



Enrollment Form

Date: _____ Student No. _____

Child's Name (Chi): _____ (Eng) _____

Date of Birth: _____ ID# _____ Sex _____ Age: _____

Address: _____

Home Phone No. _____ Fax: _____

Mother's Name: _____ Mobile No. _____

Email: _____

Father's Name: _____ Mobile No. _____

Email: _____

Child's Caregiver: _____ Mobile No. _____

In an emergency, please contact _____

Please specify your child's existing health conditions in which we should be aware of (e.g. allergies, etc.)

School in which your child attends: _____

Year /Grade _____

Referred by: _____

For office use only

Remarks:

Check	Course	Day	First day of class	Approved by:

DLA Policy

Health and Safety Policy

If your child is unwell, with fever, vomiting, diarrhea or other contagious illnesses please do not bring him/her to class as we wish to provide the healthiest environment for all children. If your child becomes ill during class we will make every effort to contact you and request that you collect your child as soon as possible. Whilst every precaution is taken to ensure safety and wellbeing during classes, we are not responsible for any accident or injury that may occur whilst he/she is in class.

Classroom Rules

Please dress your child in comfortable clothing for class. Parents and Guardians of children aged 3+ are not allowed to remain in the room during classes to ensure that one student is focused on the activities and to avoid unnecessary distractions. Children under 3 years old must have a parent or guardian present on the premises during classes. Socks are required for all children and adults.

Make Up Class

Make up classes can be arranged for absentee due to illness with a doctor's note or with 48 hours notice prior to class day. The make up class must be completed within six weeks of missed class. Make up classes will not be offered to same day cancellation without doctor's note. Class fees will not be credited or extended for any reason.

School Closure

Classes will be cancelled in the case of

- Typhoon signal number 8 is hoisted
- A black rainstorm warning is issued
- Public holiday

Should the weather warning level be lowered BEFORE 12:00 NOON, classes will resume as usual (two hours from the time the warning level is lowered). If the warning is lowered AFTER 12:00 noon, all classes will be cancelled for that day.

- There shall be no make-up classes or refunds if classes are cancelled or affected by reason of adverse weather conditions.

-If your child's class falls on a holiday in which the Academy is closed, the date in question will not be considered as a class day.

Payment and Withdrawal

Parents are advised that tuition payments must be made prior to or on the first class of each month. Payment will be accepted by cash or crossed check to **Discovery Learning Academy Limited**. Once registration is completed, if withdrawal is requested, no tuition fees shall be refundable. A minimum of 2 weeks' notice is required for withdrawal from courses.

Photography and Video Capture

We reserve the right to use photos and/or videos of students and their artwork for teacher training, curriculum promotion and/or record purposes.

Parents are requested not to take videos in class. Photos may be taken for keepsake but please refrain from taking photos of other students and parents.

Purpose of Data Collection

The personal data you have provided in this application is for the enrollment purpose of Discovery Learning Academy for our records and as a means of contacting you in regards to DLA related topics only.

If there is any dispute to the above terms and conditions, Discovery Learning Academy Limited shall have the final decision.

I have read and agree to the terms and conditions as stated above.

Signature of Parent

Date