

Enrolment Form

Name: _____

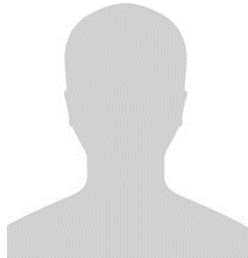
Commencing Date: _____

- ☐ Complete Registration Form
- ☐ Copy of child Birth Certificate / Foreign Identification Card (FIN)
- ☐ Copy of parent's NRIC (front & back) / Foreign Identification Card (FIN)
- ☐ Copy of child's Immunisation Records
- ☐ Parents Handbook given on _____
- ☐ Parents Handbook Acknowledgement Form received on _____
- ☐ Enrolment & Deposit Receipt
- ☐ Other relevant Medical Report (if Subsidy
- ☐ ECDA Form 1 (if applicable)
- ☐ ECDA Form 2 (if applicable)
- ☐ ECDA Form 3 (if applicable)

REGISTRATION FORM

(Please complete ALL sections truthfully and accurately)

A. HOW DID YOU HEAR ABOUT US?	
☐ Social media	☐ School's website
☐ Recommendations	☐ Others

B. DOCUMENTS REQUIRED	
☐ Copy of child's Birth Certificate/Passport	
☐ Copy of Parents Identity Cards/Passport	
☐ Copy of child's Immunization Records (At least 1 dose of MMR and primary series of diphtheria)	

C. TYPES OF CHILDCARE SERVICE REQUIRED	
☐ Half-day	Commencing Date: <u> </u> <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
☐ Full-day	Entry Level: PG / Pre-Nursery / Nursery / K1 / K2

D. CHILD'S PARTICULARS	
Full Name as in Birth Certificate (underline surname): _____	Chinese Name (if applicable): _____
Birth Cert/FIN No.: _____	Date of Birth: <u> </u> <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
Gender: ☐ Female ☐ Male	Citizenship: _____
Residential Address: _____ _____ S ()	

D. CHILD'S PARTICULARS (continue)

Race: _____

Religion: _____

Primary Spoken Language(s): _____

E. CHILD'S DIETARY INTAKE (indicate NA if not applicable)

Food restrictions (e.g. halal, vegetarian, non-dairy): _____

Food allergies (e.g. nut, soy, honey): _____

Specific signs and symptoms of allergic reaction (e.g. watery eyes, difficulty in breathing, rash, etc):

_____**F. CHILD'S MEDICAL HISTORY (Indicate NA if not applicable)**(e.g. surgeries, seizures, health conditions, diagnoses, medical prescriptions such as EPIPEN etc)

_____**G. OTHERS (Share with us more about your child e.g. likes and dislikes, interests, habits, etc):**

_____**H. MANDARIN AS SECOND LANGUAGE (Optional)**☐

Opt-In

☐

Opt-Out*

If you Opt-out, your child will be engaged in other Montessori activities during this period.

I. PARENTS' PARTICULARS – FATHER	
Full Name as in Birth Certificate (underline surname): _____	Chinese Name (if applicable): _____
Birth Cert/FIN No.: _____	Date of Birth: <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>
Gender: ☐ Female ☐ Male	Citizenship: _____
Residential Address (indicate SAME if no change): _____ _____ S ()	
Contact No. _____ _____ Mobile Home Office	
Email address: _____ @ _____	
Name of Company / Employer: _____	
Occupation: _____	Gross monthly income: _____
PARENTS' PARTICULARS – MOTHER	
Full Name as in Birth Certificate (underline surname): _____	Chinese Name (if applicable): _____
Birth Cert/FIN No.: _____	Date of Birth: <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> / <u> </u> <u> </u> <u> </u> <u> </u>
Gender: ☐ Female ☐ Male	Citizenship: _____
Residential Address (indicate SAME if no change): _____ _____ S ()	
Contact No. _____ _____ Mobile Home Office	
Email address: _____ @ _____	
Name of Company / Employer: _____	
Occupation: _____	Gross monthly income: _____

J. MEDIA PERMISSION

From time-to-time, your Child's / Children's photos may be published on our school's social media / printing media for marketing purposes. Personal and sensitive information will NOT be revealed or released to a third party without prior permission, and the said materials will only be used exclusively for BELLO BAMBINI MONTESSORI purposes.

☐

I allow

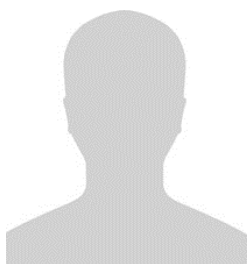
☐

I do not allow

K. PICK-UP AUTHORIZATION

The following named individuals are the only persons authorized to pick up my child from the School. The School is indemnified from any damages, claims or any liabilities which might result from the staff of the School releasing my child to me or to any person named below.

Authorised Person #1



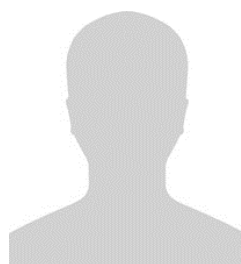
Name: _____

NRIC / FIN No: _____

Relationship to Child: _____

Contact No.: _____

Authorised Person #2



Name: _____

NRIC / FIN No: _____

Relationship to Child: _____

Contact No.: _____

L. EMERGENCY CONTACTS

In case of emergency, the following named individuals will be contacted if parents or guardians are not contactable.

Name: _____

NRIC / FIN No: _____

Relationship to Child: _____

Contact No.: _____

Name: _____

NRIC / FIN No: _____

Relationship to Child: Paediatrician / Family doctor

Contact No.: _____

CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

ARRIVAL AND PICK-UP

1. It is the responsibility of parents to immediately notify and provide the school with correct information if there are changes in any parts of their particulars.
2. All children are to arrive at the school on time to avoid disruption in the classroom and to reap the full benefits of the programme.
3. The school is to be informed if your child is absent.
4. All children must be picked up on time. A grace period of 15 minutes will be given. After which \$2 per minute will be charged. If for any reason you anticipate being late, please inform any of our teachers.
5. Only parents / guardians and authorised persons are allowed to take the child home. Prior notice and particulars of a different person fetching your Child must be given to the school if alternative arrangements are made.
6. No parent / guardian or maid will be allowed to remain in the school during school hours.

PARENT INFORMATION & RESPONSIBILITIES

1. While the school will take all necessary precautions to ensure the health and safety of your child, the school will not be liable in the event of any mishap or accident that may arise out of or whilst in the connection with the school's activities and not due to the school's negligence.
2. When a child falls ill or is injured during school hours, parents will be involved in giving consent and deciding for treatment to take place. In most situations, parents will be asked to collect the child from the school.
3. In the event where a child requires emergency medical treatment that is beyond the scope of a first aid, the parents will be contacted, and the school will follow their directions in pursuing emergency treatment. In case that the parents are un-contactable, the following procedure will take effect:
 - i. The child will be brought to the nearest medical facility in the best available form of transport and accompanied by a staff of the school. All medical and related cost will be borne by the parents.
 - ii. The medical practitioner will be asked to initiate treatment based on their professional judgment, and this will be carried out without the parents' verbal consent. The school will continue making reasonable efforts to contact the parents. All related cost will also be borne by the parents. Please note that the school will take the next course of action after seeking consent or approval from one of the parents.
4. Whilst the school and its staff will exercise the utmost care and precautions to ensure the safety of every child during classes or within its premises, parents accept that mishaps and accidents may occur due to circumstances beyond the school or staff control. Therefore, parents agree that the school or its staff cannot be held legally liable for such incidents and will hold harmless or indemnify the school and its staff against such liability.
5. In the interest of the well-being of the other children, unwell children or children with infectious disease will not be granted entry into the school. In such cases, a doctor's letter of clearance will be required.
6. Oral medications are allowed to be administered in school. As such, a signed consent must be given to the school on such an occasion.
7. Children should not bring in any jewellery, toys, handphone or other valuables to school. The school bears no responsibility for loss of any items.

8. Parents must also comply with all fire and safety drills, which will be carried out from time to time.
9. Parents shall permit the school to record your child's image, work, voice, or comments for media or academic purposes. You shall also permit the school to reproduce or use your comments or feedback, if any, for media purposes (the child's name will not be advertised).
10. Parents are not allowed to make photographic, video, audio, or other recordings inside our premises unless you have obtained prior written consent from school management.

MONTHLY FEES

All fees paid are non-refundable, transferrable, or deferrable.

All term fees are payable before the commencement of the new term. In the event of late payment, a penalty of 10% will be charged.

WITHDRAWAL

Written notice of withdrawal must be given one (1) calendar month in advance. Failure to do so will result in your deposit being forfeited.

EXCURSIONS AND SCHOOL EVENTS

1. Parents will be notified in advance of these activities.
2. Children are encouraged to participate in all activities and events of the Centre (Excursion / Learning Journey). The costs of any excursion organized by the school shall be borne by the child's parents.
3. The child's parents must, by the stipulated dateline, submit to the school the duly completed and signed permission slip together with payment. Permission via phone is not acceptable.

ECDA SUBSIDY DECLARATION AND CONSENT

I/We declare that all information and supporting documents submitted electronically in relation to **ECDA subsidy claims and/or subsidy withdrawal forms** are true, accurate, and complete to the best of my/our knowledge.

I/We understand that the information provided will be used for the processing and verification of ECDA-related subsidy matters. I/We acknowledge that the provision of false, misleading, or incomplete information may affect the processing of the subsidy application or withdrawal and may result in further verification or action by the relevant authorities.

I/We agree to cooperate with the Centre and provide any additional information or original documents required for verification purposes.

THINGS TO PREPARE

1. You are required to provide an extra change of clothing for your child. Clothing should be placed in a Ziplock bag and properly marked with the child's name.
2. Items that the child should bring daily to school (clearly labelled with his/her name) include:
 - A bath towel,
 - An additional uniform set and a pair of underwear to put on after showers,
 - A plastic bag for used clothing,
 - Diapers (if necessary)
 - Milk bottle and milk powder (if necessary)
 - Water bottle, children must not share water bottles.

TERMINATION OF ENROLLMENT

1. In certain circumstances, it may be necessary for the School to decide whether to discontinue a child's attendance/enrolment. Such a decision would be based on whether it is in the best interest of that child, the other children in the class and the overall operation of the centre to terminate enrolment. Every effort will be made to correct a challenging situation (i.e. moving the child to another class, intervention therapies, an assessment by a specialist) before a final decision is made.

Termination of enrolment may be the result of the following:

- The Parents and/or the Child has committed an act or omission which jeopardizes threatens or undermines the health safety wellbeing or security of any other members of the School and/or the stability or integrity of the School.
 - The Child is unable to participate meaningfully in the curriculum of the School or has committed a serious breach of discipline.
 - Constant aggression towards other children, staff, or school property.
 - The centre's inability to meet the child's needs.
2. Whenever possible, in the event of termination of enrolment, written notification of one (1) calendar month will be provided to the Parents.

SPECIAL REQUESTS

1. Any request for pro-rated fees due to unforeseen circumstances such as unexpected departures, holidays, etc. will not be entertained.
2. In the event of short/long absences e.g. travel or illness, temporary closure by directives or holidays, full fees are still payable and requests for make-up lessons, refunds and prorates will not be entertained.

(SECTION 1) PARENTAL ACKNOWLEDGEMENT AND AGREEMENT

1. The details of this form are in best of my knowledge true and correct and I will keep the school informed of any changes.
2. I have read the conditions of the school as above and I agree to abide by the terms and conditions.
3. The school reserves the right to amend any clause stated herewith without prior notice.
4. By signing below, I confirm that I have read, understood, and accepted all the terms and conditions described in this agreement.
5. I/We acknowledge that I/we have received and understood the Parents Handbook.

Name of Parent/Guardian

Signature and Date

(SECTION 2) PARENTAL ACKNOWLEDGEMENT AND AGREEMENT – ECDA CONSENT

Please indicate if you wish to share with all participating agencies or only Early Childhood Development Agency (ECDA) and Ministry of Social and Family Development (MSF). Your family members must agree to share their details with HOMES. To do so, they should add their signatures on this page. If a family member is under 21, mentally incapacitated, or unable to sign someone else can sign for them.

Mother's Consent

Which agencies do you consent to share your details with (please tick the box)

- ☐ All participating agencies
☐ ECDA and MSF only

Date of consent: _____

Signature: _____

Father's Consent

Which agencies do you consent to share your details with (please tick the box)

- ☐ All participating agencies
☐ ECDA and MSF only

Date of consent: _____

Signature: _____