

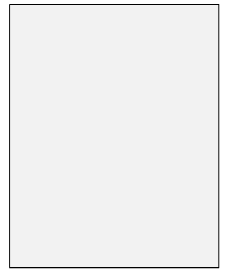


ShineKidz@Punggol

...where kids shine

(A ministry of Gospel Light Christian Church)
39 Punggol Field Walk
Singapore 828753

APPLICATION FORM



STUDENT'S PARTICULARS

Name (as in Birth Certificate):		Name in Chinese Character:		Gender: M / F *
Birth Certificate No:	Nationality:	Country of Birth:	Date of Birth:	
Age:	Ethnic Group:	Home Telephone No:	Home Address:	

STUDENT'S SCHOOL DETAILS

Name of School:	School's Contact No:	Level:	Class:	School CCA (if any):
Day/ Time of CCA:	Name of Form Teacher(s):			General Office Contact No:

PARENTS' PARTICULARS

Father		Mother	
Name:	NRIC*:	Name:	NRIC:
Mobile No:	Email Address:	Mobile No:	Email Address:

AUTHORIZED PICK-UP PERSONNEL (excluding parents)

Name:	Gender: M / F *	Name:	Gender: M / F *
NRIC*:	Relationship to Applicant:	NRIC:	Relationship to Applicant:

EMERGENCY CONTACT

Name:	Relationship to Applicant:	Mobile No:	Office No:
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SIBLINGS' PARTICULARS

Name:	Gender: M / F *	Name:	Gender: M / F *
Age:	Date of Birth:	Occupation:	Age: Date of Birth: Occupation:

* Please delete as appropriate

APPLICANT'S HEALTH & MEDICAL RECORDS

Is your child certified by the doctor and has:-

- a. Drug allergy? Yes / No
If yes, kindly specify
b. Food allergy? Yes / No
If yes, kindly specify

Does your child have any medical condition/behavioral issue/learning disability? Yes / No

please specify

DECLARATION & AUTHORIZATION

I, (Name of Parent), NRIC No., Father/ Mother/ Legal Guardian
of (Name of Applicant), had read through ALL the Terms & Conditions of Shinekidz and hereby

- 1) understand that ShineKidz, its staff and/or volunteers will not be held responsible or liable for any accidents, injuries or mishaps that might occur, including personal injuries and/or loss of personal belongings caused by the negligence of my child.
2) understand and agree that withdrawal before commencement date will result in the forfeit of the FIRST month fee (Sign)
3) will ensure that my child clears his/her locker and/or cubby shelf and all other belongings within 2 weeks. ShineKidz reserves the right to dispose of all unclaimed items 2 weeks from the date of withdrawal.
4) understand and agree that ShineKidz reserves the right to reject my application for my child without disclosing any reason.
5) Other Term & Condition (See Annex A)

*I have read and understood all the Terms & Conditions from Shinekidz

Signature of Parent Date

* Please delete as appropriate

ATTACHMENTS

Kindly attach the following documents together with the membership application form:

- 1) Photocopy of Applicant's Birth Certificate
2) One recent passport-sized photo of Applicant
3) One recent passport-sized photo of Father
4) One recent passport-sized photo of Mother
5) One recent passport-sized photo of Guardian/ Authorized Pick-up Personnel (where applicable)
6) Photocopy of both parents' NRIC
7) Photocopy of Guardian/ Authorized Pick-up Personnel's NRIC (where applicable)
8) Applicant's latest Medical Record

FOR OFFICIAL USE

Date of Registration: Processed by:
Date of Enrolment: Name of Staff:
Registration Fee: Date:
Deposit Amount:

Annex A



Terms & Conditions

Programme Fees/Monthly Fees

1. New students will be given a 1-month duration to immersed into this new environment. If the child is found to be unsuitable/unsettled, **Shinekidz reserves the right to terminate the care of the child within the 1-month period.**
2. Monthly fees payable to Shinekidz are due at the beginning of the month (*on or before 5th calendar of each month*). Shinekidz reserves the right to impose a **late fee of \$20** for any payment receive **after 5th of the month**. Another **admin fee of \$20** will be incurred if the monthly fee is not paid **by 16th of the month**. The monthly fee, the late fee and the admin fee (if any) must be paid promptly upon receiving notice via text message.
3. Monthly fee **MUST** be paid during school holidays even if child **did not attend Shinekidz for the whole or part of the month.**
4. Children must be fetched by their parents/authorized guardians by **official closure time at 7pm**. Shinekidz reserves the right to impose a **late pick-up penalty fee of \$10** for a block of **every 15-minute** starting from **7.01pm to 7.15pm** and the **next block of 15 minute is from 7.16pm to 7.30pm** and so on. **This penalty must be paid within the next day.**
5. The 1-month deposit will be forfeited if the parent has delayed payment for the current month fees for a period of **30 calendar days**. After which Shinekidz reserves the right to **terminate** the student's attendance at the Centre **with immediate effect** and parents cannot send their child to the Centre.

Withdrawal/Termination

6. A written withdrawal of **one month notice** must be given to Shinekidz on the intention to withdraw from our care services. **Shinekidz reserves the right to forfeit the deposit if due notice of one month is not given.**
7. Shinekidz values her staff and students and has the responsibility to protect them. We reserve the right to terminate Student Care Service when there are **deviant behaviours, such as verbal abuse, vulgar languages, physical endangerment, wilful defiance or being caught in a misdemeanor act like theft or vandalism against other students or the Centre.** Upon giving a written notice of termination by the Centre to the parents or guardians, Shinekidz shall refund the fees/deposit due within 2 weeks with bank details provided by parents.

Medical

8. Submission of inaccurate, incomplete or omission of information about the medical or psychiatric health history of the student may result in incidents and accidents while your child is in the Centre. Shinekidz shall not be held liable and responsible for such incident or accident.
9. In case of emergency, Shinekidz shall seek appropriate medical transport, consultation and/or treatment for her children. **All medical expenses, including transport costs, shall be borne by the parent.**

School holiday activities

10. All students are expected to participant in activities organised by the Centre. For activities outside of the Centre, **all teachers will be deployed.** Therefore, parents need to make alternative arrangements should their child choose not to participate in the said outing. **Fee will be applicable for external outings/activities.**
11. During outings, activities, excursions, performances and camps, photographs will be taken. The Centre reserves the right to use/edit and upload the pictures to the different media. Due care will be taken when these pictures are used.