



## Terms & Conditions

### **School Fee And Material Fee**

1. School fee and material fee are payable on a monthly basis.
  2. One month's school fee deposit is required upon registration.
  3. Advance payment for June – to be paid with February school fee  
Advance payment for December – to be paid with July school fee
  4. All fees paid are **not** refundable or transferable under any circumstances. There shall be no deduction of fees for any absenteeism.
  5. To avoid any dispute and misunderstanding, please ensure that you receive a receipt reflecting the right amount immediately.
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### **Withdrawal/ Suspension/ Termination**

1. Any student who wishes to withdraw from the class is required to give a minimum of **ONE calendar month written notice** – to be qualify for the refund of deposit. Transfer of session will be subjected to availability of places and valid reasons.
  2. Any student who wishes to obtain leave of absence for any period of time is required to pay the fee for the respective month(s) in advance in order to secure the place in the school.
  3. The school reserves the right to transfer, combine or dissolve any classes it deems necessary.
  4. The school reserves the right to terminate the service given to any child by giving parents 2 weeks' written notice should any of the following occur:
    - Constant act of violence (eg. scratching, biting, fist-fighting, kicking etc);
    - Failure by parents to abide by the terms and conditions of the school at any time;
    - Any unacceptable behaviour by either parents or child that hinders/ disrupts the class
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### **School Holidays**

We observe all Kindergarten Holidays

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### **Learning Etiquette**

1. During the first week of school term, we would encourage parents or guardians to keep your child company for at least the first few days to make them feel comfortable. For special medical condition, upon approval, parents may stay up to 1 week.
  2. Be prepared to leave your child once he/she begins playing with other children. If you need to go, please keep the teacher or assistant informed.
  3. Please let your child know when you are leaving, and ensure your return. This is how you can build the trust between you and your child and to avoid anxiety to your child. Hence, be punctual during the dismissal is important.
  4. Children are required to wear our Playgroup uniform when attending class.
  5. Wearing of expensive jewellery to the Playgroup is strongly discouraged.
  6. Children are advised to bring their own water bottle and handkerchief to school.
  7. If you wish to celebrate your child's birthday in school, please let the teacher know beforehand.
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### **Security and Emergency**

1. Please inform the teacher promptly if there are any changes to your mobile, email and home address so that we could contact you in time of emergency and dissemination of information.
  2. Please inform the teacher if you are sending a representative or coming late to pick up your child.
  3. Please inform the teacher if your child has any known food allergies.
  4. For security reasons, you are advised against moving in and out of the class once the class has started.
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### **Use of Photographs**

Your child's photographs, may at times, be used for our printing materials and website. If you do not allow us the use of your child's photographs, please let the Teacher know at the beginning of the term.

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### **Graduation Certificate**

Graduation certificate will be awarded only upon completion of the playgroup programme in November.

Parent's Signature: \_\_\_\_\_ Child's Name: \_\_\_\_\_