

ADMINISTRATIVE PROCEDURES

Registration

- When registering your child, payment is required for the following components: Non-refundable registration fee, a deposit fee, a one-term fee, uniforms/P.E. T- shirt and yearly insurance.
- Relevant documents of the child and parents are to be submitted to the office together with the registration form and the child's immunization records.
- Payment of fees should be made before a new term starts and within one month upon the receipt of the summary statement.
- Payment of registration fee* is necessary when making reservation.
- Trial Period: Up to 5 days* only.

*Refer to Fee Information Sheet

Withdrawals

A written notice of withdrawal must be given to the office ONE (1) Full Calendar month before the commencement of next following Term in order to qualify for a refund of the deposit and to avoid the forfeiture of the same.

Termination

The Kindergarten reserves the right to require any child to be withdrawn from the school upon given One Calendar month's Notice in writing with or without reason whatsoever.

Modes of payment

Payment should be made by cash or cheque. All cheque payments are to be crossed and made payable to JHS Montessori Kindergarten.

Other Financial Policies

- Baby Bonus

Children with a Child Development Account (CDA) may wish to have their fees paid via CDA. Please obtain the application form from the office. Please note that the application takes about 2-3 weeks to process. For school fees payment to be deducted successfully, please ensure that there is sufficient funds in the account.

- Bank Transfers

Your child's school fees can be paid via bank transfer. Please contact the office for more details.