\_\_ (HP): \_\_\_\_\_ (O): \_\_\_\_\_

Mother's Name: \_\_\_\_\_ NRIC: \_\_\_\_\_

Nationality: \_\_\_\_\_ Race: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer's Name: \_\_\_\_\_

(H): \_\_\_\_\_ (HP): \_\_\_\_\_ (O): \_\_\_\_\_

**3) Person to contact on Emergencies (Must be completed)**

(In cases when both parents can't be reached)

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Checklist for Teacher:**

Receipt number: \_\_\_\_\_

1. Given handbook? ☐

2. Uniform size: \_\_\_\_\_

3. Given uniforms? ☐

4. Collected photocopies of  
birth certificate and

immunisation record? ☐

**4) Person authorize to pick up the child other than the parents**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact number: \_\_\_\_\_

**5) How did you know about our programme?**

Friend( ) Banner( ) Flyer( ) Notice Board( ) Others: \_\_\_\_\_

**6) Please indicate the preschool programmes that your child has attended previously or is still attending now. (If any)**

1. School: \_\_\_\_\_ Programme: \_\_\_\_\_

2. School: \_\_\_\_\_ Programme: \_\_\_\_\_

*I hereby declare the above information to be true and accurate.*

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

***Terms & Conditions***

**1. FIRST THREE DAYS**

- a. If your child has separation anxiety, parents/caregivers are encouraged to accompany the child only for the **FIRST THREE DAYS** as your presence may distract your child and other children. Your child may choose to rely on your presence and the teacher will have difficulty reaching out to your child and delivering the lesson properly. The ultimate aim of playgroup is to train your child to be independent and confident. For the children's interest, your cooperation is greatly appreciated. However, parents/caregivers may be invited to accompany the child for an extended period if needed.
- b. To prevent crowding in the classroom, each child can only be accompanied by **ONE ADULT**.
- c. When bringing your child to school, please be happy and confident. If you look worried and unsure, your child will also feel the same, thus causing him/her to feel insecure and have separation anxiety.

**2. SCHOOL TERMS & HOLIDAYS**

- a. We observe all MOE holidays. The playgroup will be completed by the end of term 4 in November and there will be no lessons for the June and December breaks. School holidays break will be in accordance with the scheduled school holidays and public holidays including one week break in March & September respectively. There is no playgroup on eves of Chinese New Year, Hari Raya and Deepavali. There will be no refund on such occasion.

**3. FEES**

The following fees must be paid **in full** at the time of registration:

- current month's fee
- \$40 one time registration fee
- \$40 for 2 sets of uniforms
- \$80 one time miscellaneous fees

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Upon making payment, you will be given the receipt and playgroup handbook. You will be informed to collect the uniforms from the teacher within the next 15 working days. If you did not receive, please call the playgroup hotline at 8138 3440.

### MONTHLY FEE

Subsequently fee will be collected on a monthly basis. Fees for the following month must be paid by 25<sup>th</sup> of the preceding month. For example, fees for February will be due by 25<sup>th</sup> January. In an academic year, monthly fees are collected from Jan to Nov. Parents need not pay for Dec.

### JUNE FEE

**To be paid together with April fee.** As long as a student attends class in April, the June fee will be collected with the April fee. If a student pays the June fee and decides to withdraw before June, there will be no refund for the June fee.

### MODE OF PAYMENT

Payment by **CASH or CHEQUE** only (non-refundable). Post-dated cheques are NOT accepted. For the cheque payee name, kindly check with the teacher or call the playgroup hotline at 81383440.

## 4. HYGIENCE AND HEALTH

- a. To prevent the spread of contagious diseases, we would like your child to bring a handkerchief or a packet of tissue for his personal use everyday.
- b. Children are to bring their own water bottles.
- c. For children who are wearing diapers: Please change into a new diaper before coming to playgroup. In the school bag, please put a diaper & a packet of baby wipes.
- d. For children who are toilet-trained: Please put a clean set of clothes in the school bag.
- e. Kindly ensure that your child is in good health and has no symptoms of HFMD before he/she is taken to playgroup.
- f. Parents are advised to let their children rest at home if they are sick (e.g. having fever, cough, flu, sore eyes etc). This will ensure speedy recovery of your child as well as prevent the virus from spreading to other children.
- g. If your child is suspected of or is suffering from a contagious disease (e.g. hand, foot and mouth disease, chicken pox), a certified clearance letter from the doctor to prove that the child does not have the disease or has totally recovered must be presented to the teacher before your child is allowed to return to the centre for lessons again.
- h. As this is the first time your child is exposed to the new environment, it is normal if your child has cough, flu or fever as your child is building up the immune system. The longest a child can take for the immune system to build up is 6 months but this varies from child to child. Some children do not fall sick at all. In the event that if your child falls sick, please let him/her rest at home till full recovery.

## 5. TERMINATION AND REFUND

- a. All fees paid are non transferable to another person, non transferable to other months & non refundable regardless of any reason.
- b. There will be no deduction in all the fees for absenteeism or self-declared vacations.
- c. New students starting on any day of a particular month will pay full month's fee for that month.
- d. For withdrawal, please call playgroup hotline 81383440 to inform and inform the teacher one month in advance. There will be no refund, pro-rate or transfer of all fees paid due to the withdrawal.
- e. If a student never attends class or never pays fee by 5<sup>th</sup> of the month, it is considered that the student has withdrawn and the place will be given to children on waiting list.
- f. If a student withdraws and enrolls again, it is considered as a new registration and student must pay registration fee and miscellaneous fee again.
- g. No refund of fees will be made if the centre is closed due to infectious diseases such as HFMD or H1N1 FLU.

## 6. TRANSFER

- a. You will need to write in to our head office for approval if you wish to transfer your child from one centre to another. Transfer is possible if there is vacancy.

7. PUNCTUALITY

- a. Parents and guardians are advised to fetch their children punctually.

8. OTHERS

- a. There is no make up lesson for children who are absent.
- b. Children must not wear jewellery or bring valuables when they come to playgroup. Star Tots Playgroup & RC Centre will not be responsible for any losses.
- c. Star Tots Playgroup and RC Centre will not be responsible for any stolen, lost or damaged of personal properties placed in the RC centre or outside the RC centre. Examples are scooters, strollers, bicycles and any other valuable items.
- d. Girls with long hair are encouraged to tie up their hair. For safety reasons, girls are not allowed to wear hair accessories such as hair clips on their hair.
- e. The organiser reserves the right to close a class due to low enrolment; replace the teacher; combine one class with another; split a large class into smaller classes; limit enrolment; refuse any enrolment; and expel or reject any participant who misbehaves or fails to conduct themselves in a proper manner.
- f. A make up class or relief teacher will be arranged if the lead teacher is unable to conduct class due to events such as illness or emergencies.
- g. Photos of classes in progress may be taken and are used in our publicity materials. Please kindly let us know immediately if you object to photos of your child appearing in our publicity materials.

9. RIGHTS OF REFUSAL

- a. In the event that our programme is found to be unsuitable for the child, the school shall reserve the rights to refuse and reject any application to continue the course.

**EMERGENCY**

Teachers will contact the parents or guardians immediately when there is an emergency. If neither the parents nor the guardians can be reached, the teachers may:

- Call an ambulance
- Get a doctor
- Bring the child to the clinic or hospital

Steps taken may include, but are not limited to those mentioned above. All medical expenses incurred will be borne by the lawful parents of the child.

**INDEMNITY**

We, Mr & Mrs \_\_\_\_\_, being the lawful parents of \_\_\_\_\_ (child's name) hereby agree to indemnify Star Tots Playgroup , its staff and RC Centre where my child is attending the playgroup against all claims, demands, actions, proceedings, judgments, damages, losses, costs and expenses of any nature.

**We have read the Terms and Conditions and hereby agree to abide by them;** which may be amended or withdrawn from time to time without prior notice. We understand and accept that the Terms and Conditions apply upon the payment of fees and/or enrolment of our child. In the event that one of the parents is absent to sign, **one signature** will be representative and binding for both parents.

\_\_\_\_\_  
Name of Father/ NRIC

\_\_\_\_\_  
Signature of Father /Date

\_\_\_\_\_  
Name of Mother/NRIC

\_\_\_\_\_  
Signature of Mother/ Date