



Brainy Child Montessori Learning Centre
150 Orchard Road #05-21/22/23 Orchard Plaza S(238841)
Tel/Fax: +65 67337669 www.thebrainychild.com

Registration Form

Date: _____
Term: _____

CHILD'S PARTICULARS

BC No _____
Name as in Birth Cert _____
Chinese Characters(if applicable) _____
Nationality _____
Race _____
Religion _____
Date of Birth _____ (dd/mm/yyyy) Present Age _____
Place of Birth _____
Gender Female Male
Birth Order 1st 2nd 3rd 4th
Number of Siblings _____
Previous Care Arrangements Parents Relatives Nanny Childcare Centre
 Others (Please specify) _____
Home Address _____
Home Contact _____

Person you authorize to pick up your child other than yourself

Name _____
NRIC _____
Relationship _____

Contact No in case of emergency (in the event that you or your spouse could not be reached)

Name _____
Telephone _____
Medical Conditions or Learning Difficulties (Please state if any) _____

Special instructions concerning child (Please state allergies if any)

Preferred date of commencement _____ (dd/mm/yyyy)

FATHER'S PARTICULARS

Name as in NRIC _____
NRIC/Passport No _____
Date of Birth _____ (dd/mm/yyyy)
Race _____
Nationality _____
Name of Company _____
Occupation _____
Office Contact _____ Mobile _____
Email Address _____
Home Address _____
(if different from above) _____ Home Contact _____

MOTHER'S PARTICULARS

Name as in NRIC _____
NRIC/Passport No _____
Date of Birth _____ (dd/mm/yyyy)
Race _____
Nationality _____
Name of Company _____
Occupation _____
Office Contact _____ Mobile _____
Email Address _____
Home Address _____
(if different from above) _____ Home Contact _____

Terms and Conditions

New Application

1. For new applications, parents are required to complete the official registration form and submit a passport size photograph of your child, a photocopy of your child's birth certificate and the prescribed fees (registration fee and 1 month deposit).
2. There will be a one-time registration fee, annual insurance fee and 1 month deposit during registration.
3. The term fees must be paid in advance to confirm the placement. The centre reserves the right to reject any incomplete or inaccurately completed applications.
4. It is important that any child with learning difficulties of any nature be made known to the centre in the official registration form accompanied by medical reports and doctor notes. This will minimise the risk of the child joining a program not suited to the child's level of development and ability. Often some of these disabilities will require specialised and focused attention. In the event that this disclosure is not made and the child is found unfit to continue, there will not be any refund of fees.

Payment of Fees

1. The term fee is payable for a term of 10 weeks. Management reserves the right to adjust the term fees when deem appropriate.
2. All fees for the next term must be paid in full by the end of 9th week of the current term.
3. Fees can be paid by cash or cheque. For cheque payment, please attention it to "Brainy Child Montessori Learning Centre LLP".
4. Students who are leaving for long holidays during school term, payment of fees is still applicable. If failure to do so, deposit will be forfeited.

Refund/Make-up

1. There will not be any refund or make-up lessons for absentees.
2. In the event that the school closes for some unforeseeable circumstances during school term, the school will either refund or make-up for the missed lessons. However, if the closure is due to MOE requirements such as outbreak of an epidemic, there will be no refund or make-up lessons.

School Holidays

1. Brainy Child Montessori follows local school holidays, so there will be no lessons conducted on March term break and September term break and scheduled school holidays such as Youth day, day after National Day, Teachers' Day and Children's Day.
2. There will not be any lessons conducted on public holidays.

Withdrawal

1. Any current student who wishes to withdraw from the programme shall submit a written notice and provide at least one month notice during school term. Withdrawal during school holidays will not be considered.
2. One month deposit will be used to off-set the last month's fees.
3. In the event of failure to submit written notice and provide at least one month notice, the deposit will be forfeited.

Class Rules

1. Parents are not allowed in class during lessons.
2. Management reserves the right to make amendments to the class schedule and teacher arrangement.

Prevention of Sickness

1. If the child is very sick in class, the school reserves the right to send the child to clinic/hospital should the parents not be contactable. All medical costs will be borne by the parents.
2. In the event that the child is not feeling well in class, the parents are advised to pick up the child immediately.
3. In order not to spread the illness to other children, children who are sick(down with flu, fever etc) are to stay at home until the doctor has certified that the child is fit to attend school.

Declaration By Parent

I have read, understood and agree to abide by the Terms and Conditions of this programme stated above in which I have enrolled my child.

Signature of Parent: _____

Application Date: _____