

Holistic, Bilingual, and
Multicultural Education for Children

Tiny Tots, Playgroup, TK A, TK B & SD/Primary Grades 1 – 6

# Student Application Form Academic Year 2015-2016

#### Where children love to learn....

Banjar Kumbuh, Mas, Ubud, Bali, Indonesia.
Tel: +62 821 4524 7146 & +62 361 4792 577
Email: office@pelangischoolbali.com www.pelangischoolbali.com



### APPLICATION FORM

Entering Class	TT/Playgroup	TK A/B	SD			
Please specify class level (TT/PG/TKA/TKB/1/2/3/4/5/6): Start Date:						
Child's Information						
Complete Name of Child	:					
Nickname	:					
Place & Date of Birth	:					
Gender	:					
Nationality	:					
Parents or Guardians of Child						
	Fati	her	М	other		
Name of Parents/Guardians	:					
Nationality	:					
ID / Passport Number	:					
Permanent Address	:					
Current Local Address	:					
Profession	:					
Telephone Number(s)	:					
Email	:					
In Residence With Child	: YES/NO	0		YES/NO		
Any Restricted Access Information (where applicable)	:					
Child's Language						
First Language	:					
Languages Spoken	:	Beginner		Beginner		
		Intermediate Fluent		Intermediate Fluent		



## List those persons who can be called in case of an emergency - local contacts Name: Address: Contact phone number(s): Relationship to child: Name: Address: Contact phone number(s): Relationship to child: Name: Address: Contact phone number(s): Relationship to child: List those persons who can be called in case of an emergency – contacts abroad Name: Address: Contact phone number(s): Relationship to child: Name: Address: Contact phone number(s): Relationship to child: Information on Siblings Name Age School

## CONFIDENTIAL HEALTH INFORMATION



Doctor's Name :						
Doctor's Address :						
Doctor's Telephone Number(s) :						
Is your child currently taking any medication?	Yes No					
If yes, can your child take the medicine by him/herself?	Yes No					
Please list names of medications and instructions for administration:						
	_					
•						
Please list any food allergies:						
What procedures should the school take if your child ingests specific food:						
	YES NO					
Does your child have any hearing difficulties?						
Does your child have any vision problems?						
Does your child have any allergies to insect bites or nuts?						
(If you have answered YES to any of the above – please give details belo	w)					

### CONFIDENTIAL HEALTH INFORMATION



#### **IMMUNIZATION HISTORY**

Pelangi School strongly encourages families to have their children fully immunized. If your child has been immunized, please fill in the date of last immunization.

Diphtheria/Tetanu	us/Pertus:	sis :			
Chicken Pox		:			
Measles/Mumps/I	Rubella	:			
Tetanus (every 10	) years)	:			
Tuberculosis		:			
Typhoid (every 3	years)	:			
Hepatitis A		:			
Hepatitis B		:			
Polio		:			
Other		:			
Has your child ev (If yes, please fill Asthma			and any relev		
Chicken pox	:	YES / NO			
Dengue fever	:	YES / NO			
Diabetes	:	YES / NO			
Epilepsy	:	YES / NO			
Severe Headache	es :	YES / NO			
Heart condition	:	YES / NO			
Tuberculosis	:	YES / NO			
Typhoid fever	:	YES / NO			
Measles	:	YES / NO			
Mumps		YES / NO			
Rubella	:	YES / NO			
Nose bleeds	:	YES / NO			
Allergies (inc NU	<b>T)</b> :	YES / NO			
HIV	:	YES / NO			
Other	:	YES / NO			
Has your child or (Please check the	•	•		•	the following?
Tuberculosis			Typhoid		]
Asthma			HIV		
Epilepsy					

## WELLBEING & EDUCATIONAL INFORMATION



Has your child ever had studying difficulties, had to follow an individual educational program or been assessed as having additional or special needs?	Yes	No
If yes, please give a brief explanation. *If your child has had an Assessment and Evaluation conducted, please provide a co	opy of the report.	
Has your child ever received any special academic, social or emotional support? (i.e. speech, language, psychological)	Yes	No
If yes, please give a brief explanation. *If your child has had an Assessment and Evaluation conducted, please provide a co	opy of the report.	
Does your child have any particular habits/behaviours or needs		
for special attention of which the teachers should be aware?	Yes	No
If yes, please give a brief explanation:  *If your child has had an Assessment and Evaluation conducted, please provide a conducted.	ony of the report	
If yes, please give a brief explanation:  *If your child has had an Assessment and Evaluation conducted, please provide a co	opy of the report.	
	opy of the report.	
	ppy of the report.	
	opy of the report.	
*If your child has had an Assessment and Evaluation conducted, please provide a co	Yes	No
*If your child has had an Assessment and Evaluation conducted, please provide a co		No
*If your child has had an Assessment and Evaluation conducted, please provide a co		No
*If your child has had an Assessment and Evaluation conducted, please provide a co		No
*If your child has had an Assessment and Evaluation conducted, please provide a co		No
*If your child has had an Assessment and Evaluation conducted, please provide a co		No No
*If your child has had an Assessment and Evaluation conducted, please provide a conducted please please provide a conducted please please provide a conducted please provide a conducted please please provide a conducted please please provide a conducted please provide a conducted please provide a conducted please please provide a conducted please please please please please provide a conducted please please please please provide a conducted please pleas	Yes	
*If your child has had an Assessment and Evaluation conducted, please provide a conducted please provide a conducted please provide a conducted please give a brief explanation:  Has your child ever been suspended from, or asked to leave a school?	Yes	
*If your child has had an Assessment and Evaluation conducted, please provide a conducted please provide a conducted please provide a conducted please give a brief explanation:  Has your child ever been suspended from, or asked to leave a school?	Yes	

## LANGUAGE PROFICIENCY INFORMATION



What was the main language of instruction at your child's last school?			
mandenon at your child a last achoor:			
Name, address & telephone number of your child's last school?			
What language does your child primarily speak at home?			
Is your child fluent in spoken English?		Yes	No
If necessary, please include any further info	ormation.		
Is your child proficient when writing in Engl		Yes	No
If necessary, please include any further info	ormation.		
Is your child proficient when reading in Eng	lish?	Yes	No
If necessary, please include any further info	ormation.		
Has your child ever been in an English as a	Second Language Program?	Yes	No
If yes, please give a brief explanation.			

Please note: Non-native English speaking children, or those whose previous education was in a school where the language of instruction was not English, may be required to complete a language proficiency evaluation.

We, the undersigned parents/guardians of:

Hereby	y agree to the f	ollowing:					
1.	I / we give per	mission for my	our child	to participat	e in all field trips.		
2.	2. I give permission for my child's likeness (in video or photo) to be used in Pelangi school promotional materials such as newsletters, website, print publications and social media (for school purposes only).						
3.	3. In the case of an accident on or off school property, Pelangi School does not accept liability for any resulting injury that may occur.						
4.	4. In the case of medical emergency, I / we give permission for Pelangi School to administer first aid and if necessary, to have my / our child transported to a medical clinic or hospital. Pelangi School does not accept liability for any resulting costs that may be incurred.						
This a	on or off the p I / we accept f greement rema		igi School ancial resp the entire d	(including fi consibility. luration of th			
Date a	nd Place:						
Signed	d,						
	Note: Ple materai st						
(	Full name	in capitals	)	(	Full name in capitals		
	Guardian	/Parent 1		_	Guardian/Parent 2		

Pelangi School - Ubud Yayasan Cahaya Pelangi



### ACCEPTANCE OF TERMS OF ENROLLMENT ACADEMIC YEAR 2015 - 2016

I,								
Parent / guardian of								
hereby enroll my / ou	hereby enroll my / our child at Pelangi School for the academic year 2015 - 2016.							
I have seen	the 2015-2016 academic calendar & un	derstand the school schedule.						
		ing all rules and policies relating to						
the dates specified.	d and accept all terms contained withi	n, and agree to pay all required fees by						
·								
Place and Date:								
Signed,								
	Note: Please affix materai stamp here							
	materal stamp here							
1								
	Full name in capitals							

Pelangi School - Ubud Yayasan Cahaya Pelangi



#### **TUITION PAYMENT POLICY**

#### **Discounts**

- Families enrolling more than one child at the school, and paying full tuition (not on scholarship), are
  eligible for a 15% discount on <u>Tuition only</u> for any additional siblings. Discounts are for Tuition only & DO
  NOT apply to Enrollment or Facilities & Resources or Curriculum Fees. Discounts apply to the tuition of
  the youngest sibling(s).
- 30% discount on Tuition fees is offered to all students with both parents holding Indonesian passports.
- FULL year payment for all tuitions and fees are eligible for a 5% discount off TUITION FEES ONLY if paid in full by 20<sup>th</sup> May 2015.
- PLEASE NOTE: Fees will not be prorated if a student begins after the start of the Quarter or if the student needs to leave earlier. Full Quarter fees will apply. Facilities and Resources and Curriculum fees are annual fees

#### Late Payment

• If fees are not paid on time, a levy of Rp. 250, 000 per student will be assessed every week up to one month. If payment is still outstanding, the student(s) will be asked to stay home from school until the tuition is paid.

#### **Refund Policy**

Enrollment, Facilities & Resources, Tuition and Curriculum Fees are **non-refundable** under any circumstances.

This also applies to deposits made in order to secure places in classes for the following academic year.

#### **Uniform Policy**

It is required by the Indonesian Department that students wear uniforms. There is a chance that the school can be reprimanded by the government if students are found not to be in uniform, so the school policy is that students must wear their uniforms to school daily.

#### **Tuition Increase**

The tuition quoted in the registration documents is applicable for the 2015-2016 school year only. Tuition is not guaranteed to stay at this level, and in fact is likely to rise slightly in future years. We, at Pelangi School, will make every effort to keep costs low, but families should be prepared for possible annual tuition increases as we will need to account for the national inflation rate in covering the school's operational costs each year.

#### Method of Payment

Payments are to be made by bank transfer or direct deposit to account:

Bank: BRI

Address of Bank: CabangUbud, Jl. Raya Ubud

Beneficiary Name: YAYASAN CAHAYA PELANGI BALI

Account Number: 0590-01-000063-30-2

Swift Code: BRINIDJA

Note: (Please mention child's name & grade, parent's name on bank transaction receipt)

Payment receipts must be given to the school office staff within two days after payment has been made.

## 2015-16 FEE INFORMATION AND PAYMENT SCHEDULE



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П	NY	T()	Г٩

(18 months-3 years)

(10 months-3 years)			
Item	Notes	Date Due	Amount Rp.
Quarter 1 Tuition	Quarterly	1-Jun-15	5.000.000
Quarter 2 Tuition	Quarterly	25-Sep-15	5.000.000
Quarter 3 Tuition	Quarterly	4-Dec-15	5.000.000
Quarter 4 Tuition	Quarterly	4-Mar-16	5.000.000
Sub	total Annua	l Tuition Fees:	20.000.000
Annual Facilities & Resources			
Fee:	Annual	1-Jun-15	3.500.000
Total Annual Tuition & Fees for Returning Students:			23.500.000

One Time Enrollment Fee for NEW		
students:	1-Jun-15	6.000.000

<b>PLAY</b>	GROUP	(3 - 4 )	vears)
		,ς.	, – ,

Item	Notes	Date Due	Amount Rp.
Quarter 1 Tuition	Quarterly	1-Jun-15	7.500.000
Quarter 2 Tuition	Quarterly	25-Sep-15	7.500.000
Quarter 3 Tuition	Quarterly	4-Dec-15	7.500.000
Quarter 4 Tuition	Quarterly	4-Mar-16	7.500.000
Subtotal Annual Tuition Fees:			30.000.000
Annual Facilities & Resources			
Fee:	Annual	1-Jun-15	5.500.000
Total Annual Tuition & Fee	35.500.000		

One Time Enrollment Fee for NEW		
students:	1-Jun-15	6.000.000

#### KINDERGARTEN / TKA

(4-5 years)

Item	Notes	Date Due	Amount Rp.							
Quarter 1 Tuition	Quarterly	1-Jun-15	9.400.000							
Quarter 2 Tuition	Quarterly	25-Sep-15	9.400.000							
Quarter 3 Tuition	Quarterly	4-Dec-15	9.400.000							
Quarter 4 Tuition	Quarterly	4-Mar-16	9.400.000							
Sub	total Annua	l Tuition Fees:	37.600.000							
Annual Facilities & Resources										
Fee:	Annual	1-Jun-15	5.500.000							
Curriculum Fee:	Annual	1-Jun-15	3.500.000							
Total Annual Tuition & Fee	Total Annual Tuition & Fees for Returning Students:									

One Time Enrollment Fee for <u>NEW</u>		
students:	1-Jun-15	6.000,000

## 2015-16 FEE INFORMATION AND PAYMENT SCHEDULE



PREP / TKB (5-6 years)							
Item	Notes	Date Due	Amount Rp.				
Quarter 1 Tuition	Quarterly	1-Jun-15	9.800.000				
Quarter 2 Tuition	Quarterly	25-Sep-15	9.800.000				
Quarter 3 Tuition	Quarterly	4-Dec-15	9.800.000				
Quarter 4 Tuition	Quarterly	4-Mar-16	9.800.000				
Sub	l Tuition Fees:	39.200.000					
Annual Facilities & Resources							
Fee:	Annual	1-Jun-15	7.500.000				
Curriculum Fee	Annual	1-June-15	3.500.000				
Total Annual Tuition & Fee	es for Returi	ning Students:	50.200.000				
One Time Enrollment Fee for N	EW						
students:		1-Jun-15	6.000.000				

PRIMARY SCHOOL (SD): CLASSES 1-6

(6 – 12 years)							
Item	Notes	Date Due	Amount Rp.				
Quarter 1 Tuition	Quarterly	1-Jun-15	11.100.000				
Quarter 2 Tuition	Quarterly	25-Sep-15	11.100.000				
Quarter 3 Tuition	Quarterly	4-Dec-15	11.100.000				
Quarter 4 Tuition	Quarterly	4-Mar-16	11.100.000				
Sub	l Tuition Fees:	44.400.000					
Annual Facilities & Resources							
Fee:	Annual	1-Jun-15	9.000.000				
Curriculum Fee:	Annual	1-Jun-15	3.500.000				
Total Annual Tuition & Fee	es for Returi	ning Students:	56.900.000				
One Time Enrollment Fee fo	or <u>NEW</u>						
students:		1-Jun-15	6.000.000				



## STUDENT APPLICATION CHECKLIST

Before a student is accepted at Pelangi School, please ensure the following provided (one form per child enrolled):	g completed documents are
<ul> <li>Student Application form</li> <li>Acceptance of Terms of Enrollment form</li> <li>Release of Liability form</li> <li>Code of Conduct Agreement for parents, carers &amp; visitors</li> </ul>	
Pelangi School also requires <i>photocopies</i> of the following:	
Most recent school report	
<ul> <li>All evaluation reports (where applicable)</li> </ul>	
Students with Foreign Nationality	
<ul> <li>Each parent's passport (photograph page only)</li> </ul>	
<ul> <li>Student's passport (photograph page only)</li> </ul>	
Student's birth certificate	
Students with Indonesian Nationality	
<ul> <li>Each parent's ID card (KTP)</li> </ul>	
Family card (KK)	
<ul> <li>Student's Indonesian passport (photograph page only)</li> </ul>	
Student's birth certificate	

Each student will meet with the Director and/or Year Teacher prior to year placement being offered. When a place for your child is offered by the school and accepted by parent(s)/guardian(s), the payments due are:

- Annual Facilities & Resources fee
- Tuition fees
- Curriculum fee
- One time enrollment fee (for new students only)

#### Please note:

Student's placement may be on a provisional basis pending the receipt of all requested information and/or an English proficiency evaluation.

Pelangi School - Ubud Yayasan Cahaya Pelangi

## CODE OF CONDUCT FOR PARENTS, CARERS & VISITORS



We believe that Pelangi School staff and children are entitled to a caring and safe environment in which to work; behaviour that will cause harm, upset or distress to the users of the premises is contrary to the aims and ethos of the school.

The purpose of this agreement is to show the expected code of conduct within Pelangi School so that we can work together and ensure a safe and positive environment for the children, staff, parents, carers and visitors.

Parents, guardians, carers and visitors are expected to show respect and concern for others by:

- supporting the ethos of the school by setting a good example in their own speech and behavior towards all members of the school community
- working together with the teachers and staff for the benefit of the children. This includes approaching
  the school to resolve any issues of concern and to discuss and clarify specific events in order to bring
  about a positive solution
- driving and parking with consideration and respect for others when dropping off and collecting children from school. Cars must be reversed into parking spaces & motorbikes parked in the dedicated area. The one-way system must be observed at all times
- refraining from smoking, consuming alcohol or being inebriated on school property.

In order to support our safe school environment, Pelangi School does not tolerate:

- disruptive behavior which interferes with the operation of a classroom, office or any other part of the school property
- · using offensive language, a raised voice in anger or a display of temper
- approaching someone else's child to chastise them
- · threatening behaviour or the use of physical aggression or punishment towards another adult or child
- · damaging or destroying school property
- verbal (slanderous) or written (libellous) statements that cause, or are likely to cause, harm to the reputation of Pelangi School, staff or Yayasan/Advisory Board members.

The use of technology or social media websites is an unacceptable platform to resolve any situation that might arise and is not in the best interest of the children or the school community. Any concerns will be dealt with fairly, appropriately and effectively, but must be made through the proper channels by speaking to the Class Teacher or Director, who can inform Advisory Board, if necessary.

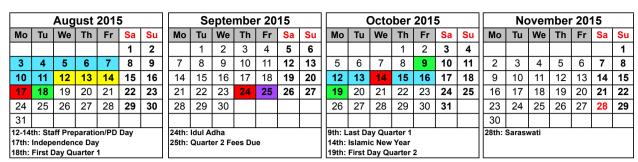
Pelangi School therefore, does not tolerate any abusive, threatening, malicious, libelous or defamatory comments within emails, phone or social network messages.

In the event that any Pelangi School parent, guardian or carer does not uphold this Code of Conduct Agreement, the Director and the Advisory Board will be notified. The offending adult may be banned from entering school grounds or the offenders child(ren) excluded from Pelangi School to safeguard our school community.

We, t	the undersigned parents/guardians of:		
Here	by agree to abide by the Pelangi School C	ode	of Conduct Agreement.
	agreement remains in effect for the entire ngi School. When applicable, please have		ration of the period my / our child is enrolled at parents sign.
	and Place:		
Sign	ea,		
(	Full name in capitals	_ )	Guardian/Parent 1
(	Full name in capitals	)	Guardian/Parent 2



#### 2015-16 Academic Calendar



	December 2015 January 2016									February 2016								March 2016									
Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29	30	31	29							28	29	30	31			
														7th: C	hines	e New	Year				4th: Quarter 4 Fees Due						
16th: 17th: 18th:										9th - 1 20th:		•	an				9th-10 24th: 25th: 27th:	Last D Good	ay Qu Friday	,	3						

	April 2016 May 2016										June 2016								July 2016								
Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su
				1	2	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
11th:	First [	Day Qι	arter -	4			30	31																			
22nd	Earth	Day					1st: L	abour	Day					23rd:Graduation & End of Year Assembly													
							4th: A	scens	sion of	the P	rophe	t			Last D	ay Qu	arter 4	1									
							5th: A	scens	sion Da	ay				24th:	Staff I	ack U	lp										
							21st:	Waisa	k Day	l 11 , 11									25th: Saraswati								

