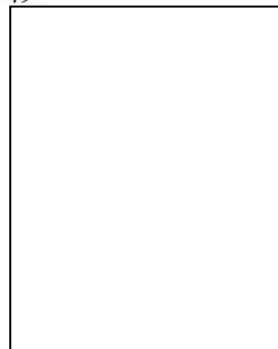




**LITTLE  
SHEPHERDS'  
SCHOOLHOUSE**

**LITTLE SHEPHERDS' SCHOOLHOUSE  
@CHURCH OF ST FRANCIS XAVIER**

Catholic Preschool Education (Singapore) Ltd.  
63A Chartwell Drive, Singapore 558758  
Tel: 6280 8929



## REGISTRATION FORM

### CHILD'S DATA

FULL NAME	
PREFERRED NAME	
CHINESE CHARACTER (if applicable)	

\* Delete where not applicable

*BIRTH CERTIFICATE	*NATIONALITY	*GENDER
Singapore Citizen / Others	Singaporean / Others: _____	Male / Female

BC/PPT/FIN NO	BIRTHDATE	RACE	RELIGION

### CHILD'S HOME ADDRESS

BLOCK	LEVEL / UNIT	
STREET NAME		
BUILDING	POSTAL CODE	

### CHILD'S INFORMATION

NO OF CHILDREN IN FAMILY	
POSITION IN FAMILY	
LANGUAGE SPOKEN AT HOME	
MOTHER'S HIGHEST QUALIFICATION	
PREVIOUS PRESCHOOL ATTENDED	

### CHILD'S MEDICAL HISTORY OR CONDITION (if any, briefly explain)

MEDICAL HISTORY	
SPECIAL ATTENTION	

### CHILD'S SIBLINGS

Name	Age	School

### SESSION PREFERRED

{ } 1 <sup>ST</sup> SESSION :	{ } 2 <sup>ND</sup> SESSION :
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PARENTS' INFORMATION		
	FATHER	MOTHER
MARITAL STATUS	*Married / Divorced / Deceased	*Married / Divorced / Deceased
NAME		
EMAIL ADDRESS		
IC/PASSPORT NO		
NRIC TYPE	*S'pore / Others: _____	*S'pore / Others : _____
SINGAPORE PR	* Yes / No	* Yes / No
DATE OF BIRTH		
OCCUPATION		
ADDRESS (if different from child)		
HOME TEL		
OFFICE TEL		
MOBILE TEL		
OTHER TEL		
COMPANY		
COMPANY ADDRESS		

AUTHORISED PERSON / GUARDIAN / EMERGENCY CONTACT INFORMATION		
	GUARDIAN	AUTHORISED PERSON
NAME		
IC/PASSPORT NO		
RELATIONSHIP TO CHILD		
ADDRESS (if different from child)		
HOME TEL		
OFFICE TEL		
MOBILE TEL		

EMERGENCY CONTACT	
In the event both parents are unreachable	<b>**Please tick</b> <input type="checkbox"/> Guardian <input type="checkbox"/> Authorised Person
Person permitted to fetch child	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Authorised Person

**PHONE CONTACT** (Indicate preference, number 1 being priority)

{ } Father                      { } Mother                      { } Guardian                      { } Authorised Person

**WRITTEN CONTACT** (Indicate preference, number 1 being priority)

{ } Mail to home address                      { } Father's email address  
 { } Mother's email address                      { } Child's communication file / book  
 { } E-communication



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### REGISTRATION AND FEE POLICY

Registration Fee : One-time and non-refundable.

School Fee : 1) All fees may be subjected to changes. Six months' notice will be given.  
 2) Payable before the term commences.

Late Payment : If it is necessary to make a late payment, please discuss with the Principal for provisions to be made. This is upon the agreement of the principal. Otherwise, the child will be de-registered or the penalty imposed.

Penalty : A late payment administrative charge of 20% of the fee will be imposed for:

- late payment without valid and acceptable reason
- failure of two bank deduction attempts

### REFUND POLICY

All fees paid are non-refundable.

### WITHDRAWAL POLICY

Withdrawal is to be made in writing. One month's notice prior the commencement of the term is required. There will be no refund once term commences.

### CHILDREN WITH SPECIAL NEEDS

Little Shepherds' Schoolhouse (LSS) is a mainstream preschool.

Although all our teachers are highly qualified and skilled mainstream preschool professionals, they are not special needs trained. Hence, the manner in which we are able to assist children with special needs may be compromised.

Little Shepherds' Schoolhouse is only able to assist children with special needs who are:

- ✓ 'High Functioning' as ascertained by professional therapists/child psychologists/psychiatrists in the following Special Needs areas - Mild Autism, Dyslexia, ADHD, mild speech or motor delays.
- ✓ Able to independently handle basic activities of daily living like feeding oneself and toileting.
- ✓ Accompanied at all times by a professionally certified Special Needs Shadow Teacher when studying at the preschool.

In order for Little Shepherds' Schoolhouse to consider your child for admission, please:

- ❖ Ask a Special Needs Professional (e.g. child psychologist, therapist or psychiatrist) who has worked with your child to write a formal letter addressed to Little Shepherds' Schoolhouse to confirm that your child is ready and will benefit from integration into a mainstream preschool programme.
- ❖ In addition, the Special Needs Professional is required to explain your child's specific challenges and give simple guidelines to LSS teachers as to the best ways in which a trained mainstream preschool teacher (but untrained Special Needs Teacher) may help your child successfully integrate into the mainstream programme.
- ❖ Make an appointment to see the Principal after obtaining the referral letter from your child's Special Needs Professional.
- ❖ Bring your child and the letter of recommendation from your Special Needs Professional when meeting the principal.
- ❖ Be prepared to the commitment of a professional Special Needs Shadow Teacher at your own cost should your child be admitted into the preschool.
- ❖ Be prepared to the commitment of an extended help at your own cost should your child be admitted into the preschool.
- ❖ Little Shepherds' Schoolhouse reserves the rights to the final decision with regards to admission and class/level allocation of all students.



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Little Shepherds' Schoolhouse is only equipped to accommodate ONE high functioning child with special needs per class or at the absolute discretion of the Principal.

In the event that your child is a child with special needs but you are unaware or have not informed Little Shepherds' Schoolhouse, LSS reserves the right not to admit / or to de-register your child if our quota of children with special needs has already been filled or if your child is deemed unable to continue in the mainstream preschool environment.

LSS will, in collaboration with parents and professionals to provide all necessary support and intervention where possible to ensure the healthy development of children with special needs.

**PHOTOGRAPHS / VIDEOS RELEASE**

Upon registration as a student in Little Shepherds' Schoolhouse, permission is granted by the parent for our preschools to record the participation and appearance of the child, by photograph and / or video in connection with the daily preschool activities for the purposes of news releases, reporting an assessing the progress of the child and the programme. Little Shepherds' Schoolhouse is authorized to exhibit or distribute such photograph(s) and or video in whole or in part without restrictions or limitations for any educational or promotional purpose that the preschools deems appropriate. Such photograph(s) and / or video may appear in printed or visual materials of the preschools and / or on the Little Shepherds' Schoolhouse social media.

You may request for withdrawal of consent of the above. A consent withdrawal form (available in the Admin Office) has to be completed and submitted to the Admin Office for effect to take place.

**CATHOLIC TEACHINGS**

Parents are reminded that all students will be exposed to the teachings and practices of the traditional Catholic faith throughout their entire time with Little Shepherds' Schoolhouse. Acceptance of students by Little Shepherds' Schoolhouse is conditional upon acceptance of this condition by parents.

**GENERAL**

The Staff of Little Shepherds' Schoolhouse will do everything possible to give your child every protection while your child is in our preschool programme and on supervised learning journeys and field trips. However, regardless of care, accidents do happen with children. In that event, the staff, preschool or Church will not be held liable for these accidents unless there is strong and sufficient evidence to indicate otherwise.

I verify the information to be correct. I understand and agree to the terms and that my child is registered with the proper documentations that are attached to the registration form.

Signature \*(Parent / Legal Guardian) : \_\_\_\_\_

Name \*(Parent / Legal Guardian) : \_\_\_\_\_

Date : \_\_\_\_\_

\*Delete where applicable

For official use	
Date of application :	Received by :
Registration Receipt No :	{ } Cash { } Cheque No
Date of Admission :	Class : Year :
Session : { } 1 <sup>st</sup> : { } 2 <sup>nd</sup> :	{ } Extended:
Date of leaving :	
Documents Attached : { } Birth Certificate { } Baptism Certificate { } Parents' I/C	
{ } Health Declaration { } Photograph { } Others :	
Remarks :	