

KNOWLEDGE PARK™

Knowledge Park Educare Pte Ltd

Punggol Cove Primary School

52 Sumang Walk Singapore 828674

Tel: 96670637 Email: punggolcovesc@knowledgepark.com.sg

REGISTRATION FORM (STUDENT CARE CENTRE)

Student's Particulars		
Name:		Class: (Year: 2017)
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(s)			
Name of family doctor: (If applicable)			
Telephone :	Address :		

Emergency Contact (apart from Parent)

In case of emergency, please contact the following person(s):

Contact		
Name:		Relationship to child:
Telephone (Home):	Telephone (Mobile):	Telephone (Office):

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:	

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

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

- Yes
- No
- Will be applying

My child has the following alternative care options: (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
- Guardians
- Others: Please specify _____

Gross Household Monthly Income (before CPF deductions)

- \$1,500 and/or below
- From \$1501 to \$2,400
- From \$2,401 to \$2,800
- From \$2,801 to \$3,200
- From \$3,201 to \$4,000
- Above \$4,000

Total number of household members: _____

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.

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 punggolcovesc@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 \$675 (one-month fee of \$280, a one-month deposit of \$280 and a one-time registration fee of \$20, yearly material fee of \$50, uniform of \$40 and the yearly insurance fee of \$5 are to be paid upon registration.
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 will be levied for every week of late payment. A charge of \$5.00 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 during 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 per day. This is also applicable during school holidays.
9. There is a late pick-up fee imposed at \$1 per minute for the first 30 minutes and \$2 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 1pm - 7pm from Monday to Friday.
14. The half-day care schedule for the school holiday is 7am – 1pm or 1pm - 7pm 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 are encouraged to wait outside the Centre for the dismissal of students. 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. The Management 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. KPE 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	Remarks
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		
6	Insurance (Yearly)	\$5		
Total Amount Paid		\$675		

Name of Staff/ Date: _____