

Terms & Conditions

Operating Hours

Term time: Mondays – Fridays 1.30pm – 7pm (Lunch and afternoon snack included)

Adhoc term time* and school holidays: Mondays – Fridays 8am – 7pm / 8am – 1.30pm / 1.30pm – 7pm

*PSLE oral, listening comprehension and exam marking days

Centre Closure Days

Our centre is closed on Saturdays, Sundays and Public Holidays. For all school closure days, please refer to our calendar. Parents are to make the necessary care arrangements during these stipulated closing dates. We will inform you of the closure days at the beginning of each year.

Fees

One-time Registration Fee (non-refundable) – \$150

Deposit Fee – \$680, refundable subject to withdrawal/termination notice.

To secure the spot upon acceptance, payment of the trial month fees and insurance for the child are required. This is non-refundable. For Course Fee and other incidental fees, please refer to the latest information from the centre.

We offer a paid one-month trial for regular enrolled and fixed three-day week students.

Monthly fee payments are to be made by bank transfer or by PayNow only. Baby Bonus and CDA are not accepted.

There is no waiver of school fees should your child be absent from school for any period of time, as the school is still holding a place for him/her. This extends to the holiday periods as well as centre closure dates.

For any changes to the programme, parents are required to give a two-week written notice to The Study. Requests for changes to the programme will be confirmed once The Study has given a written acknowledgement of the change in programme.

All fees for adhoc care, holiday camps and other events are not included in the monthly student care fees. Parents will be informed of these fees accordingly when such events are planned for our students.

Fees are non-transferable and cannot be transferred to another child.

The Study reserves the right to revise its fees from time to time.

Late/ outstanding fees

All fees for the coming month are to be paid by the 25th of each month. In the event that the amount due is still not paid after the final reminder, The Study reserves the right to terminate our services and a compound fine of S\$50.00 will be imposed. Parents will also be liable for any legal or court fees that may arise from any legal actions undertaken by The Study to recover the outstanding fees.

Discounts

Sibling discounts apply if there are 3 and more children across Cherrybrook Preschools and The Study. Please enquire with us for details.

Health Policy

Our policy aims to provide a healthy environment for all the children in our centre. A child who is unwell needs rest and has a higher chance of contracting other illnesses. Hence we advise that the child rests at home.

When to keep your child home

- If your child has a fever equal to or greater than 37.5° C. Your child should be fever free, and not be taking fever reducing medication such as Paracetamol for 24 hours before returning to the centre.
- If your child has vomited or has diarrhoea on the evening before or the actual day of coming to the centre. He/She should return after 24 hours has passed since the last episode of vomiting or diarrhoea.
- If your child has been coughing for an extended period of time, has a rash, green or yellow nasal discharge, eyes that are reddened and have discharge, or painful ears. We encourage you to consult your family physician before sending your child to the centre.

Medication during centre hours

Should you require that we administer medication to your child, please fill the authorization in the Administration of Medication form.

Unwell Child at the centre

The decision to send a child home is based on, but not limited to, the following (one or more) symptoms:

- Fever of 37.5 C or above
- Vomiting
- Diarrhoea
- Eyes that are reddened or have discharge
- Ulcers, blisters or rashes (which may be due to contagious illnesses)

Children who are unwell will rest in the sick bay until they are picked up.

If parents are not contactable when a child needs immediate medical attention, the centre is authorized to bring the child to a doctor / a hospital.

Accident/Injury

Although safety is regarded as a priority at The Study, the activities that your child may engage in always carry risks and dangers that could result in damage to property or persons. By enrolling your child with us, you will have deemed to give your consent to your child participating in such activities and agree to accept all risks to your child and his / her property involved in his / her participation in such activities.

You will also have deemed not to undertake, to the fullest extent permitted by the laws of Singapore, to hold The Study or its staff responsible for any damage to or loss of any personal property or personal injury or death (save for personal injury or death resulting from the negligence of The Study or its staff) which may be sustained by your child under any of the circumstances set out in your child's undertaking above.

If a child is involved in a minor accident or injury that may require outside medical assistance during centre hours, our staff will contact the parent/guardian or emergency contact in order to seek assistance in obtaining medical help. In the case of a life-threatening situation, or other serious condition, the child will be transported by ambulance to the nearest hospital. In that case, parents will be notified to meet the child at the hospital instead of at the centre.

Authorisation for Pick Up

Please inform us if the person who is picking up your child is not on the authorisation list. We will require that the person brings along his/her NRIC for verification purposes.

Change of Address and Contact Information

Please inform us immediately of any changes in your home address and/or other contact details.

Lunch & Afternoon Tea

Healthy lunch and snacks are provided for the children daily (Non-halal). Only those with allergies or on a special diet need to bring their own food. When children learn to eat what the school serves, they are practising fortitude (doing something good even though they do not feel like doing it), they are learning to do things out of generosity (e.g. they offer their effort for mum or dad); they are also learning to be considerate (someone has taken the trouble to prepare the food for them). There are virtues to be practised by simply improving the way they eat.

Centre Attire

All children are required to change into The Study uniform t-shirt upon arrival at the centre after the 1-month trial.

Use of Handphones and Other Devices

Children are not allowed to use handphones and other recording/personal devices while they are at The Study. These devices should be kept out of sight. Permission will be granted for use for particular learning purposes or should they need to contact their parents.

Parents are responsible for providing laptops/other devices to their child should they wish their child to complete their e-learning assignments at The Study.

Handphones and other devices are the personal responsibility of the children. The Study will not be responsible for any loss or damage of these devices.

Student Participation

Children are expected to participate in all our activities while they are at The Study. Every activity presents opportunities for the child's learning and growth. We seek parents' partnership and support in encouraging their children to participate fully in our programme.

Our Mentorship Programme is an integral part of The Study and all children are expected to meet regularly with their Mentors.

We will take the children outdoors, to nearby parks and playgrounds, for sports and movement on a regular basis.

Announcements

Regular updates & announcements will be sent to you via our Telegram Channel. Forms and invoices will be sent via email. Mentors will also be in touch with you for anything that is specific to your child.

Please scan the QR code below to join The Study's Telegram Channel so you can be updated on the latest news and information.



Pick-up Time

Parents are to fetch their children latest by 7.00 p.m. The centre will release children to authorized guardians only, unless prior information is received from parents. A late fee charge of S\$20.00 per 15 minutes and/or part thereof will be imposed from 7.01p.m.

Class arrangements

The Study reserves the right to change or reschedule the Programme Time Table or Teachers without prior notice. Children are required to wear the uniform t-shirt at all times and bring their own writing materials, textbooks, change of clothes, toiletries and towels.

Withdrawals & Termination

To ensure a full refund of the deposit, notice of withdrawal must be given, in writing, one calendar month prior to the effective date of withdrawal (i.e. even if we are informed of withdrawal on 20 June, the last day will be on 31 July). The effective date of withdrawal is always the last day of a calendar month. The deposit may not be used to offset the fees of the child's last month of enrolment with the centre. In cases of insufficient withdrawal notice, 100% of the deposit will be retained by The Study. Fees will be chargeable until the date of withdrawal.

For P6 children, your child is deemed to be enrolled till 31 December of the year he/she completes P6. Your deposit will be refunded within the first quarter of the following year.

Our centre reserves the right to terminate our services should we determine, after having worked with you on various strategies, that our programme no longer adds value to your child. A one-month period will be given.

CCTV

The Study is fitted with closed circuit television (CCTV). The purpose of the CCTV System is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safety of all persons using our building, including children, staff and visitors to the building, or any other user who has permission to be on the premises.

This is an internal system which is not shared online. The Study is fully committed to comply with the requirements of the Personal Data Protection Act 2012. Our policy will:

1. Inform all who come into the building that CCTV is in use, by way of signs and/or window stickers;
2. Keep images from CCTV secure and controlled by authorised personnel;
3. Ensure our CCTV system and equipment is maintained and kept in good working order;

Privacy Act

The Study will be permitted to use a child's profile and results for the purpose of marketing and information on the company's performance.

Personal information on the Registration Form and all consultation will be held by The Study and will only be used for the following purposes: calculation of fees, monitoring of children's personal and academic progress, administration of tests and assessments, maintenance of order and discipline, and providing for the child's support and welfare.

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