

# REGISTRATION FORM - EDUPLAY



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

B.C./FIN : \_\_\_\_\_ BIRTH DATE : \_\_\_\_\_ NATIONALITY : \_\_\_\_\_ SEX : M/F  
 (dd/mm/yy)

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

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

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

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

PROGRAMME		FORUM TIME (please circle your preference)				EVANS ROAD TIME (please circle your preference)			
PlayNest Age: 6 mths - 18 mths (1½ hrs)	<b>English</b> (Tues & Thur or Wed & Fri)	9.00am	11.00am	1.00pm		9.00am	11.00am	3.00pm	
	Sun & Mon	9.00am							
	<b>Mandarin</b> (min 3 times)		(Mon, Tue & Thur)		3.00pm	9.00am	11.00am		(Please check days available with the centre)
PlayClub Age: 1½ - 3½ years (2 hrs)	Tue and Thur	9.00am	11.30am	2.00pm	4.30pm	9.00am	11.30am	2.00pm	4.30pm
	Wed and Fri	9.00am	11.30am	2.00pm		9.00am	11.30am	2.00pm	
	Additional session on Monday					9.00am			
Mandarin PlayClub Age: 1½ - 3½ years (2 hrs)	Tue and Thur	9.00am	11.30am			9.00am	11.30am		4.30pm
	Wed and Fri	9.00am	11.30am	2.00pm		9.00am	11.30am	2.00pm	
	Additional session on Monday	9.00am	11.30am			9.00am	11.30am		
Bilingual PlayClub Age: 1½ - 3½ years (2 hrs)	Monday	9.00am	11.30am	2.00pm	4.30pm	9.00am	11.30am		
	Friday								4.30pm
	Saturday					9.00am	11.30am	2.00pm	4.30pm
	Sunday	9.00am	11.30am	2.00pm		9.00am	11.30am	2.00pm	
PlayNursery (Bilingual) Age: 2½ - 4 years (2½ hrs)	Mon to Fri	8.30am	12.00nn						
Mandarin PlayNursery Age: 2½ - 4 years (2½ hrs)	Mon to Fri					8.30am	12.00nn	2.30pm	

## 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 :	
<input type="checkbox"/> BookRoom card <input type="checkbox"/> BookRoom guide <input type="checkbox"/> Important dates <input type="checkbox"/> New student slip <input type="checkbox"/> Orientation notice <input type="checkbox"/> Portfolio label								
<input type="checkbox"/> Speech Works! CD <input type="checkbox"/> Terms and conditions <input type="checkbox"/> Welcome pack <input type="checkbox"/> Book bag <input type="checkbox"/> 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) Is your child currently attending classes or on the waiting list of Chiltern House? If so, please specify:

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

3) Does your child have any allergies? If so, please specify :

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

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

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

5) Has your child 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) How did you hear about us? Friends / Newspapers / Magazines or Others \_\_\_\_\_

# TERMS and CONDITIONS

## **REGISTRATION FEE**

Registration fee is collected on a per child basis and is non-refundable. Please make cheques payable to : **Julia Gabriel Communications Pte Ltd.**

## **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 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.

## **COMMUNICATION VIA EMAIL**

By submitting this registration form, you agree to receive future communication via email from Julia Gabriel Family of Services. 'Future communication via email' includes regular updates on child's progress from teacher to parent, and any information about special programmes and events. We will not share your email address and/or contact details with any other party. Please email us at **enquiries@juliagabriel.com** for change of email address.

## **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.