

Terms & Conditions of Service

Morning Star Community Services reserves the right to modify the terms and conditions of service without prior notice.

1. Operating Hours

a. During School Term

Hougang Centre

Monday to Friday: 7.30 AM – 6.30 PM
Saturday: 7.30 AM – 1.30 PM

Sengkang, Primavera & Bedok North 3 Centres

Monday to Friday: 12.00 PM – 6.30 PM
Saturday: 7.30 AM – 1.30 PM

St Gabriel's Primary School Centre & St Joseph's Institution Junior

Monday to Friday: 12 PM – 6.30 PM
Saturday: Closed

NOVA Programme

Monday to Friday: 1.30 PM – 6.30 PM
Saturday: Closed

b. During School Holidays

All Centres

Monday to Friday: 7.30 AM – 6.30 PM
Saturday: 7.30 AM – 1.30 PM

St Gabriel's Primary School Centre & St Joseph's Institution Junior

Monday to Friday: 7.30 AM – 6.30 PM
Saturday: Closed

2. Closure

Centres will be closed on the following days:

- a. All government gazetted public holidays and Sundays.
- b. Eves of New Year, Chinese Lunar New Year and Christmas.
- c. Teacher's Day.
- d. PSLE Marking Days (St. Gabriel's Primary School Centre & St Joseph's Institution Junior).
- e. Last week of the calendar year.

3. Fees

The fees listed below are before prevailing GST. All fees paid are non-refundable for all confirmed students.

Registration Fee:	\$35 (one-time)
Monthly Programme Fee (January to December):	
Student Care:	\$296 per month
NOVA Learning Intervention:	\$420
Deposit:	One-month Programme fee
PSLE Marking Days and School Holiday Programme:	\$25 per week + Monthly Programme Fee
Outing Fee:	\$20 - \$50

Penalty Fees

Late Pick-Up:	Weekdays	
	From 7.01 PM to 7.15 PM:	\$10
	Entry into subsequent 15 min blocks:	\$20 per block
	Saturdays	
	From 1.31 PM to 1.45 PM:	\$10
	Entry into subsequent 15 min blocks:	\$20 per block

Late Payment of Fees	
(Payment received after 8 th day of month):	\$10

Note: The deposit is non-refundable and will be used to waive the final month's programme fees. In the event parents choose to withdraw child from the Centre prior to commencement, the deposit will be forfeited.

4. Payment of Fees

Fees are due by the 8th day of each month. **Fees are payable for every month of the year.**

The mode of payment is by GIRO. Fees deducted will include the monthly Programme fee and any other fees due for the same month. The GIRO approval process takes two to four weeks during which parents are to pay fees through cash/cheque on or before the due date. Parents will be informed in writing on the commencement date of the first GIRO deduction. Cheques are to be crossed and made payable to **Morning Star Community Services**.

Should GIRO deduction be unsuccessful, parents are to pay the current month's Programme fee (and any other fees due) and a penalty charge of \$20 by cash or cheque. The Penalty Fee for Late Pick-Up will be deducted in the next month's GIRO deduction.

5. Subsidy

Application for the Community Development Council (CDC) financial assistance scheme may be made through the Centre Manager/Administrator. If approved, the child must have an attendance of at least 50% per month, failing which the subsidy will be terminated.

6. Observation, Withdrawal & Termination

6.1 Observation

All new students are subject to observation for one calendar month. Should the student be unable or unwilling to integrate into or participate in the Programmes, care service will be discontinued by the Centre in writing with three working days' notice. The Centre is unable to serve students with special needs, medical conditions or those who are unwilling to adapt to or participate in the Programme.

Full fees remain payable during the period of observation. If deemed unsuitable for the Programme, pro-rated monthly Programme fees and the deposit will be refunded.

6.2 Withdrawal

Parents who wish to withdraw their child from the Programme are required to provide one month's notice based on the following schedule:

Notice of Withdrawal Given on:	Last Day of Service:
1 st day of the month (or working day before)	Last day of the current month
15 th day of the month (or working day before)	14 th day of the next month

The deposit will be used to off-set the notice period.

6.3 Termination

The Centre reserves the right to immediately terminate service to a student under the following conditions:

- a. Physical or verbal violence/abuse (either by student or by his/her parents to fellow students or Centre personnel).
- b. Disruptive or dangerous behaviour or non-compliance of instructions deemed to be hazardous to your child or others.
- c. Repeated failure to attend Centre without official written excuse from parent.
- d. Repeated unauthorised departure from the Centre without official written permission from parent and/or informing the Facilitator.
- e. Non-payment of fees.

7. Additional Full-Day Care

All Centres will operate from 7.30 AM to 6.30 PM on the following days:

- a. PSLE Listening Comprehension and Oral Exams
- b. Youth Day
- c. Day after National Day
- d. Children's Day

Students are entitled to full-day care on these days at no additional charge.

Parents of students who require full-day care on other days during term time (due to the early closure of the school or early dismissal from school) are required to enquire with the Centre Administrator on the availability of full-day care service before submitting the Additional Full-Day Care Form to the Centre at least three working days prior to the commencement of additional full-day care.

8. Full-Day Care During PSLE Marking Days & School Holidays (School Holiday Programme)

Full-Day Care (PSLE Marking Days)

\$25 is payable for full-day care during PSLE Marking Days, in addition to the monthly Programme fee. Parents who require this service are to complete the PSLE Marking Days & Full-Day School Holiday Programme Registration Form, and to submit it to the Centre by the deadline indicated in the form.

Full-Day Care During School Holidays

\$25 per week is payable, in addition to the monthly Programme fee for this service. Parents who require this service are to complete the PSLE Marking Days & Full-Day School Holiday Programme Registration Form, and to submit it to the Centre by the deadline indicated in the form.

The deadlines for each term holiday are as follows:

- a. 1 March (or working day before) for March holidays.
- b. 1 May (or working day before) for June holidays.
- c. 1 September (or working day before) for September holidays.
- d. 1 October (or working day before) for PSLE Marking Days.
- e. 1 November (or working day before) for November/December holidays.

9. Attendance & Dismissal

9.1 Transportation to and from Centre

Parents are to notify the Centre Manager/Administrator if the child is unable to go to the Centre. Child's school, remedial and CCA schedules and all other arrival and departure details are also to be submitted to the Centre in writing. Parents are to notify the Centre of any subsequent change made to the schedules.

Parents are required to arrange transportation to and from the Centre for their child. Any change in authorisation of persons fetching the child (other than the parents or individuals listed in this application) has to be given in writing. The Centre reserves the right not to release the child to any unauthorised personnel.

9.2 Medical Leave

Parents should not send their child to the Centre if:

- a. The child is feeling unwell.
- b. The child is on sick leave.
- c. The child is suspected of having contracted a contagious disease OR if the child's sibling has contracted a contagious disease. In this instance, parents are requested to inform the Centre immediately.

Personnel of the Centre are not permitted to dispense any medication to the child.

10. Medical Emergency/Illness While at the Centre

In the event of a medical emergency occurring at the Centre, the Centre will call for an ambulance prior to calling the parents of the child. The cost of the ambulance and any other related medical costs will be borne by the parents of the child. A medical emergency is defined as when a child suffers from a serious accident and/or when a child suddenly develops a medical condition which threatens his/her life.

Parents are required to pick-up their child from the Centre within two hours should they be informed by the Centre that child has fallen ill while at the Centre.

11. Personal Items

The following items to be brought to the Centre by enrolled child:

- a. Bath towel
- b. 2 sets of T-shirt and shorts
- c. Comb
- d. Sandals
- e. Shower foam/soap and shampoo
- f. One pack of tissue papers

It is the responsibility of the child to take care of his/her personal belongings while at the Centre. The Centre will not entertain any claims made against any loss or damage to the child's property while the child is at the Centre.

12. Indemnity & Permission

The Centre will take every precaution to ensure the safety of the child, by signing on this document, I/we hereby indemnify and hold blameless the owners, management and the staff of the Centre against all claims which may arise in consequence of the death of, or any injury sustained to my child/ward during the course of such daily activities from whatsoever cause arising, including any fault of whatsoever nature attributable to the Centre, its owners, the management and its staff, save that liability shall not be excluded under this indemnity for loss occasioned by a deliberate act of wilful misconduct attributable to the owners, the management and its staff.

In the event of my child/ward being injured, I hereby authorise the owners, the management and its staff to procure such medical treatment as may in their absolute discretion be deemed necessary. I undertake to indemnify the Centre, the owners, the management and its staff from all medical and hospital costs occasioned thereby.

I understand that I/my child is required to submit his mid- and final-year examination results to the Centre for reference, and we grant the Centre permission to approach my child's school to discuss my child's development in school if deemed necessary.

I understand that the Centre may take photographs of activities conducted at the Centre from time to time. Should these photographs include my child, I grant permission to the Centre to use such photographs for its publicity and communications purpose.

(Full Name of Applicant & Signature)

(NRIC/FIN/Passport No.)

being the parent/legal guardian of,

(Full Name of Child/Ward)

(NRIC/FIN/Passport No.)

Full Name of Centre Administrator & Signature

Date

Date: _____

The Centre Manager
Morning Star Community Services
No. 4 Lorong Low Koon
Singapore 536450

Fax: 6285 2702

Email: studentcare@morningstar.org.sg

PSLE Marking Days and Full-Day School Holiday Programme Registration Form

I would like to enrol my child for the Full-Day Care Programme on the following weeks:

Tick	Week (\$25 per week)	Deadline Registration
	17 – 22 March 2014	1 March 2014
	2 – 7 June 2014	1 May 2014
	9 – 14 June 2014	1 May 2014
	16 – 21 June 2014	1 May 2014
	23 – 28 June 2014	1 May 2014
	8 – 13 September 2014	1 September 2014
	17 – 22 November 2014	1 November 2014
	24 – 29 November 2014	1 November 2014
	1 – 6 December 2014	1 November 2014
	8 – 13 December 2014	1 November 2014
	15 – 20 December 2014	1 November 2014
	22 December 2014 (no charge)	1 November 2014
	PSLE Marking Days 14 – 17 October 2014 (Tentative)	1 October 2014

Name of Child: _____

Centre:

☐ HG Centre ☐ SK Centre ☐ SG Centre ☐ PV Centre ☐ SJJ Centre ☐ Bedok North 3 Centre

Name of Parent: _____

Mobile & Email: _____

Signature: _____

Note:

- This form MUST be returned to the Centre Manager/Administrator.
- The cost of the Programme is \$25 per child per week in addition to the regular monthly Programme fee. All fees paid are non-refundable.
- The Centre will be closed from 23 – 31 December 2014 and will reopen on 2 January 2015.

Date: _____

The Centre Manager
Morning Star Community Services
No. 4 Lorong Low Koon
Singapore 536450

Fax: 6285 2702

Email: studentcare@morningstar.org.sg

Additional Full-Day Care Request Form

I would like to enrol my child for Additional Full-Day Care on the following dates:

Name of Child: _____

Centre:

☐ HG Centre ☐ SK Centre ☐ SG Centre ☐ PV Centre ☐ SJJ Centre ☐ Bedok North 3 Centre

Name of Parent: _____

Mobile & Email: _____

Signature: _____

Note:

- a. Please enquire with the Centre on the availability of this service before submitting this form.
- b. This form is applicable only to additional full-day care during term time and is not meant for use during school holidays or PSLE Marking Days.