

## TERMS AND CONDITIONS

### 1 Registration & Fee Structure

#### 1.1 Initial Payment upon Registration:-

One Month Deposit	\$
First Month Course Fee	\$
Registration Fee	\$
Insurance	\$
<b>TOTAL</b>	\$

1.2 Initial payment, a photocopy of child's Birth Cert and Immunization Cert and parents' Identity Card or passport must be submitted together with the Registration Form.

1.3 Payment can be made with cash or cheque. Cheque should be crossed and made payable to **Joyhouse Learning Centre Pte Ltd**.

1.4 All fees paid are **non-refundable**. The deposit paid will be used to offset against the last month's fee with one calendar month's notice of withdrawal in writing to the Centre. **No verbal withdrawal notice** will be accepted. If the Centre does not receive any notice or receive insufficient notice in writing from the child's parent regarding any withdrawal, this deposit will automatically be forfeited.

1.5 Monthly course fees are to be paid in advance on the first day of every month. A late payment surcharge of \$5 will be automatically imposed on all overdue accounts.

1.6 Additional fees of \$15 per week are payable for the full day programme during March, June, September and December school Holidays.

1.7 The Centre reserves the right to adjust the course fees when necessary.

1.8 The Centre reserves the right to reject a registration or terminate a child who routinely hit, bite or antagonize other children from our enrolment, giving one (1) day notice. Parents are requested to inform us before registration should the child show signs of aggressive behaviors.

1.9 All students are required to undergo an observation test before registration. The Centre reserves the right to reject any registration.

### 2 Special Needs / Medical Condition of Child

2.1 The Centre requires parent who are enrolling a child with special needs / medical condition to submit a Declaration Form upon enrolment. A medical report from a certified practitioner is required to certify that the child is able to participate in activities conducted at the centre.

2.2 Our centre does not provide special programme that cater specifically for children with special needs / medical condition.

Our Centre reserves the right to withdraw the enrolment placement after reviewing the situation, giving one (1) day notice.

### 3 Holidays & Closure

3.1 The Centre is closed on public holidays, Children Day, Teachers Day, Youth Day, Eve of Chinese New Year, Christmas Eve, and any National School Scheduled Holidays. There will be no refund or make up lessons for such days.

### 4 Sick Children

- 4.1 You are required to declare in your registration form if your child has serious ailments such as Asthma, or suffers from Fits or any other debilitating condition which might endanger his / her well – being.
- 4.2 You are required to declare in your registration form if your child requires a special diet or has allergy.
- 4.3 In the interest of the well - being of other children, a sick child or a child with infectious diseases will not be accepted in the Centre. Health check would be done upon arrival, sick children would be asked to rest at home and not allowed into the classroom. Please assist us to ensure that your child is well before sending him/her to class.
- 4.4 For children with infectious diseases, please produce a doctor's certificate of fitness before he / she resumes class.
- Our centre will not be liable for any infectious diseases that your child contracts at the centre and that we will not be obliged to refund or waive fees for the period that the child is away from the centre due to illness or due to fear of contracting an illness.

## **5 Orientation**

- 5.1 Parents are requested to leave the child with the teacher at the door and not enter the classroom to hover over the child unless to pay fees. This is to ensure that classes always start punctually. It is also to avoid over – crowding the classroom and disrupting the lesson in progress.
- 5.2 We would appreciate it if you could label your child's belongings (clothes, bags and etc) with his/her name so as to avoid incidents of your child taking home other children's belonging or clothes respectively. Teachers will also ensure that your child's belongings do not get mixed up with the other children's.
- 5.3 Please ensure that your caregivers are informed and adhere to the Orientation policies.

## **6 Changes in Teachers or Class Schedule**

- 6.1 The Centre reserves the right to cancel, postpone and/or change the timing for new / existing scheduled classes. All monies paid will be refunded for those classes cancelled by the Centre. The Centre reserves the right to replace/change the teacher (s) assigned to a class, without prior notice.
- 6.2 There will be no refund or makeup lessons for the absences of pupils for whatever reason. In cases of short/long absences, the full month fees are still payable. Absences for more than one month without notice to the Centre will be deemed as automatic withdrawal. In such cases, there will be no refund of deposit and fees.

## **7 Persons Authorized to Pick Child after Class**

- 7.1 Only parents and authorized caregivers with FULL particulars given will be allowed to pick up the child from our premise. Any changes in caregivers are to be given to us in writing to facilitate the change. No verbal instruction in person, phone or sms would be accepted.

## **8 Use of Handphone, Camera and Video Cam**

- 8.1 Use of camera and video - cam are not allowed inside the classroom during the orientation week (1 week). For other days, please seek permission from the teachers before use.
- 8.2 Use of handphone is strictly not allowed inside the classroom. Please be reminded to switch your handphones to silent mode.
- 8.3 Upon registration, you have given us the consent for photographs / videos taken of your child by Joyhouse Learning Centre Pte Ltd or the media to be used by Joyhouse Learning Centre Pte Ltd for its publicity and other purposes.

## **9 Changes in Any Personal Particulars**

- 9.1 Please notify us immediately if there is any change to the personal particular or in regards to your child's health, diet and behavioral information.

## **10 Changes in Terms and Conditions**

- 10.1 The Centre reserves the right to revise the Terms and Conditions at any time without prior notice. All registrants shall be bound by such variations.