



St. James' Church Kindergarten (Leedon)

1 Leedon Road, S. 267828 · Tel: 62197246 · Fax: 64684770 · Email: leedon@sjck.org.sg · Website: www.sjck.org.sg

REGISTRATION FORM					
Session: <input type="checkbox"/> First (8.15 am – 11.15 am)		Level/Year: <input type="checkbox"/> Pre-Nursery _____ <input type="checkbox"/> K1 _____			
<input type="checkbox"/> Second (11.30 am – 2.30 pm)		<input type="checkbox"/> Nursery _____ <input type="checkbox"/> K2 _____			
1. CHILD'S PARTICULARS					
Name (as in birth cert.)					
Chinese characters			Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Birth cert. no. / FIN no.			Citizenship		
Date of birth (dd/mm/yy)			Race		
Address			Tel. no. (home)		
2. PARENTS' / GUARDIAN'S PARTICULARS					
	Father / Guardian		Mother / Guardian		
Name					
Citizenship					
Marital Status		Married / Separated / Divorced / Single Parent		Married / Separated / Divorced / Single Parent	
Occupation					
Name of Company					
Tel. no. (office)					
Mobile no. <i>(Please tick on a preferred contact for emergency SMS from SJCK)</i>		<input type="checkbox"/>		<input type="checkbox"/>	
Email address					
Religion		Buddhism / Christianity / Hinduism / Islam / Others:		Buddhism / Christianity / Hinduism / Islam / Others:	
Church (if attending)					
3. EMERGENCY CONTACT (Other than parents)					
Name of person		Contact no.		Relationship to child	
4. CHILD'S MEDICAL HISTORY (Please attach details where necessary)					
Does your child have any medical conditions/special needs? If yes, please elaborate or attach medical report.					
5. PRIORITY REGISTRATION (If applicable)					
1. Sibling is currently in SJCK (Harding/Leedon/Gilstead) <i>Write name, current class, campus & year.</i>					
2. Either parent is a member of St James' Church <i>Write name/s & attach church membership document/s & pastor's letter.</i>					
3. Either parent or older sibling was an ex-student of SJCK. <i>Write name/s & indicate year of graduation & attach graduation certificate.</i>					

6. MISCELLANEOUS

How did you come to know about St James' Church Kindergarten?

- Advertisement Friends MOE Website Relatives Others

Is your child registered at other SJCK campuses?

- Yes (Harding / Leedon) No

Does your child require school bus transport?

- Yes No

7. REQUIREMENTS

- 1) Copy of child's birth certificate
- 2) Copy of child's passport/visit pass/dependant's pass/student pass (for non-Singapore citizen)
- 3) Copy of parents' identity cards
- 4) Non-refundable \$60.00 registration fee (Cheque to be made payable to **St. James' Church Kindergarten**)
- 5) \$400 deposit (upon confirmation)
- 6) CDA/GIRO application form

AGREEMENT

By submitting all personal data listed on the form, you consent to St. James' Church Kindergarten collecting, using, disclosing and/or processing your personal data for the purpose of your child's registration with the kindergarten and when your child has been successfully enrolled in the kindergarten. Such personal data includes information about you and your family as set out in the registration form and documents and any other personal information you have provided.

I declare that the information provided is accurate. I have read the School Handbook and the Administrative and Financial Policies Handbook and agree to abide by the rules, regulations, programme and requirements of St James' Church Kindergarten.

Name of father / mother / guardian

Signature & date

FOR OFFICE USE ONLY

Processed By:	Authorised By:
Date:	Date:
Remarks:	



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I DIRECT DEBIT AUTHORISATION APPLICATION FORM

*Please select one option:

CDA Application

GIRO Application

IMPORTANT: Please read overleaf "Information On Direct Debit Authorisation" before completing the form. Do not fax this form as original signature(s) is required. **Application form must be completed in ink and Bank account holder must sign against amendments made. DO NOT use correction fluid/tape.** Incomplete or illegible details on the form will delay the processing.

Section 1: For Applicant's Completion

Name of Child (As in BC): _____

Year & Level of enrolment (Class if applicable): _____

Child's Birth Certificate Number: _____

- I/We hereby instruct you to process the BO's instructions to debit and credit my/our account.
- The Bank is entitled to reject the BO's debit instruction if my/our account do / does not have sufficient funds and charge me/us a fee for so doing. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

Bank's Name: _____

Account holder/ Name of Trustee (as in Bank Account): _____

Bank Account Number: _____

Contact Number (Mobile): _____

My/Our Signature(s)/Company Stamp/Thumbprint(s): _____

**For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.*

Section 2: For BO's Completion

BO's Account Name:.	ST. JAMES' PRESCHOOL SERVICES (ANGLICAN) LTD.																			
BO's SWIFT Code										BO's Account Number										
U	O	V	B	S	G	S	G	X	X	X	4	5	1	3	0	5	1	9	1	8
Debiting Account's SWIFT Code										Debiting Account's Account Number										
				S	G	S	G	X	X	X										
BO's Reference Number:																				

Section 3: For Bank's Completion

To St. James' Preschool Services (Anglican) Ltd.: This application is hereby **REJECTED** for the following reasons:

- Signature/Thumbprint differs from Bank's records
 Signature/Thumbprint incomplete/unclear
 Account operated by signature/thumbprint

- Wrong account number
 Amendments not countersigned by customer

Others: _____

Name Of Approving Officer

Authorised Signature

Date

Information on Direct Debit Authorisation

- Your Direct Debit Authorisation (DDA) will be sent to your bank and will be processed within 4 – 6 weeks. You will receive an email on the status and effective date of the DDA arrangement upon approval.
- If you have set a payment limit on your Direct Debit deduction with your bank, ensure that the limit is sufficient to pay for the necessary fees. Some banks may charge an existing administrative fee for each unsuccessful deduction.
- If you have an existing DDA arrangement with us and wish to change your bank account, you will need to complete a new DDA form. The existing DDA arrangement shall remain in force until the new DDA application is approved.
- As regulated by MCYS with regard to CDA accounts, any refund of fees paid to the Kindergarten via the CDA must be returned to the respective accounts. The Kindergarten is therefore not allowed to make any refund by way of cash or cheque directly to parents.

Information on Direct Debit Deduction

- You may use the DDA arrangement to pay for the following:
 - School Fees
 - Book Fees
 - Supplementary Fees

Please be reminded that payment of enrichment fees is not permitted from these accounts.

- Please ensure that you have sufficient funds in your bank account before the deduction date. There will be a bank charge of \$5 for each unsuccessful deduction.
- If you intend to us an existing DDA with us and/or use current DDA application to make payment for another child who will be joining the Kindergarten at a later stage, please come to the office to fill in the **Inclusion of Sibling** form to authorise the deduction. We are unable to make any deductions if we do not receive the authorisation from our parents.