

SCHOOL ENROLMENT FORM

To be returned by hand or email to:

KL Forest Education Group Sdn Bhd
66 & 68, Jalan Taman Bukit Desa,
Taman Bukit Desa,
58100 Kuala Lumpur.

hello@littleurbanforest.com

Affix child
photo here

Child's Information	Programme: [] Half Day: 8am - 2pm [] Extended Hours: 8am - 6pm		Start Date:
Name (as per IC or passport)			
Gender		Date of birth (dd/mm/yyyy)	
Nationality(s)			
IC Number or Passport Number (non-Malaysian only)			
1 st Language			
Additional Languages			
Name(s) of sibling(s) currently attending LUF			
Has your child been in childcare before?	No / Yes at _____		

We'd love to learn more about your child.

Describe any areas of challenge or where your child needs support e.g. academic, social, toilet training.

Please list your child's interests, hobbies and any activities they enjoy e.g. favourite books/music.

Child Medical Information	No	Yes <i>(please provide information)</i>
Drug allergies		
Food allergies		
Dietary restrictions		
Environmental allergies		
Other health concerns		

Allergy description	What is the reaction?	Is it life threatening?	Special Instructions
		Yes / No	
		Yes / No	
		Yes / No	

Vaccination Record	No	Yes <i>(Date of vaccination)</i>
MR (Measles/Rubella) vaccination		
Mumps vaccination		
Rubella vaccination		
BCG.		
Chicken pox		
DPT-IPV (Diphtheria Pertussis Tetanus & Inactivated Polio vaccine)		
Hepatitis B		
Hib (Haemophilus Influenzae Type b)		
Japanese Encephalitis		
Pneumococcus		
Others		

Child's Full Name: _____

Parent/Guardian Information	Mother/Guardian	Father
Name (as per IC or passport)		
Nationality(s)		
IC Number or Passport Number <i>(passport no. for non-Malaysian only)</i>		
Tax Identification Number (TIN) <i>(compulsory for tax payer in Malaysia)</i>	Please tick the primary taxpayer <input type="checkbox"/>	Please tick the primary taxpayer <input type="checkbox"/>
1 st Language		
Additional Languages		
Mobile Number		
Other contact numbers		
Email		
Residential address		
Occupation		
Employer		
Company address		
Child lives with <i>(please circle as appropriate)</i>	Both parents / Mother / Father / Others: _____	
Car number plate <i>(cars authorised to pick up child)</i>		
Emergency contact <i>(other than parents and guardian)</i>		

Person authorised to pick up your child (other than parents and guardian)	
Full name	
IC number	
Contact number	

Invoice and billing information	
I would like to be billed (circle one)	Monthly Termly Annually
Billing name (pick one)	Parent : _____ Company: _____
Billing address	
Billing email	
If your company is the payer, kindly fill out the information below.	
Company's Contact Number	
Company's Registration Number	
Company's Tax Number	

Documents required	<input type="checkbox"/> Child's IC/Passport* <input type="checkbox"/> Mother's IC/ Passport* <input type="checkbox"/> Father's IC/Passport* <input type="checkbox"/> Authorised person IC/Passport* <input type="checkbox"/> Child's Immunisation Record <input type="checkbox"/> Family photo <i>*passport copy is required for non-Malaysian only</i>
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DATA PROTECTION STATEMENT- The information you provide on this form is required by KL Forest Education Group Sdn Bhd as part of the enrolment process. The data is stored and processed in-house, and not shared with any other parties or organisations.

For office use only			
Payment details	\$ RM	Payment date	Invoice No
Enrolment fee			
School kit			
Two months refundable deposit			
Programme fee	Month : _____ Term : _____		
Discount (if applicable)			
Total received			
Mode of payment	Online transfer / Cheque no. / Credit Card Ref. no. : _____		
Remarks			
Child class			
Start date			

Notes:

Terms and Conditions of Enrolment at Little Urban Forest

Upon enrolment with Little Urban Forest (LUF), parents/ guardians of the child (the Parent) are entering a legal agreement under common law, in which the Parent agrees to abide by the conditions of enrolment, in exchange for the service offered by LUF during the course of enrolment. The terms and conditions are subject to the jurisdiction to the laws of Malaysia. The terms and conditions form part of the agreement between LUF and the Parent. LUF reserves the right to amend and modify the Terms and Conditions of enrolment at any time.

Enrolment Fee

A non-refundable and non-transferable enrolment fee is payable upon submission of application for the child at LUF. After successful placement at LUF, enrolment fee should be paid to lock in the child's placement at LUF, before the child starts school.

Deposit

A refundable deposit, equivalent to 2 month's school fee, is payable upon registration. The deposit will be refunded without interest when the child withdraws from LUF. Deposit is refundable in full with two (2) full calendar months of advance withdrawal notice in writing. One deposit is required per child. Should there be an increase in school fees, the deposit must be topped-up to maintain its equivalent of 2 month's school fee. Deposit is not entitled to any discounts that may apply to tuition fees.

Fee Payments

School fee payment can be paid by credit card or online transfer. The Parent must ensure that school fees are to be paid in advance and not later than the 5th day of each month or term. Failing which, a late payment fee of RM 10.00 will be imposed. LUF reserves the right to increase fees as it deems necessary and reasonable. The Parent will be given 90 days' written notice if fees have been revised.

Withdrawals/ Change of Programme Type

Parents who wish to withdraw their child from LUF shall provide two (2) full calendar months of advance notice and submit the notification in writing. Upon submission of withdrawal notice, it is intended that the child will leave school at the end of the withdrawal month. The deposit will be forfeited if the withdrawal notice falls short of two (2) full calendar months of withdrawal notice. If the Parent decides to withdraw their child within the first 2 weeks (14 days) of enrolment, no written notice is required. The parent will receive a full refund of their 2 months deposit.

If parents intends to change their child's programme type, one (1) calendar month of advance notice in writing is required.

Right of Rejection

LUF reserves the right to terminate the enrolment of a child on provision of adequate notice should LUF be of the view that the programmes are unable to meet the child's needs.

Off Site Excursions

As part of LUF's teaching approach, all children ages 4 - 6 shall participate in fortnightly off-site excursions. A round trip transportation will be provided by LUF. The transport will leave on time. Parents who missed the transport due to any reasons are required to arrange for their own transportation to the location.

Declaration:

I, hereby declare that all information submitted to Little Urban Forest, including my child's personal data, is true and accurate. I also declare that I have read and understood the Terms and Conditions of enrolment set by Little Urban Forest and agree to abide by them.

Indemnity:

I, hereby recognise that regular outdoor activities are an integral part of LUF's teaching approach and these activities are activities where the potential for misadventure exists, including minor personal injury. I also understand that my child will be outdoors under all weathers (except thunder storm, heat wave, haze, or any other conditions deemed unsafe) in appropriate attire. I am aware of and accept these risks and agree to be responsible for my child's actions and involvement. I understand that my child may, at an appropriate level, have the opportunity to work with hand tools throughout their course at LUF.

I, hereby understand that adequate supervision and safety measures have been taken by the members of LUF, and I agree to release, indemnify and hold harmless members of LUF responsible for any loss or damage (including, without limitation and to the extent permissible by law, physical injury, loss of life or property damage) caused by or sustained as a result of my child's participation during school hours.

Parent Signature: _____

Parent Full Name: _____

Date: _____

LUF Witness: _____

Little Urban Forest Consent Form

To ensure the safety and security of your child, we require your consent for certain activities that your child may take part in. Kindly sign at the relevant boxes. Please be aware that there is no requirement to consent to each of these and that should you consent, this can be withdrawn at any time with written notice.

Activity	Consent (please circle)
<p>Photography, Digital/video Images, Website, Social Media Platforms, Newsletter & Displays</p> <p>I hereby give permission for my child's image to be used on the school's website and in other media (including any social media platforms, e.g. Facebook, Instagram etc.), school newsletters, in school displays or video as an individual and/or as a member of a group in relation to school work or in school publicity / publications. I understand that personal details such as names will not be used without parental permission and that the use of images by other third parties will not be allowed without specific consent of parents.</p> <p><i>Note: We take photographs and video images of your child for identification purposes, pupil records, progress reports, class displays, and these are NOT included in the consent.</i></p>	YES / NO
<p>Emergency Treatment</p> <p>If an emergency is deemed severe by members of LUF which requires immediate medical attention, I authorise LUF to send my child to the nearest treatment centre for treatment. I understand that I will be advised prior to any further treatment by a doctor or hospital.</p>	YES / NO

Child's Full Name: _____

Parent's Signature: _____

Parent's Full Name: _____

Date: _____