



SOKA KINDERGARTEN

创价幼稚园

7 Tampines Street 92, Singapore 528888. Tel: 67844232 Fax: 67844901

ENROLMENT PACKAGE FOR 2018

(CONDITIONS OF ENROLMENT)

Dear Parents/ Guardians,

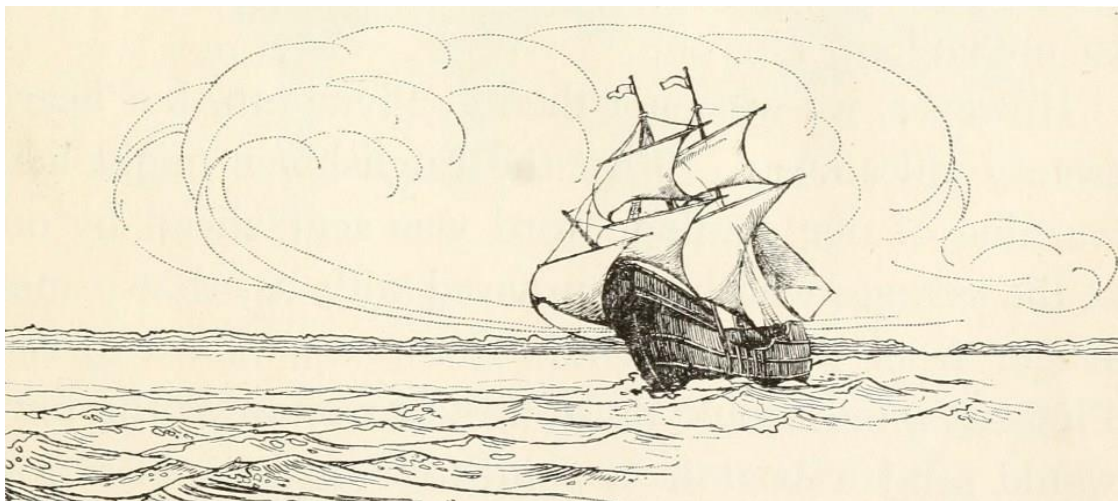
Thank you for choosing Soka Kindergarten to be part of your child's early experiences.

Here is,
The castle where your child will blossom to be
"Strong, Righteous and Free",

The castle where your child will
learn and play joyfully,

The place where your child will make wonderful friends

We are glad to have your child and you on board this
voyage of learning adventures together with us.



Management and Staff
Soka Kindergarten

ENROLMENT FOR SOKA KINDERGARTEN

ENROLMENT PROCEDURE

Step 1: Read the "Conditions for Enrolment" carefully.

Step 2: Complete the necessary forms in the Annex.

Annex A: SK Application Form

Annex B : Application of Transport Service Form

Annex C: *GIRO Application Form

Annex D: *GIRO Application Form to use CDA

Step 3: Attach copies of relevant documents to the Application Form.

i. Identity Document:

- For **Singaporean**, a copy of the child's **Birth Certificate**
- For **Singapore PR**, a copy of the **Re-entry permit**
- For **Foreigners**, a copy of **Dependant Pass, Student Pass**, etc.

ii. For CDA Application*, attach a copy of the Birth Certificate of the child whose Account is used (if using a sibling's account).

Step 4: Hand in completed forms, attached with copies of relevant documents, and administration fee of **\$96.30** (inclusive of GST) payable by cash or cheque# (**non-refundable**).

Please note that incomplete submission will not be processed.

Should the number of application exceed the number of places available on enrolment day (12-03-2017), balloting will take place on the same day, at 3.30pm at the Soka Kindergarten foyer.

Unsuccessful applicants will be notified by phone by 16 March, 2017.

Step 5: A half-hour interview will be arranged for all successful applicants.

The interview period is from **April to September 2017**. We will call to arrange an appointment with you and your child. A refundable deposit of \$481.50 (inclusive of GST) will be collected on the day of the interview, payable via *cash or cheque*.

Step 6: **Orientation Day** for 2018 intake of students is on **25 November 2017 (Sat), 10am-12.00pm**. More information on the school (administration & curriculum) will be shared on Orientation Day. A letter of notification will be sent by end October 2017.

****GIRO application requires up to 2 months processing time. We recommend that you apply early (by October 2017).***

ENROLMENT FOR SOKA KINDERGARTEN

CONDITIONS FOR ENROLMENT 2018

1. Enrolment for 2018

Enrolment 2018 is for children in the following age groups:

Nursery 2018	Born between 2/1/2014 to 1/1/2015
K1 2018	Born between 2/1/2013 to 1/1/2014

2. Application fee

A non-refundable administration fee of **\$96.30 (inclusive of GST)** shall be collected with each application.

3. School Fee

The school fee for all students is **\$481.50 (inclusive of GST) per month.** (payable 10 months per year, i.e. excluding June and December)

3.1 The school fee includes

	Nursery	K1	K2
a) Group Insurance (annual)	√	√	√
b) Gymnastics Movement Programme	√	√	√
c) Creative IT Lessons		√	√
d) Music Appreciation Lessons		√	√
e) Play Lessons		√	√

3.2 Mode of payment: GIRO (preferred), cash or cheque (payable "Soka Kindergarten")

4. Deposit

A deposit, **equivalent to one month's school fee**, shall be collected on the day of interview. This amount is **refundable** only upon the following conditions.

4.1 When the school receives a written notification of the child's withdrawal by **31st October 2017**

4.2 When the school receives a **one-month written notification** of the child's withdrawal on/after **2nd January 2018**

4.3 Upon graduation

ENROLMENT FOR SOKA KINDERGARTEN

CONDITIONS FOR ENROLMENT

5. Readers **English & Chinese Readers (SK Reading Programme)**

(To be paid on day of interview)

Readers*

Level	English Readers (Reading Bee)	Chinese Readers	Total (per set)
Nursery	\$8.00 per book (4 titles)	\$8.00 per book – 4 titles (Little Bee)	\$53.50 [^]
K1 & K2	\$8.00 per book (8 titles)	\$8.00 per book 8 titles (Pai Pai Zuo Series)	\$98.50 [^]

*Payment of the next level readers will be collected before the end of the school year, i.e. payment of 2018 readers will be collected during the interview, and 2019 readers will be collected in October 2018.

[^]Tentative price

6. Study Material

An annual collection of \$53.50 will be collected on the day of interview.

7. Field Trips

Field trips are **COMPULSORY**. The cost of the field trips (inclusive of transport charges and/or admission fee) will be borne by parents and collected by the class teacher prior to the date of the field trip.

8. Payment Schedule of School Fee

Payment schedule will be given on Entrance Day 2018, the first day of school, on 2 January 2018 (Tuesday)

9. Change/ Update of Information

Any change of information in the application form will only be acknowledged if a **written notification** is received by the school.

ENROLMENT FOR SOKA KINDERGARTEN

CONDITIONS FOR ENROLMENT

TRANSPORT SERVICE AGREEMENT

1. Provision of Transport Service

Land Transport Authority (LTA) has made it compulsory for small buses to have forward-facing seats with retractable three-point seat belts to further enhance the safety of children travelling in small buses.

Request for transport service will be handled by the transport operators via the school. The school will need 2 weeks to process new transport requests (e.g. change in location point, etc.)

2. Bus Fare

From 2013, bus fare is payable **12 months**. Attached “**SSTA School Transportation Agreement**” for your reference. (Source: Singapore School Transport Association – SSTA; website: www.ssta.com.sg)

2.1 Payment Modes:

2.1.1 Cash and cheque

Bus fare via cash or cheque will be paid directly to the bus driver by the 1st day of each month.

2.1.2 Using CDA

Payment of bus fare using CDA will be deducted with the month's school fees.

2.2 One month's bus fare **must be paid** if the child has used at least one day of service in the withdrawal month. There is **no refund** of bus fare.

2.3 Discount for siblings is **not** applicable.

2.4 Priority on application of transport service will be given to children taking return trip (2 ways). Bus fare for 1-way trip is charged at 90% of the usual return trip rate.

3. Temporary Service Provision and Fares

3.1 Any request for temporary discontinuity and/or request for alternative bus service can be referred directly to the bus operator.

ENROLMENT FOR SOKA KINDERGARTEN

CONDITIONS FOR ENROLMENT

TRANSPORT SERVICE AGREEMENT

4. Termination of Service

- 4.1 Refer to Point No.3 and No.4 in the “**SSTA School Transportation Agreement**” for more information.
- 4.2 There is no refund of June and December bus fare.

5. Transport Arrangement

- 5.1 Pick-up & return address will be collated and a copy will be given to the bus drivers for route arrangement.
- 5.2 When the arrangements are completed, the school will check the routes, pick-up & return time before approval is given.
- 5.3 Parents will be informed of the pickup & return time before the first day of school. (We seek your kind understanding that periodical adjustments may be made to bus and time should new students join the school)
- 5.4 Important points to take note:
 - 5.4.1 The drivers will arrange the shortest travelling time for the routes according to areas covered.
 - 5.4.2 They will try to keep the journey of the A.M. session within one hour and one and half hour for the P.M. session. The last child in the P.M. session should reach home by 5.00pm.
 - 5.4.3 Requests for buses to enter condominium gates will be subjected to approval by the school as we have advised the bus drivers to pick the children from the gate. This is to maintain the shortest travelling time for the entire route. (refer to 5.4.1)
 - 5.4.4 The bus drivers will identify suitable pick-up & return point, i.e. not along busy roads, narrow roads, or areas that are difficult to access, etc.
 - 5.4.5 Pick-up & return point must be the same every day.
 - 5.4.6 The bus driver reserves the right not to pick up the child if fare is not paid by the first day of the month.

ENROLMENT FOR SOKA KINDERGARTEN

TRANSPORT SERVICE AGREEMENT



Singapore School Transport Association: Important Information to Parents on the Bus Fares

1. The school bus service is provided for trips to and fro from the school before and after official school hours according to MEE's official school terms.
2. Return fares are quoted on the basis of the same pick-up and drop-off points. One way fares apply to different pick-up and drop-off points.
3. Fares are calculated on a yearly basis spread over 12 months. Bus fares are collected in the beginning of each month.
4. The school bus fare for December School Vacation is payable with that of January, and the bus fare for June School Vacation is payable together with that of May.
5. A 'Study of the Singapore School Bus Market' by Associate Professor Anthony Chin of the Department of Economics, National University of Singapore (Press release 27th December 2005) is available for reference upon request.
6. Please make sure that the school bus vehicle number, driver's name and contact number are all filled up properly by the driver. Keep a copy of all the particulars, this may become handy in case of emergency or when you need to contact the association for enquiry. (SSTA website: www.ssta.com.sg)

新加坡学校交通联合会致学生家长有关校车车费的几项重要说明

校车来回学校的往返服务车/司机是依据教育部所规定的每个学期学校正式上课的时间之前以及放学后为学生提供服务的。

1. 回程/双程车费是根据上学时的行程点及放学后的下车点为同一个地点的情况来计算。当学生有不同的行程点及下车点时，所缴的校车车费用是以单程车费的方式计算去学校及从学校归家两个单程车费的总和。
2. 校车车费用是依据全年分成十二个月来计算，校车车费用在每个月的月末缴交。
3. 十二月的年终假期校车车费用将于正月时与该月的车费用一起征收，而六月的年中假期的车费用将于五月时与该月的车费用一起征收。
4. 如有所需，一价由新加坡国立大学经济系教授Anthony Chin所作的有关新加坡校车市场的调查报告可供参阅。该报告已于2005年12月27日向媒体发表。
5. 请确保您的校车司机持有如全球要校车的车牌号码、司机姓名以及其联络号码。这些重要的资料，将有助于您在紧急时，方便联络校车司机，或者有助于您在联络本联合会时，提供所需详情。(SSTA网址: www.ssta.com.sg)

Safety Standards The driver will adhere to these safety standards:

1. Check the condition of the bus before each trip.
 2. Close all bus doors when moving off.
 3. Engage handbrake before leaving driver's seat.
 4. Drive carefully at all times and maintain a safe distance, especially when it is raining.
 5. Drive slowly when entering and leaving the school compound.
 6. Always remember to ask for assistance when reversing the bus in school.
 7. Always check that no child or belonging is left behind before leaving the bus in school.
 8. When vehicle breaks down, always turn on the hazard light signal and place the triangle sign 20m behind the bus.
- ### School children are advised to follow these safety rules:
1. Queue up when boarding or alighting buses.
 2. Do not board or alight when bus is moving.
 3. Do not play or run inside the bus, remain seated at all times.
 4. Do not cross the road in front, behind or between school buses.

安全准则 校车司机将遵守以下的安全准则:

1. 启程前，必先检查机件确保驾驶安全。
2. 车子开动前，必须确保所有车门都已关紧。
3. 司机在离开驾驶座前，必须拉手刹制动器。
4. 一切时刻保持安全的跟车距离，专心驾驶，尤其在下雨时更须加倍小心。
5. 在进入或离开校园时，司机必须放缓车速小心驾驶。
6. 在学校内倒退巴士时，必定寻求协助，以确保安全。
7. 在驶车门前，必先检查有无学童或所属物件被遗留在车上。
8. 当校车抛锚时，必须先亮起车后讯号灯，并在车尾20公尺处，放置三角警示牌。

学童被规劝遵守以下的安全准则:

1. 在上下校车时排队。
2. 须等校车完全停止后才可上下车。
3. 一切时刻保持坐姿，不可在校车内玩耍及走动。
4. 切勿在校车前面，校车后面或者校车与校车之间越过马路。

Card No. 卡号: _____

Vehicle No.:
校车车牌号码 _____

Driver's Name:
司机姓名 _____

Contact No.:
联络号码 _____

Student's Name:
学生姓名 _____
Address:
住址 _____

Contact No.:
联络号码 _____
School:
就读学校 _____
Class:
就读班级 _____

ENROLMENT FOR SOKA KINDERGARTEN

TRANSPORT SERVICE AGREEMENT



新加坡学校交通业联合会
Singapore School Transport Association

SCHOOL TRANSPORTATION AGREEMENT 校车接送服务同意书

- Computation of school bus fare is based on a yearly basis, payable by 12 months. Bus fares are collected in the beginning of each month.
校车车费是依据全年分成十二个月份来计算的。校车车费须在每个月份的月初缴交。
- The school bus fare for December School Vacation is payable with that of January and the bus fare for June School Vacation is payable together with that of May and the bus fare for the year end holiday school bus fare shall be paid in lieu of notice.
十二月份的年终假期校车车费将与五月份与该月的车费一起缴收。而六月份的年中假期的车费将与五月份与该月的车费一起缴收。
- Parent(s) who intend to terminate this agreement must give one month advance notice. In which, one month bus fare shall be paid in lieu of notice.
家长欲终止此同意书之前，必须给予校车司机一个月的提前通知，或者以缴付一个月的车费作为代替。
- June or December payment cannot be used to offset any payment for any other month in the case of early termination.
若您提早终止此一同意书时，所交付的六月或者十二月的车费将不可用于抵消其他月份所应缴交的车费。
- Pick-up point: Students must wait at the same pick-up point 5 minutes before the pick-up time.
行程点：学生必须于约定时间提早5分钟在相同地点等候校车。
- Bus fare for 1-way trip is charged at 80% of the usual 2-trip rate.
单程车费是双程车费的80%。
- This card must be produced when making payment to the collector.
缴付车费时，请务必向收费者出示付费卡。
- A Study of the Singapore School Bus Market' by Associate Professor Anthony Chin of the Department of Economics, National University of Singapore (Press release 27th December 2005) is available for reference upon request.
如有所需，一份由新加坡国立大学经济系教授Anthony Chin所作的有关新加坡校车市场的调查报告可供参阅。该报告已于2005年12月27日向媒体发表。

I/We, _____ (Parent's name/家长姓名) of NRIC No _____ hereby agreed to abide by the terms and conditions

as stated above/同意遵守以上所述的所有条款。

Parent's Signature/家长签名 _____
Witness/证人 _____

Date/日期 _____

Student No. 学生编号:			
S/No. 列号	MONTH 月份	DATE OF PAYMENT 缴付日期	COLLECTOR'S SIGNATURE 收费者签名
1	January & December (2 Months) 一月及十二月 (两个月)		
2	February 二月		
3	March 三月		
4	April 四月		
5	May & June (2 Months) 五月及六月 (两个月)		
6	July 七月		
7	August 八月		
8	September 九月		
9	October 十月		
10	November 十一月		