

REGISTRATION FORM (STUDENT CARE CENTRE)

Student's Particulars		
Name:		Class: (Year: 2019)
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):

Emergency Contact 1 (apart from Parents)			
Name:		Relationship to child:	
Telephone (Home):	Telephone (Mobile):	Telephone (Office):	
Address			

Emergency Contact 2 (apart from Parents)			
Name:		Relationship to child:	
Telephone (Home):	Telephone (Mobile):	Telephone (Office):	
Address			

Father's Particulars		
Name:		NRIC No.:
Nationality:	Race:	Religion:
Telephone (Mobile):		Telephone (Home):
Occupation:	Marital Status: Single/ Married/ Divorced/ Separated/ Widowed	
Office Telephone:	Email address:	

Mother's Particulars		
Name:		NRIC No.:
Nationality:	Race:	Religion:
Telephone (Mobile):		Telephone (Home):
Occupation:	Marital Status: Single/ Married/ Divorced/ Separated/ Widowed	
Office Telephone:	Email address:	

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

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

- 1) Students who are Singaporean and qualified for Financial Assistance Scheme (Gross income < S\$2,500 or <\$625 per capita Income).
- 2) Students who are Singaporean with both full-time working parents and no access to alternative childcare arrangements.
- 3) Students who are Singaporean with both full-time working parents and has alternative childcare arrangement

Eligibility for Student Care Comcare Subsidies

- Both you and your spouse are working
- Your total gross monthly family income is \$4,000 or less each month, or your monthly household per capita income is \$1,000 or less
- Your child is between 7 - 14 years of age
- Your child attends a registered Student Care Centre
- Your child is a Singapore Citizen or Permanent Resident (at least one immediate family member in the same household must be a Singapore Citizen)

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

My child is in the Financial Assistance Scheme (FAS) (Please tick one)

- Yes
- No
- Will be applying

My child has alternative care options for 2019: (Please tick one)

- No
- Yes

If yes, the alternative care options available (such as but not limited to the following): (Please tick one)

- Domestic helper
- Grandparents : Are they staying in the same household? Yes No
- Guardians
- Others: Please specify _____

Gross Household Monthly Income (before CPF deductions): _____

Total number of household members: _____

Current care arrangement: (Please tick accordingly)

- Domestic helper
- Grandparents
- Guardians
- Full-day childcare
- Half-day childcare
- Others: Please specify _____

Fetching arrangement for child from student care centre: (Please tick accordingly)

- Parents
- Domestic helper
- Grandparents : Are they staying in the same household? Yes No
- Guardians
- Others: Please specify _____

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 even after admission.

Consent for Personal Data Protection Act

By submitting this form, I give my consent to Knowledge Park Educare 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 waterwayscc@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. Above fees are inclusive of GST of 7%.
2. All fees paid are non-refundable. Deposit 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 \$5.35 will be levied for every week of late payment. A charge of \$5.35 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 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 at all times including 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 \$5.35 per day. This is also applicable during school holidays.
9. There is a late pick-up fee imposed at \$1.07 per minute for the first 30 minutes and \$2.14 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 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 2.00 pm-7.00 pm from Monday to Friday.
14. The half-day care schedule for the school holiday is 7.30am - 1pm or 1pm - 7.00pm 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 Ministry of Social and Family Development.
16. Parents need to call the centre to arrange to pick-up your child for dismissal. The meeting point is at the security post. 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. Knowledge Park Educare Pte Ltd reserves the right to terminate a student's place in the Centre at its own discretion.
19. Knowledge Park Educare 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. Knowledge Park Educare Pte Ltd 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 (yearly)	\$50		
5	Uniforms	\$40		
	Total Amount Paid	\$670		

Name of Staff: _____ Date: _____