



Student Care Registration Form

Student's Details

Given Name: _____
(as per birth cert.)

Surname: _____ ☐ Male ☐ Female

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

Nationality: _____ Country of Birth: _____

Home Address: _____ S (____)

Affix a recent
Passport-size
Photo of
Child

School Details

Class (2020): _____

Parent's / Guardian's Details

	Mother	Father	Guardian ¹
Full Name (as per NRIC)			
NRIC No.			
Date of Birth			
Nationality			
Occupation			
Marital Status²			
Contact No. (HP)			
Contact No. (O)			
Email Address (for Portal Access)			

☐ Please check this box only if you **do not have** alternative care arrangements (e.g. domestic helper/grandparents) for your child.

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

	Authorised Guardian 1	Authorised Guardian 2
Full Name (as per NRIC)		
NRIC		
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

Kidz Treehouse @ CTPS Pte. Ltd.

Kidz Treehouse @ Clementi Primary 8 Clementi Avenue 3 Singapore 129903

Tel: +65 6850 5129 Email: ctps@kowabunga.com.sg Website: www.kidztreehouse.com.sg



Terms and Conditions of Enrolment (Page 1)

Thank you for registering with us at Kidz Treehouse @ CTPS 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 @ CTPS 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 @ CTPS 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\$25.00 per set
- Material Fees of S\$60.00 (With mattress) on one-time payment basis (For Primary 1 to Primary 3 students)
- Material Fee of S\$30.00 (without mattress) on one-time payment basis (For Primary 4 and above or students owning similar mattresses)

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 ad-hoc 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 @ CTPS 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

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Terms and Conditions of Enrolment (Page 2)

Late / Outstanding Fees

Parents are to make cash payment if GIRO deductions are unsuccessful. All education fees are to be paid by the 23rd of each month. Parents/students are to contact Kidz Treehouse @ CTPS Pte. Ltd. if and when unable to pay the fee for the month on the assigned date. Parents are to make NETS or Cheque payment if GIRO deductions are unsuccessful. Baby Bonus, CDA and/or bank transfers are not accepted. A surcharge of 0.8% applies for NETS transactions. All cheques must be crossed and made payable to **Kidz Treehouse @ CTPS Pte. Ltd.** An administrative fee of \$5.00 will be charged for every round of reminder letter sent out. In the event that the amount due is still not paid after the final reminder, Kidz Treehouse @ CTPS Pte. Ltd. holds the right to terminate our services and a compound fine of \$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 @ CTPS Pte. Ltd. to recover the outstanding fees.

Class Arrangements & Termination

- Kidz Treehouse @ CTPS 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 @ CTPS 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, change of clothes, toiletries and towel.
- Kidz Treehouse @ CTPS 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 @ CTPS 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. **Failure to give the official one-month 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 cheque to parents 1 month after withdrawal.**

The Privacy Act

Kidz Treehouse @ CTPS 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 @ CTPS 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

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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

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Date

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Have you included the following documents required for registration?

Documents required for registration:

	Item	Check	Remarks
1	Copy of Child's Birth Certificate (BC)		
2	Copies of Parent/s NRIC / PR Re-entry Permit		
3	Copies of Child's Immunisation Record		
4	Passport-sized Photographs of Child		
5	Passport-sized Photograph of any authorised person/s who will pick child up		
6	Copy of Death / Divorce Certificate		If Single Parent
7	Custody / Guardianship Certificate		If 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		If Single Parent
6	Custody / Guardianship Certificate		If Single Parent

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