



REGISTRATION FORM

Mother's photo I/C size	Father's photo I/C size	Child's photo I/C size
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Child's Name :		(Chinese) :	
Date of Birth :	Gender : M / F	Ethnic Group : Malay/Chinese/Indian/Others	
Birth Cert. No :	(Please attach copy)	Home Tel. No. :	
Address :		Post Code :	
(Father/Guardian) :		(Mother/Guardian) :	
I/C No :		I/C No :	
Occupation :		Occupation :	
Employer :		Employer :	
Mobile :		Mobile :	
Tel (o) : ext :		Tel (o) : ext :	
Email :		Email :	
Program : <input type="checkbox"/> Full day <input type="checkbox"/> Half day (Morning English / Afternoon Mandarin)			
Transportation arranged by : <input type="checkbox"/> parents <input type="checkbox"/> school (1 way / 2 ways)			
Pick up (add.) :			
Drop off (add.) :			
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 Class	Note

Fees Structure (RM)	Registration Fee (5 day trial)	Refundable Deposit	Insurance per annum	Fees				Uniform			
				1 st Term (Jan – May)		2 nd Term (June – Mid Nov)		Daily (per set)		P.E. Attire (per set)	
				Term 2500	Material 180	Term 2700	Material 180	Boy 40	Girl 40	Boy 20	Girl 30
Total : 2680				Total : 2880							

Parent's request :

Remarks :

Terms and Conditions

1. Upon registration, parents are required to pay a one-time non-refundable or transferable registration fee of RM100.00. A 5-days trial class is available to all new enrolments.
2. Refundable Deposit of RM500.00 upon confirmation. **ONE MONTH'S WRITTEN NOTICE** prior to withdrawal from kindergarten is required.
3. All fees should be settled before commencement of new term. Fees should also be settled within one week of notification. Receipts will be issued accordingly. Fees paid are strictly non-refundable, deductible or transferable. Freezing of accounts or pro-ratio of fees because of absence from kindergarten due to what-so-ever circumstances or reasons will not be considered. Payments should be made to **Akar Serantau Sdn. Bhd.**
4. There will be no makeup time for absences due to illness, vacation or any other reasons.
5. The Management of Tadika Diyana reserves the right to review and adjust the fees as deem necessary from time to time.
6. As we do not have the means nor the expertise to accommodate children with moderate to severe physical and/or behavioral conditions (Special Children); henceforth 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.
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, in the event that the child is to be fetched by a different person. Tadika Diyana reserves the right to withhold the child if and should the stipulated condition is not met.
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.
9. Tadika Diyana shall not be held liable/responsible for any loss of valuable items. As such, children are not to bring/wear on them any expensive belongings.
10. We hope 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 _____ of I. C. _____
hereby confirm that I have read, understood and accept the terms and conditions and will adhere to it.

I agree to give one month's written notice of withdrawal in advance, should I wish to withdraw my child from the Tadika Diyana.

Parents/Guardians

Date