



REGISTRATION FORM

Kid's photo
I/C size

Name :		(Chinese) :	
Date of Birth :	Gender : M / F	Race : Malay/Chinese/Indian/Others	
Address :		Postcode:	
Tel :(Home) (HP)		(Others)	
Parent's Name			
(Father/Guardian) :		(Mother/Guardian) :	
I/C No. :		I/C No. :	
Occupation :		Occupation :	
Company Name :		Company Name :	
Tel : (O) (HP)		Tel : (O) (HP)	
Email :		Email :	
Class Duration : <input type="checkbox"/> Full Day <input type="checkbox"/> Half Day (Morning / Afternoon)			
Transportation Arranged By : <input type="checkbox"/> Parents <input type="checkbox"/> School (1 way / 2 ways)			
Allergy :		Illness or Health Problems :	
Family Doctor :		Contact No.	
In Case of Emergency Please Contact : (Other Than Parents)			
Previous Preschool / Childcare :			

----- **FOR OFFICE USE** -----

Registration Date		Admission Date		Allocate To		Note			
Fees (RM)	Registration Fee (5 days)	Refundable Deposit	Insurance Per Annum	School Fees & Material		Uniform			
				1st Term (Jan - May)	2nd Term (June - mid-November)	Daily		P.E. Attire	
					Boy	Girl	Boy	Girl	
	100	380	20	2050 + 150 (2200)	2255 + 150 (2405)	40	40	20	30

Parent's Request :

Remarks :

Terms and Conditions

1. Upon confirmation, parents are required to pay a one-time registration fee. This fee is non transferable, deductible or refundable.
2. A refundable deposit of RM380 is payable upon confirmation. Should parents wish to withdraw their child from school, **ONE MONTH'S WRITTEN NOTICE** is required in order for the deposit to be refunded, failing which Tadika Diyana reserves the right to forfeit the deposit.
3. Fee reminder will be issued at the beginning of each new term. Fee should be settled within one week of notification. Receipts will be issued accordingly. Fees paid are strictly non-refundable.
4. The management of Tadika Diyana reserves the right to review and adjust the fees as deem necessary from time to time.
5. As we do not have the means nor the expertise to accommodate children with moderate to severe physical or behavioural conditions ("Special Children"),
We reserve the right to :
 - a. Decline admission of children deemed to need special care.
 - b. Discontinue the child whose disabilities are detected only after admission.
6. There will be no make up time for absences due to illness, vacation or any other reasons. There will be no adjustment in fees for all absences.
7. Tadika Diyana will only release the children to their Parents / appointed Guardians whose names appeared on the registration form. Parents / guardians should advise Tadika Diyana in advance, should the child be fetched by a different person.
8. Tadika Diyana makes every effort to care for and cater to your child's needs, whilst it is our duty to maintain a safe and conducive environment for your child, we also realize that accidents can occur, thus Tadika Diyana should not be held liable for any accidents which may occur within our premises during school hours. We hope that you will understand the necessity to include such clause and trust that you have read, understood and agreed to abide by our terms and conditions.

Thank you.

I, Mr. / Mrs. / Mdm _____ hereby confirmed that I have read, understood and accept the terms and conditions stated above and will adhere to it.

I hereby agree to give one month's written notice of withdrawal in advance should I wish to withdraw my child from school.

Parents / Guardians

Name:

I/C No.:

Date