

Tanglin Trust School

Provision of classes for TTS students in the following classes only:

A1240AW; A1400AT; B1210VT; C1400AT; D1240CP; D1240VT; D1400JL; D1400LD; D1400SL; F1400CP; F1400AT

Terms & Conditions

All parents are requested to note that admission to Centre Stage classes are subject to the conditions below and that attendance of classes, workshops or activities and productions is recognition of their acceptance of these conditions.

Centre Stage reserves the right to amend these Terms and Conditions at any time and without notice. Please note that the headings used in this document are for reference purposes only and shall not affect the meaning or interpretation of this agreement.

Payment Schedule and Fees

Payment must be made according to the payment terms stated on the invoice and ALL FEES must be paid in full at the start of the term (or start of attendance to class if joining part way through the term). If any payments which are due under these Terms and Conditions are not made by their respective due date we have the right to exclude your child. Penalty interest will be charged on late fees.

The fee is for the whole term and no refund will be given for any missed classes or withdrawing prior to the end of term.

Our Fees schedule is available online and in the office. Centre Stage reserves the right to review and amend the fees at any time and without prior notice.

Class schedule

Classes will follow the TTS term dates so if TTS is closed, there will be NO CLASS at Centre Stage for these students. On the rare occasion that Centre Stage is closed but TTS is not, it is likely that a cover teacher will be employed to cover the class.

Missing class policy

There will be no make up classes if a student misses a class for any reason excepting cancellation of that class by Centre Stage.

Public Holidays

There will be no classes held on public holidays. There will be no refund or make up class in case of closure resulting from governmental intervention.

Pick Up from Tanglin Trust School

Centre Stage's responsibility for the student begins when the child is delivered to the Centre Stage teacher when collecting them from Tanglin Trust School. With this in mind, in cases of severe weather such as thunder & lightening, or torrential rain, the teachers will not take the risk of taking the children across the road and will wait until the weather subsides to a level

that is acceptable. In the unlikely event that the whole lesson is missed due to being unable to cross the road, we regret that no make up or refund will be given. We put your children's safety above all.

Non-Attendance in class

When your child is not going to be in school or not attending their Centre Stage class for whatever reason, please call or email us as soon as possible. Delays caused by trying to find out where your child is, when actually they have gone home on their usual school bus or are off sick, results in the whole class being delayed at TTS and is inconsiderate to the other children in the class.

Collection from Class

Please ensure that you are prompt in the collection of your child. If you are going to be late for any reason, please inform the office by calling 6732 7211. Your child will be taken from the classroom to the office if you are late and must be collected from the office.

TTS Babysitting fees:

We often do not have enough qualified staff spare in the office to be able to supervise your child closely so if you persist in being late and / or we are forced to re-assign a member of the teaching staff from their normal duties, we will charge you a babysitting fee.

The fees will be charged as follows:

- 1st 10 minutes – free;
- 11 minutes to 30 minutes late - \$25.00;
- 31 minutes to 60 minutes - \$100.00
- For every further 30 minutes or part thereof - \$150 per ½ hour.

Fees are billed for each 30 minute period or part thereof and must be paid at the time of collection of the child.

Withdrawal from Class and Written Notice

If you wish your child to stop taking lessons and withdraw from the class for the following term, written notice of at least 4 teaching weeks before the end of the current term must be given to the office and **not** the teacher. If a written withdrawal notice is delivered to Centre Stage during a school holiday it will be deemed received by Centre Stage on the first day in session following the holiday.

Written notices can be hand delivered or sent by special or guaranteed delivery post to the main address of 15 Woking Road, Singapore 138694. If a copy of the duly signed notice is sent by email, the notice is not accepted until receipt is acknowledged by the Administration Department. No other confirmation, written or otherwise, will suffice.

Unsupervised Release from Class

You child will not be released from class, unsupervised, without a completed and signed release form having been submitted and accepted by the office. No child below the age of 7 years will be released unaccompanied at any time.

Medical Needs

In case of need, and in the event that the parents cannot be contacted to give consent, the teacher in charge may authorise the medical examination of the child, the calling of further medical or specialist advice or the removal of the child to hospital, all the expenses thereby incurred to be met by the parents.

The parent agrees that Centre Stage or any persons authorised by Centre Stage shall not be liable or responsible for any accident or personal injury sustained or suffered by the child, or for any damage to property however caused while the child is participating in any activity connected to the Centre Stage programme.

Use of Images

From time to time we record class work to be used for media and academic release. Attendance of any Centre Stage class, production, workshop or event is acceptance of usage of your child's photograph, written work and voice in academic works, brochures, videos or other promotional materials.

Sickness

Please do not bring your children to class if they are sick – this includes a runny nose or a cough. We realise that the common cold is no more than a temporary hiccup for many children, but for some it can quickly develop into much worse. So please be considerate and keep your child at home if he/she is unwell. Centre Stage reserves the right to ask parents to take their children home if they arrive at class clearly unwell.

Nuts

Some children enrolled at Centre Stage are allergic to nuts. There is always the possibility that children may share their snacks, and to prevent danger to those who suffer with allergies we ask that Centre Stage is maintained as a nut free school.

Acceptance of Terms and Conditions

Student's Name _____

Joining Date _____

Media Release

We require parents to sign the following release BEFORE a student can be admitted to a class.

I/We grant permission to Centre Stage to use my/our child's photograph, written work and voice in academic works, brochures, videos or other promotional materials.

Parent/Guardian _____ Date _____

PDPA (Data Protection – Consent Form)

To comply with the newly applied data protection laws in Singapore, we require that you confirm that you give your consent to Centre Stage School of the Arts and its group companies, to send you information related to new events, school activities and promotions. These communications will be sent by email, SMS phone and/or mail.

I give my consent to Centre Stage School of the Arts to contact me by Mail, Email, Phone or SMS to the contact details I have provided as part of my registration, and updated here.

Parent/Guardian _____ Date _____

Acceptance of Terms and Conditions

I/We confirm that we have read the terms and conditions of attending classes at Centre Stage and agree to all terms stated.

Parent/Guardian _____ Date _____