

# REGISTRATION FORM

STUDENT'S NAME : \_\_\_\_\_ NAME IN HANYU PINYIN: \_\_\_\_\_  
(Please underline surname)

B.C / FIN : \_\_\_\_\_ BIRTH DATE ( DD/MM/YY ) : \_\_\_\_\_

SEX : M / F      CURRENT SCHOOL LEVEL : \_\_\_\_\_ NATIONALITY : \_\_\_\_\_

PARENT : \_\_\_\_\_ NRIC / FIN : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE : \_\_\_\_\_

E-MAIL : \_\_\_\_\_ HOME CONTACT NO : \_\_\_\_\_

OFFICE CONTACT NO : (Mum) \_\_\_\_\_ HP : (Mum) \_\_\_\_\_

(Dad) \_\_\_\_\_ (Dad) \_\_\_\_\_

Please make all cheques payable to **Julia Gabriel Communications Pte Ltd.**

### ENGLISH PROGRAMMES

- EduDrama Nursery 1 (accompanied) - 1hr
- EduDrama Nursery 1 - 1hr
- EduDrama Nursery 1 - 1½hrs
- EduDrama Nursery 2 - 1hr
- EduDrama Nursery 2 – 1½hrs
- EduDrama Kindergarten 1 to Primary 2 - 1hr
- EduDrama Kindergarten 1 to Primary 6 - 1½hrs
- Readers and Writers Kindergarten 1 to Primary 6 – 1½hrs
- Teens' Club - 1½hrs
- Performance Arts - 2hrs

### MANDARIN PROGRAMMES

- EduDrama Nursery 1 (accompanied) - 1hr
- EduDrama Nursery 2 - 1½hrs
- EduDrama Kindergarten 1 to Primary 6 - 1½hrs
- Chinese Cultural Arts Nursery 1 to Kindergarten 2 - 1½hrs
- Mandarin Early Readers Nursery 2 - 1½ hrs
- Mandarin Elementary Primary 1 to Primary 3 - 3hrs
- Mandarin Creative Writing Primary 1 to Primary 6 - 1½hrs

Centre: \_\_\_\_\_

Day Preference:  Weekdays  Saturday  Sunday

Time Preference: \_\_\_\_\_

#### FOR OFFICE USE

Registration Fee (\$35 + GST)	\$	_ _ _ _ .	_ _ _ _	R#	C#
Deposit	\$	_ _ _ _ .	_ _ _ _	P#	
Term Fees	\$	_ _ _ _ .	_ _ _ _	Class Assigned :	Starting on :
	\$	_ _ _ _ .	_ _ _ _	Class Assigned :	Starting on :
BookRoom / Resources	\$	_ _ _ _ .	_ _ _ _	Mode :	Date :
Total	\$	_ _ _ _ .	_ _ _ _	Collected by :	

- BookRoom card  
 BookRoom guide  
 Important dates  
 New student slip  
 Orientation notice  
 Portfolio label  
 Speech Works! CD  
 Terms and conditions  
 Welcome pack  
 Book bag  
 Others: \_\_\_\_\_

1) Do you have any other children on our waiting list or attending classes at Julia Gabriel Centre for Learning and/or Chiltern House ? If so, please specify :

Name : \_\_\_\_\_

2) Has your child ever attended or is currently attending classes at Chiltern House ? If so, please specify:

Class : Nursery / K1 / K2      Year : \_\_\_\_\_

3) Does the student have specific medical problems? If so, please specify :

\_\_\_\_\_  
\_\_\_\_\_

4) Do you have any concerns about your child's development? If so, please describe your concerns:

\_\_\_\_\_  
\_\_\_\_\_

5) Has the student ever seen, or been recommended to see, a speech and language therapist or psychologist? If so, please specify the nature of therapy or area of assessment:

\_\_\_\_\_  
\_\_\_\_\_

6) Where did you hear about us? Friends / Newspapers / Magazines or Others \_\_\_\_\_

# TERMS and CONDITIONS

## **REGISTRATION FEE**

Registration is collected on a per child basis and is non-refundable.

## **REFUNDABLE DEPOSIT**

Each student in PlayNest, PlayClub and Mandarin PlayClub is required to pay a refundable deposit of \$200, or \$300 for PlayNursery. Separate deposits are required for students taking both PlayClub and Mandarin PlayClub. Students in all other programmes are required to pay a refundable deposit of \$50 for each programme.

We require a deposit because some parents enrol their child for classes but do not take up the reserved place, without giving any notice of withdrawal. Your child's place in any new term, following enrolment, is automatic to ensure continuity and minimise administrative inconvenience to you. The deposit covers the space reserved.

**The deposit will be forfeited if any of the following occur:-**

- 1. Your child fails to take up a reserved place in a class.**
- 2. Written notice of withdrawal from the next term is not given by the end of Week 5 in a 10-week term. This is because we automatically keep a place for your child in the next term unless you specifically withdraw.**
- 3. Your child is withdrawn during the current term.**
- 4. Your child is absent for the first two weeks of term without notification. We will then assume that you wish to withdraw him/her from the class. However, we will hold your child's place if you have paid fees in full for the term.**

The deposit is refunded three weeks after the end of term, but the cost of unreturned library books (if any) will first be deducted from the deposit.

## **MEDIA RELEASE**

From time to time, we record class work to be used for media and academic release. We require parents to grant their permission to JULIA GABRIEL COMMUNICATIONS PTE LTD to use their child's photograph(s), written work and voice in academic works, brochures, videos or other promotional materials.

## **PUBLIC HOLIDAYS**

There are no classes on gazetted Public Holidays. A replacement class will only be arranged when the public holiday occurs twice on the same day of the same term.

## **REFUND OF FEES**

Fees will be forfeited if your child is withdrawn during term time. However, if the child does not, for any reason, settle in easily and happily, the teacher may decide that it is in the child's best interest to withdraw. In this case, the deposit and balance fees will be returned in full less any amounts due.

## **EMAIL ADDRESS**

In an effort to improve our overall communication with parents and specifically to enable notices to reach our parents in a timely manner, we have instituted an email notification system. We will not share your email address and/or contact details with any other party. Please email us at [enquiries@juliagabriel.com](mailto:enquiries@juliagabriel.com) for change of email address.

Please tick appropriately.

- I want to receive future email communication from Julia Gabriel Centre for Learning and Chiltern House.
- I want to receive the latest health notices.
- Both.

## **ACKNOWLEDGEMENT**

**I have read and accept the terms and conditions above.**

Signature of parent : \_\_\_\_\_ Name of parent : \_\_\_\_\_

Name of Child : \_\_\_\_\_ Date : \_\_\_\_\_

We reserve the right to amend any of the above terms and conditions from time to time.