



APPLICATION FORM

BRITISH MONTESSORI



CHILD Reg No : _____



APPLICATION FOR ADMISSION

Admission Procedure:

1. Kindly complete the Admission Form in full, sign and personally submit it together with the full registration fees to the children's facility at No. 6, Jalan 1, Taman TAR Ampang 68000.
Tel: 03- 42 6666 92 / (+60)12 - 37 888 79
2. Please attach copies of the following documents with this form:
 - 2.1 Child's Birth Certificate
 - 2.2 Parent's/ Guardian's IC or Passport;
 - 2.3 Four passport size color photographs of the child
 - 2.4 Full registration fees via cheque or online transfer
 - 2.5 Copy of parent's & child's digital Covid vaccination certificate
3. Cheques are to be made payable to "BRITISH MONTESSORI CHILD CARE CENTRE"
4. Online Payment to Affin Bank A/C : 100300159658

AFFIX
PHOTO



CHILD'S PARTICULARS

Full Name	<input type="text"/>	Inoculations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I/C or Passport No.	<input type="text"/>	Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Birth Cert No.	<input type="text"/>	Religion	<input type="text"/>	
Full Address	<input type="text"/>	Race	<input type="text"/>	
Contact No (Home)	<input type="text"/>	Nationality	<input type="text"/>	
Dr's Name	<input type="text"/>	Date of Birth	<input type="text"/>	
Clinic's Name	<input type="text"/>	Place of Birth	<input type="text"/>	
Address	<input type="text"/>	Current Age	<input type="text"/>	
Contact No. (Clinic)	<input type="text"/>	Diet	<input type="text"/>	
		Date of Enrollment	<input type="text"/>	

Does your child have any medical conditions?

Emergency Contact No.

Other than Parent or Guardian

NAME

CONTACT NO.

EMAIL

RELATIONSHIP



PARENT / GUARDIAN INFORMATION

Please provide information of the persons who are paying the fees and responsible for the child :

Full Name	<input type="text"/>		
I/C or Passport No.	<input type="text"/>		
Work Address	<input type="text"/>		
Contact No. (Office)	<input type="text"/>	(Handphone)	<input type="text"/>
Email	<input type="text"/>		
Occupation	<input type="text"/>	<div>Initial: <input type="text"/> Date: <input type="text"/></div>	
Relationship to the child	<input type="text"/>		

Full Name	<input type="text"/>		
I/C or Passport No.	<input type="text"/>		
Work Address	<input type="text"/>		
Contact No. (Office)	<input type="text"/>	(Handphone)	<input type="text"/>
Email	<input type="text"/>		
Occupation	<input type="text"/>	<div>Initial: <input type="text"/> Date: <input type="text"/></div>	
Relationship to the child	<input type="text"/>		



FOR OFFICE USE ONLY

Application Accepted

☐ Full Application ☐ Conditional Offer ☐ Pay & Play

Uniform

☐ Casual

☐ Cortillian

☐ Baby Spa Onesie

☐ Bag

Size

Transport

☐ Car

☐ Bus

☐ Others:

BRITISH MONTESSORI



MINISTRY OF HEALTH & SOCIAL WELFARE DEPARTMENT



HEALTH RECORD

NAME OF CHILD	AGE :
ADDRESS :	DATE OF BIRTH : PLACE OF BIRTH : WEIGHT AT BIRTH : LENGTH AT BIRTH : SINGLETON / TWIN : STATUS G6PD : ANY COMPLICATIONS AT BIRTH : ETHNIC : RELIGION :
FATHER'S NAME :	CONTACT NO :
MYKAD / PASSPORT NO :	
MOTHER'S NAME :	CONTACT NO :
MYKAD / PASSPORT NO :	
EMERGENCY CONTACT (OTHER THAN PARENTS)	CONTACT NO :
NAME :	
RELATIONSHIP :	
ANY ALERGY :	
ANY CHRONIC ILLNESS :	
ANY MAJOR ACCIDENTS :	
DISABILITY (IF ANY) :	
HISTORY OF ANY CONTAGIOUS ILLNESS :	
CHICKEN POX	
MEASLES	
RUBELLA	
WHOOPING COUGH (BATUK KOKOL)	
FLU (H1N1)	



SCHEDULE OF IMMUNISATION

AGE	VACCINATION	DATE	REMARKS (if any)
BIRTH	BCG		
	HEPATITIS B (Dos 1)		
1 MONTH	HEPATITIS B (Dos 2)		
2 MONTHS	DTAP / DT (Dos 1)		
	HIB (Dos 1)		
	IPV (Dos 1)		
3 MONTHS	DTAP / DT (Dos 2)		
	HIB (Dos 2)		
	IPV (Dos 2)		
5 MONTHS	DTAP / DT (Dos 3)		
	HIB (Dos 3)		
	IPV (Dos 3)		
6 MONTHS	HEPATITIS B (Dos 3)		
(SABAH)	MEASLES		
3 MONTHS (Sarawak)	JE (Dos 1)		
10 MONTHS (Sarawak)	JE (Dos 2)		
12 MONTHS	MMR (Dos 1)		
18 MONTHS	DTAP / DT (Booster)		
	HIB (Booster)		
	1PV (Booster)		
18 (Sarawak)	JE Dos (3)		
4 - 5 YEARS	JE Dos (4)		
7 YEARS	DTAP (Booster)		
	OPV / IPV (Booster)		
	MMR (Booster)		

Completed by:

Date:

Checked by:

Date:



SCHEDULE OF FEES

TWO MONTHS PLUS

1. **ANNUAL REGISTRATION FEE** (Non-refundable Due Every 12 Months)

1.1 RM2,000.00

2. **MONTHLY FEES** (Non-refundable 12 Monthly Payments)

AMOUNT

DURATION

2.1 RM1,000.00

7:30 AM - 12:30 PM

2.2 RM1,350.00

7:30 AM - 6:00 PM

3. **PLEASE NOTE:** THERE IS NO FEE DEPOSIT

4. **PAYMENT DATES**

4.1 All fees payable before the 1st day of the month of attendance.

4.2 Children of Parents or Guardians who have not paid the fees within 30 days after the due date may NOT be allowed to attend the centre until the full payment is made.

5. **MODE OF PAYMENT**

5.1 All fees paid are not refundable.

5.2 Fees are not transferable nor can be deferred unless permission is sought in writing and is granted by the Director.

5.3 For the issuance of the center's receipts for payments of fees made directly into the center's bank account, please furnish us with a copy of the transaction receipt.

5.4 Please make payments by cheque to "BRITISH MONTESSORI CHILD CARE CENTRE"

6. **ADDITIONAL FEES**

6.1 Onesies are priced at RM 85.00 each.

DECLARATION BY THE PARENT/GUARDIAN

I, have read and understood the above schedule and agree to abide by the stipulations contained therein.

.....
SIGNATURE OF PARENT /GUARDIAN

.....
DATE

BRITISH MONTESSORI



SCHEDULE OF FEES

TWO YEAR PLUS

1. **REGISTRATION FEE** (Non-refundable One Time Payment Per Child)
 - 1.1 RM1,000.00
2. **ANNUAL FEES** (Non-refundable Due Every 12 Months)
 - 2.1 RM3,000.00
3. **MONTHLY FEES** (Non-refundable 12 Monthly Payments)

AMOUNT	DURATION
3.1 RM750.00	8:30 AM -12:30 PM
3.2 RM1,000.00	8:30 AM - 2:30 PM
3.3 RM1,350.00	7:30 AM - 6:00 PM (after school care program)
4. **PLEASE NOTE:** THERE IS NO FEE DEPOSIT
5. **PAYMENT DATES**
 - 5.1 All fees payable before the 1st day of the month.
 - 5.2 Children of Parents or Guardians who have not paid the fees within 30 days after the due date may NOT be allowed to attend the centre until the full payment is made.
6. **MODE OF PAYMENT**
 - 6.1 All fees paid are not refundable.
 - 6.2 Fees are not transferable nor can be deferred unless permission is sought in writing and is granted by the Director.
 - 6.3 For the issuance of the center's receipts for payments of fees made directly into the center's bank account, please furnish us with a copy of the transaction receipt.
 - 6.4 Please make payments by cheque to "BRITISH MONTESSORI CHILD CARE CENTRE"
7. **ADDITIONAL FEES**
 - 7.1 Casual uniforms are sold in set at RM 85.00 per set.
 - 7.2 Cortillion uniform RM 200.00 per set.
 - 7.3 Trips are between RM 75.00 - RM 150.00 per person.
 - 7.4 Sports day charges are between RM 50.00 - RM 100.00 per person.
 - 7.5 Concert charges are between RM 80.00 - RM 200.00 per person.
 - 7.6 Graduation fee is RM 100.00 per child.

DECLARATION BY THE PARENT/GUARDIAN

I, have read and understood the above schedule and agree to abide by the stipulations contained therein.

.....
SIGNATURE OF PARENT /GUARDIAN

.....
DATE



ADMISSION AGREEMENT



1. DEFINITIONS

The following terms are used in this agreement:

- 1.1 "Date of Enrollment" - means the first day on which the child officially starts to attend the facility on a full time placement.
- 1.2 "Program" 12 months from the date of enrollment, for which the child is enrolled, taking into account all holidays set by the centre.
- 1.3 "Annual Fee" - means the sum of money paid by the Parent / Guardian every 12 months to reserve a place on a program conducted by the centre.
- 1.4 "Centre" - means children's facility which is owned by British Montessori and located in Ampang.
- 1.5 "Child" - means the person who attends/ participates in the program.
- 1.6 "Parent / Guardian" - means person/s responsible for the child and the Payor of the fees to British Montessori for the program attended by the child.



2. REGISTRATION & MONTHLY FEES

- 2.1 The Payor agrees to pay the full Registration fees (non-refundable) prior to the date of enrollment.
- 2.2 In the event that the Payor does not pay the full Registration and Annual fees prior to the date of enrollment. The centre reserves the right to cancel the child's placement and offer it to other applicants.
- 2.3 The Monthly fees (non-refundable) must be paid monthly before the 1st of every month consecutively for 12 months. Failure to do so can result in the child forfeiting his or her placement.
- 2.4 The Annual fees (non-refundable) can be transferred on to the next available program upon receiving written notice from the Parent/Guardian. However all current monthly fees must be paid up to the date of said written notice.
- 2.5 The Parent/Guardian accepts that the centre has the right to refuse any enrollment. Decisions of this nature are at the discretion of the Director of British Montessori.
- 2.6 In the event of closure of the facility by legal means, no refunds shall be due.



3. TERMINATION BY THE CENTRE

- 3.1 If a child, parent or guardian's conduct is deemed to be unsuitable, the Director of British Montessori reserves the right to expel them from the facility including expelling the child from attending the program. All current fees due at the time of the expulsion shall be paid in full.

Initial:
Date:



4. UNDERTAKING BY THE PARENT / GUARDIAN

- 4.1 The Parent/Guardian responsible for the child will endeavor to inform the centre immediately in writing of any circumstances which have a direct effect on the center's capacity to protect the mental, physical and emotional well-being of the child.
- 4.2 The Parent/Guardian will undertake to submit requests for the deferments in writing to the Director of British Montessori addressed to the facility in Ampang.
- 4.3 The Parent / Guardian undertakes to purchase the center's specified uniform and ensure daily wear by the child.
- 4.4 The Parent / Guardian shall ensure that their child does NOT bring toys and/or jewelry or any other item that may cause harm or injury when attending the centre.
- 4.5 In the event their child causes damage to or loss of equipment belonging to the centre, such loss or damage as beyond expected normal wear and tear. The Parent / Guardian will reimburse the centre the full cost of the equipment so damaged.
- 4.6 The Parent / Guardian understands that all extra-curricular activities, school trips, school concert and sports day are optional and should the centre undertake to conduct such activities they will be at extra cost.
- 4.7 The Parent / Guardian understand that the operation of the centre during the Malaysian school holidays is complimentary at the discretion of the Director and may be withdrawn at any time without notice.
- 4.8 The Parent / Guardian undertakes to insure their child for accident & illness at all times.
- 4.9 The Parent / Guardian understands that their child must be clean, fit and free from illness when entering the facility.
- 5.0 The Parent / Guardian agree to comply with any further instructions via circulars issued by the centre from time to time.
- 5.1 The Parent / Guardian undertakes to release the centre from all liability for any untoward incident.
- 5.1 The centre promises to undertake all reasonable steps to ensure the suitability of all staff employed and entrusted with the care of all children attending the centre. However, the centre shall immediately terminate any employee found unsuitable.

DECLARATION BY THE PARENT/GUARDIAN

I,, have read, understood and will abide by all terms and conditions set out here-forth in the Application Agreement.

.....
SIGNATURE OF PARENT /GUARDIAN

.....
DATE

BRITISH MONTESSORI



LETTER OF INTENT FOR YEAR

Child's Name: Date of Birth/...../.....

Sex* M / F Parent's/Guardian's Name:

Mailing Address:

Email:

Contact / House No. Mobile No.

Child's present school if any:

Name of sibling/s in this school if any:

I, I/C No.

do hereby acknowledge that I have read the SCHEDULE OF FEES above and accept the terms of payment for my child at the centre operated by British Montessori in Ampang Selangor.*

Signed: Date:

*Please note: Failure to sign all forms and acknowledgements may result in your application being rejected.