

CHILD'S NAME: _____

Please
stick
passport
photo of
child
here



*Holistic, Bilingual, and
Multicultural Education for Children*

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

Student Application Form Academic Year 2016-2017

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 Level TT / Playgroup TK A / B SD

Please specify class (TT / PG / TKA / TKB / 1 / 2 / 3 / 4 / 5 / 6): _____ Start Date: _____

Intended length of enrollment : Full Year / Quarter 1 / Quarter 2 / Quarter 3 / Quarter 4

Child's Information

Complete Name of Child : _____

Nickname : _____

Place & Date of Birth : _____

Gender : _____

Nationality : _____

Parents or Guardians of Child

	<i>Father</i>	<i>Mother</i>
Name of Parents/Guardians	: _____	: _____

Nationality	: _____	: _____
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ID / Passport Number	: _____	: _____
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Permanent Address	: _____	: _____
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Current Local Address	: _____	: _____
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Profession	: _____	: _____
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Telephone Number(s)	: _____	: _____
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Email	: _____	: _____
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In Residence With Child	: YES/NO	: YES/NO
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Any Restricted Access Information (where applicable) : _____

Child's Language

First Language : _____

Languages Spoken	: _____	Beginner	<input type="checkbox"/>	_____	Beginner	<input type="checkbox"/>
		Intermediate	<input type="checkbox"/>		Intermediate	<input type="checkbox"/>
		Fluent	<input type="checkbox"/>		Fluent	<input type="checkbox"/>

List those persons who can be called in case of an emergency – local contacts
(minimum 2 required)

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>
Does your child have any vision problems?	<input type="checkbox"/>	<input type="checkbox"/>
Does your child have any allergies to insect bites or nuts?	<input type="checkbox"/>	<input type="checkbox"/>

(If you have answered YES to any of the above – please give details below)

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/Tetanus/Pertussis : _____

Chicken Pox : _____

Measles/Mumps/Rubella : _____

Tetanus (every 10 years) : _____

Tuberculosis : _____

Typhoid (every 3 years) : _____

Hepatitis A : _____

Hepatitis B : _____

Polio : _____

Other : _____

Has your child ever suffered from or been diagnosed with any of the following?
(If yes, please fill in the year of occurrence and any relevant details.)

Asthma	:	YES / NO	_____
Chicken pox	:	YES / NO	_____
Dengue fever	:	YES / NO	_____
Diabetes	:	YES / NO	_____
Epilepsy	:	YES / NO	_____
Severe Headaches	:	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 NUT)	:	YES / NO	_____
HIV	:	YES / NO	_____
Other	:	YES / NO	_____

Has your child or anyone in your family ever been diagnosed with any of the following?
(Please check the boxes that apply and advise us accordingly below.)

	YES	NO		YES	NO
Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Typhoid	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	HIV	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>			

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 copy 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 copy 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 copy of the report.*

Does your child have any limitations participating in physical activities? Yes No

If yes, please give a brief explanation:

Has your child ever been suspended from, or asked to leave a school? Yes No

If yes, please give a brief explanation:

LANGUAGE PROFICIENCY INFORMATION



What was the main language of instruction at your child's last school?

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 information.

Is your child proficient when writing in English?

Yes No

If necessary, please include any further information.

Is your child proficient when reading in English?

Yes No

If necessary, please include any further information.

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.

RELEASE OF LIABILITY



We, the undersigned parents/guardians of:

Hereby agree to the following:

1. I / we give permission for my / our child to participate in all field trips.
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. 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. 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.
5. In the case of any damage or destruction caused by my / our child on or off the property of Pelangi School (including field trips), I / we accept full moral and financial responsibility.

This agreement remains in effect for the entire duration of the period my / our child is enrolled at Pelangi School. When applicable, please have two parents sign.

Date and Place:

Signed,

Note: Please affix
materai stamp here

()

Guardian/Parent 1

()

Guardian/Parent 2

Pelangi School - Ubud
Yayasan Cahaya Pelangi

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ACCEPTANCE OF TERMS OF ENROLLMENT ACADEMIC YEAR 2016 - 2017

I,

Parent / guardian of

hereby enroll my / our child at Pelangi School for the academic year 2016 - 2017.

I have seen the 2016-2017 academic calendar & understand the school schedule.

I have read the attached *Tuition Payment Policy* including all rules and policies relating to payment. I understand and accept all terms contained within, and agree to pay all required fees by the dates specified.

Place and Date:

Signed,

Note: Please affix
materai stamp here

Full name in capitals

Pelangi School - Ubud

Yayasan Cahaya Pelangi

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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 Tuition only 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 20th May 2016.
- 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 2016-2017 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: **Cabang Ubud, 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.

STUDENT APPLICATION CHECKLIST



Before a student is accepted at Pelangi School, please ensure the following completed documents are provided (one form per child enrolled):

- Student Application form
- Acceptance of Terms of Enrollment form
- Release of Liability form
- Code of Conduct Agreement for parents, carers & visitors

Pelangi School also requires *photocopies* of the following:

- Most recent school report
- All evaluation reports (where applicable)

Students with Foreign Nationality

- Each parent's passport (photograph page only)
- Student's passport (photograph page only)
- Student's birth certificate

Students with Indonesian Nationality

- Each parent's ID card (KTP)
- Family card (KK)
- Student's Indonesian passport (photograph page only)
- 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

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2016 - 17
FEE INFORMATION
AND PAYMENT SCHEDULE



TINY TOTS (Half-day 8:30 – 12:00) (18 months-3 years)			
Item	Notes	Date Due	Amount Rp.
Quarter 1 Tuition	Quarterly	3-Jun-16	5.300.000
Quarter 2 Tuition	Quarterly	30-Sep-16	5.300.000
Quarter 3 Tuition	Quarterly	2-Dec-16	5.300.000
Quarter 4 Tuition	Quarterly	10-Mar-17	5.300.000
Subtotal Annual Tuition Fees:			21.200.000
Annual Facilities & Resources Fee:	Annual	3-Jun-16	3.500.000
Total Annual Tuition & Fees for Returning Students:			24.700.000
One Time Enrollment Fee for NEW students:		3-Jun-16	6.000.000

TINY TOTS (Full-day) (18 months-3 years)			
Item	Notes	Date Due	Amount Rp.
Quarter 1 Tuition	Quarterly	3-Jun-16	8.000.000
Quarter 2 Tuition	Quarterly	30-Sep-16	8.000.000
Quarter 3 Tuition	Quarterly	2-Dec-16	8.000.000
Quarter 4 Tuition	Quarterly	10-Mar-17	8.000.000
Subtotal Annual Tuition Fees:			32.000.000
Annual Facilities & Resources Fee:	Annual	3-Jun-16	5.500.000
Total Annual Tuition & Fees for Returning Students:			37.500.000
One Time Enrollment Fee for NEW students:		3-Jun-16	6.000.000

PLAYGROUP (3 - 4 years)			
Item	Notes	Date Due	Amount Rp.
Quarter 1 Tuition	Quarterly	3-Jun-16	8.000.000
Quarter 2 Tuition	Quarterly	30-Sep-16	8.000.000
Quarter 3 Tuition	Quarterly	2-Dec-16	8.000.000
Quarter 4 Tuition	Quarterly	10-Mar-17	8.000.000
Subtotal Annual Tuition Fees:			32.000.000
Annual Facilities & Resources Fee:	Annual	3-Jun-16	5.500.000
Total Annual Tuition & Fees for Returning Students:			37.500.000
One Time Enrollment Fee for NEW students:		3-Jun-16	6.000.000

2016 - 17
FEE INFORMATION
AND PAYMENT SCHEDULE

KINDERGARTEN & PREP / TKA & TKB (TKA 4-5 years / TKB 5-6 years)			
Item	Notes	Date Due	Amount Rp.
Quarter 1 Tuition	Quarterly	3-Jun-16	10.200.000
Quarter 2 Tuition	Quarterly	30-Sep-16	10.200.000
Quarter 3 Tuition	Quarterly	2-Dec-16	10.200.000
Quarter 4 Tuition	Quarterly	10-Mar-17	10.200.000
Subtotal Annual Tuition Fees:			40.800.000
Annual Facilities & Resources Fee:	Annual	3-Jun-16	7.500.000
Curriculum Fee	Annual	3-Jun-16	3.500.000
Total Annual Tuition & Fees for Returning Students:			51.800.000
One Time Enrollment Fee for <u>NEW</u> students:		3-Jun-16	6.000.000

PRIMARY SCHOOL (SD) : CLASSES 1- 6 (6 – 12 years)			
Item	Notes	Date Due	Amount Rp.
Quarter 1 Tuition	Quarterly	3-Jun-16	11.800.000
Quarter 2 Tuition	Quarterly	30-Sep-16	11.800.000
Quarter 3 Tuition	Quarterly	2-Dec-16	11.800.000
Quarter 4 Tuition	Quarterly	10-Mar-17	11.800.000
Subtotal Annual Tuition Fees:			47.200.000
Annual Facilities & Resources Fee:	Annual	3-Jun-16	9.000.000
Curriculum Fee:	Annual	3-Jun-16	3.500.000
Total Annual Tuition & Fees for Returning Students:			59.700.000
One Time Enrollment Fee for <u>NEW</u> students:		3-Jun-16	6.000.000

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
- adhering to all school policies found within the handbook and website
- 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 (slandorous) 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, 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, the undersigned parents/guardians of:

Hereby agree to abide by the Pelangi School Code of Conduct Agreement. This agreement remains in effect for the entire duration of the period my / our child is enrolled at Pelangi School. When applicable, please have two parents sign.

Date and Place:

Signed,

() Guardian/Parent 1

() Guardian/Parent 2

