



REGISTRATION FORM

Mother's photo I/C size	Father's photo I/C size	Child's photo I/C size
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Name :		(Chinese) :	
Date of Birth:		Gender : M / F Ethnic Group: Malay/Chinese/Indian/Others	
Birth Cert. No.: <small>(Please attach copy)</small>		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"/> Morning English <input type="checkbox"/> Afternoon Mandarin <input type="checkbox"/> Both (full day)			
Transport 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

Parents' 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. You are required to attach your child's birth certificate and vaccination record along with the completed registration form on submission.
3. A refundable deposit of RM500.00 upon confirmation is required. A ONE MONTH'S WRITTEN NOTICE prior to withdrawal from Tadika Diyana is required, failing which; the refundable deposit will automatically be forfeited.
4. All fees should be settled before commencement of the new term. Fees should also be settled within one week from receipt of notice, after which a 1.5% interest will be levied on top of the unpaid balance. 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.**
5. There will be no make up time for absences due to illness, vacation or any other reasons.
6. There will be no replacement classes or reimbursements, whenever the kindergarten needs to close as instructed by the Ministry of Health.
7. The Management of Tadika Diyana reserves the right to review and adjust the fees as deemed necessary from time to time.
8. 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 a child whose disabilities are detected only after admission.
9. Tadika Diyana will only release the children to their Parents/appointed Guardians whose names appear 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.
10. 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.
11. 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/valuable items/belongings.
12. We hope that you understand the necessity to include such clauses 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. no. _____ hereby confirm that I have read; understood and accept the terms and conditions stipulated 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 Tadika Diyana.

Parents / Guardian

Date