



Attachment

Antara Educare Sdn. Bhd - Antara Afterschool & Kinderworld Terms & Conditions

Enrolment Policy

All children are equal in their own unique way - that's our belief at Kinderworld Educare. However, we acknowledge our limitation in only being able to meet the needs of children with very minor learning differences only. We do not have the means nor the expertise to accommodate children with major learning differences. That being said, we still love children the way they are! Our team works closely with specialists in the industry and your child will be given priority referral to a qualified educational therapist we trust.

We respectfully reserve the right to: -

- Refer admission to a specialised institution for children with learning differences and challenges as your child needs intensive early intervention attention.
- Refuse the enrolment of a child whose learning differences are detected only after admission.

Registration/Deposit/School Fees & Notice of Withdrawal

a. Registration fee

The registration fee is one-time and non-refundable, shall be submitted together with the application form, to enable us to process your application. In the event that our capacity is full, you will be put on a waiting list, there may be a waiting period before our Administrator will contact you to confirm a place for your child and to notify you of the date of entry for your child. The school fee for the term, one term's deposit, and annual educational provision have to be paid by the date of entry of your child.

b. Deposit & Notice of Withdrawal

It is Kinderworld's policy that a term's notice must be given to the centre for any withdrawal. This notification will allow the Centre to plan and replace the vacancy without having to suffer any loss of income.

Insufficient notice will therefore result in forfeiting the deposit.

Forfeit of Deposit is also applicable to cases where a child's school fees are still outstanding by the end of the third week of the month despite repeated reminders sent to the parents. The Centre reserves the right to forfeit the deposit after informing the parents.

c. School Fees

Fees should be paid within the first week of a new term. Receipts will be issued and sent through email.

The parent did not pay fees

- By the 7th of each term/month, a text message is sent to the parent.
- The Administrator will follow up by calling the parents on the 10th.
- If fees are still outstanding, the administrator will call or send a message on the 15th to remind the parent again.
- The deposit will be forfeited if fees are not paid by the end of the 3rd week/after the third reminder is done.

PLEASE NOTE:

- ★ Parents are required to pay the school fees should your child be away from school due to illness, holidays, and absentee due to personal reasons.
- ★ Under any emergency, it is the school's decision whether to prorate or waived the school fee.

Settling-in Period

A settling-in period of two weeks or 14 days will be given to the newly enrolled child. If a child is withdrawn during this period, only two weeks' school fees will be imposed and the balance of school fees and the full deposit will be refunded.

Parent Observations/Appointments

Parents are welcome to observe your child (and our awesome teachers too!) at school. It is available only on an appointment basis.

Parents Involvement

We would be more than happy to have parents participate in our class activities, be it storytelling, messy play, arts and crafts, or professional sharing. Please contact our Administrator two weeks in advance to make the necessary arrangements.

Confidentiality

At Kinderworld, we observe professional conduct and strict confidentiality. This is why we have a secret room for meetings between parents and the Principal/member of staff concerning your child and any family matters consultation.

Please be informed that our teachers will be taking photos of your child at school. The photos will be used only in the reports, greeting cards, and school newsletter. The school will ask for permission to use your child's photos for advertisements and postings on our social media platforms. **Please let us know if you do not allow any photography of your child.** Please be mindful of other children's privacy when posting photos on social media platforms or sharing photos with friends and family.

The school has every right to safeguard the child's identity. In case of any incidents such as biting, pushing, hitting, etc, the school does not share the names of the children involved to protect the children as well as to prevent any discrimination towards the children and families involved, and to avoid conflict between parents.

Security

We love your child so much we would lock our gates between 10:30 am to 4:30 pm to ensure their safety within our premises. When the gates are locked, the bells at the gatepost will serve you. Your child will also only be released to parents and those persons introduced personally and nominated by parents, with written details

provided for our records, i.e. full name, identification number, car registration number, relationship with the child, and photographs.

Drop-off and Pick-up Policy

- Parents can send their children to the center from 7:00 a.m. onwards.
- Parents can pick up their children anytime before 7:00 p.m.
- Parents must inform the school if someone other than the regular or appointed person fetches the child. Please provide the center the persons':
 - car license plate number
 - car model & colour
 - photo

The center reserves the right not to release the child without receiving the information above in advance.

- The official closing time of the center is 7: 00 p.m. A late levy of RM1 per minute will be charged after 7: 00 p.m.
- Parents who are unable to fetch their children in time are advised to use the school-appointed driver. There will be a surcharge-driving fee.