

Please affix two recent  
passport sized  
photographs



**The children's house**<sup>®</sup>  
Meaningful years with Montessori  
since 1986

**Application For Admission**

**School :** \_\_\_\_\_

**Personal Details**

**Name of child** \_\_\_\_\_  
**Age** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Place of Birth** \_\_\_\_\_  
**Sex** \_\_\_\_\_ **Nationality** \_\_\_\_\_ **Race** \_\_\_\_\_  
**Home Address** \_\_\_\_\_  
\_\_\_\_\_ **Tel (Home)** \_\_\_\_\_

**Family Details**

**Name of Father** \_\_\_\_\_  
**Nationality** \_\_\_\_\_  
**Occupation** \_\_\_\_\_ **Tel (Mobile)** \_\_\_\_\_  
**Name of Employer / Company** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Tel (Office)** \_\_\_\_\_  
**Email** \_\_\_\_\_  
**Name of Mother** \_\_\_\_\_  
**Nationality** \_\_\_\_\_  
**Occupation** \_\_\_\_\_ **Tel (Mobile)** \_\_\_\_\_  
**Name of Employer / Company** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Tel (Office)** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Siblings**

| <b>Name</b> | <b>Age</b> | <b>School</b> |
|-------------|------------|---------------|
| _____       | _____      | _____         |
| _____       | _____      | _____         |
| _____       | _____      | _____         |
| _____       | _____      | _____         |

## Other Persons In The Household & Their Relationship To The Child

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## Getting To Know Your Child

What language(s) does your child speak at home? \_\_\_\_\_

What are his/her special interests? \_\_\_\_\_

Does he/she enjoy outdoor activities? \_\_\_\_\_

Please provide details of his/her favourite toys/objects \_\_\_\_\_

Does he/she watch television regularly, and what are the nature of the programmes?

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Who does your child sleep with? \_\_\_\_\_

Is there a playroom at home? \_\_\_\_\_

Does your child have any fears, and if so, what might they be? (eg. thunder, lightning, rain, insects, darkness, etc) \_\_\_\_\_

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## Eating Habits – Please Tick/Underline Where Applicable

Does your child feed himself/herself? \_\_\_\_\_

Does he/she have meals at the table with other family members? \_\_\_\_\_

Would you classify him/her as a good/average/poor eater? \_\_\_\_\_

## Toilet Habits

Are your child's toilet habits well established or still at an introductory stage? \_\_\_\_

The terminology used for urination \_\_\_\_\_ and defecation \_\_\_\_\_

## Family Status

Are parents separated or divorced? If so, in what year? \_\_\_\_\_

Who does your child presently live with? \_\_\_\_\_

If your child lives with one parent, how often does he/she see the other parent? \_\_\_\_\_

Who is his/her legal guardian? \_\_\_\_\_

Are either or both parents often away from home? If so, who stays with your child?  
\_\_\_\_\_

Is your child in the care of another person during the day, and if so, what is his/her relationship to your child, and his/her name and telephone number?  
\_\_\_\_\_  
\_\_\_\_\_

## Other Details

Please include any special circumstances that may affect your child's emotional state or behaviour and adaptation at school eg. mummy's pregnancy, arrival of new sibling, bereavement, re-location or any experience that may be considered traumatic. We would also appreciate any additional information that you feel will help us to get to know your child better.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous childcare centre or pre-school? \_\_\_\_\_  
(Kindly enclose a copy of the latest progress report from the previous pre-school)

Why have you selected a Montessori School? \_\_\_\_\_

How did you hear about The children's house? \_\_\_\_\_

## Emergency Contact

Please provide the names of those who can be contacted if you cannot be reached:-

Name : \_\_\_\_\_ Tel No. \_\_\_\_\_

Name : \_\_\_\_\_ Tel No. \_\_\_\_\_

## Security Measures

Please provide details of Car Model/Registration No: \_\_\_\_\_

Please also provide the names of other person(s) who will be sending/picking up your child. Kindly also enclose photographs of the person(s).

Name(s): \_\_\_\_\_

Relationship: \_\_\_\_\_

Car Model/Registration No: \_\_\_\_\_

## Acknowledgement – Terms & Conditions To Be Returned To The Administrator

The children’s house makes every effort to care for and to cater to your child’s needs, adhering closely to the Montessori Philosophy. While it is our duty to maintain a safe environment for your child, we realise that accidents can occur. The children’s house cannot accept liability for any accidents which may occur within our premises.

We hope that you will understand the necessity for such a clause and trust that you have read, understand, and agree to abide by all our Terms & Conditions (as attached). Thank you.

I, \_\_\_\_\_ hereby acknowledge that I have read, understood, and agree to adhere to The children’s house – Terms Conditions, and any standard policies and procedures that may be made known to me from time to time. I agree to give one term’s written notice of withdrawal in advance (four calendar months), should I wish to withdraw my child from school, failing which you shall be entitled to forfeit the refundable deposit. Further, I accept that the refundable deposit is non-transferable.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**NB. In the event that we do not receive the signed acknowledgement, you will be deemed to have read, understood and accepted the Terms and Conditions in totality.**

### For Official Use Only

| Date of Observation: |           | Date of Entry: |             |        |
|----------------------|-----------|----------------|-------------|--------|
| Deposit              | Date Paid | Amount         | Receipt No. | School |
| Registration Fee     |           |                |             |        |
| Reserve Fund         |           |                |             |        |

## Medical Health Record

**Child's Name:** \_\_\_\_\_

**Name of Paediatrician:** \_\_\_\_\_

**Paediatrician's Address:** \_\_\_\_\_

**Paediatrician's Telephone Number:** \_\_\_\_\_

**IMPORTANT:** Please enclose photocopies of your child's immunization record (DTP) and birth certificate.

**Has your child contracted any of the following illnesses? Please tick where applicable.**

|                 |  |             |  |           |  |
|-----------------|--|-------------|--|-----------|--|
| Measles         |  | Diabetes    |  | Pin worm  |  |
| Kidney disease  |  | Mumps       |  | Dysentery |  |
| Rheumatic fever |  | Chicken pox |  | Asthma    |  |
| Rubella         |  | Epilepsy    |  | Eczema    |  |

**If your child has had any operations/hospitalisation, please provide relevant details.**

| Date | Details |
|------|---------|
|      |         |
|      |         |
|      |         |

**Please include any special health problems your child may have.**

|                                    |
|------------------------------------|
| <b>Special health condition:</b>   |
| <b>Disabilities:</b>               |
| <b>Allergies:</b>                  |
| <b>Serious injuries/accidents:</b> |
| <b>Medication prescribed:</b>      |

**Are there any other consideration pertaining to your child's health or physical state that we should know about? (eg. family history of illnesses)**

|  |
|--|
|  |
|  |

**In the event of an emergency, I authorise The children's house to take whatever action deemed necessary. I agree not to request the school to administer medication that may at any time be prescribed to my child.**

**Parent's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## ATTACHMENT

### The children's house – Terms & Conditions

#### Programmes

The children's house offers the following programmes:-

- **The children's house, 3 Batai** (3, Jalan Batai Barat, Damansara Heights)

|                                    |                    |
|------------------------------------|--------------------|
| Pre-Tots & Toddler Programme       | 9.00 am – 12.00 pm |
| Montessori Programme – Lower Level | 9.00 am – 12.30 pm |
  
- **The children's house, 5 Batai** (5, Jalan Batai Barat, Damansara Heights)

|   |                    |
|---|--------------------|
| Montessori Programme – Lower / Middle Level | 9.00 am – 12.30 pm |
| Montessori Programme – Upper Level          | 9.00 am – 1.00 pm  |
  
- **The children's house, Bruas** (40, Jalan Bruas, Damansara Heights)

|   |                    |
|---|--------------------|
| Montessori Programme – Lower / Middle Level | 9.00 am – 12.30 pm |
| Montessori Programme – Upper Level          | 9.00 am – 1.00 pm  |
  
- **The children's house, Bangsar 1** (2, Jalan Tempinis Kiri, Bangsar)

|                                    |                    |
|------------------------------------|--------------------|
| Pre-Tots & Toddler Programme       | 9.00 am – 12.00 pm |
| Montessori Programme – Lower Level | 9.00 am – 12.30 pm |
  
- **The children's house, Bangsar 2** (53, Jalan Terasek, Bangsar)

|   |                    |
|---|--------------------|
| Montessori Programme – Lower / Middle Level | 9.00 am – 12.30 pm |
| Montessori Programme – Upper Level          | 9.00 am – 1.00 pm  |
  
- **The children's house, Ampang** (7, Jalan Ampang Hilir)

|   |                    |
|---|--------------------|
| Pre-Tots & Toddler Programme                | 9.00 am – 12.00 pm |
| Montessori Programme – Lower / Middle Level | 9.00 am – 12.30 pm |
| Montessori Programme – Upper Level          | 9.00 am – 1.00 pm  |
| Afternoon Programme – Middle / Upper Level  | 1.00 pm – 3.00 pm  |
  
- **The children's house, TTDI** (154, Pinggir Zaaba)

|   |                    |
|---|--------------------|
| Toddler Programme                           | 9.00 am – 12.00 pm |
| Montessori Programme – Lower / Middle Level | 9.00 am – 12.30 pm |
| Montessori Programme – Upper Level          | 9.00 am – 1.00 pm  |

#### Age group

Pre-Tots Programme (8 - 17 months old)  
Toddler Programme (1½ - 2½ years old)  
Lower Level (2½ - 3½ years old)  
Middle Level (3½ - 4½ years old)  
Upper Level (4½ - 6½ years old)

Please visit our website at [www.tch.my](http://www.tch.my) for more information.

## **Enrolment Policy**

The children's house is able to meet the needs of children with very minor learning difficulties only. We do not have the means nor the expertise to accommodate children with special educational needs.

We respectfully reserve the right to:-

- Refuse admission of children who are deemed to need special care or "one to one" attention, and those deemed "not ready" for the programme provided.
- Terminate the enrolment of a child whose disabilities are detected only after admission.

## **Registration/Deposit/Fees & Notice of Withdrawal**

There is a one-time, non-refundable registration fee to be submitted together with the application form, to enable us to process your application. In the event that there is a waiting list, there may be a waiting period before our Administrator will contact you to confirm a place for your child and to notify you of the date of entry for your child. The school fee for the term, one term's deposit and the non-refundable reserve fund payment, have to be paid by the date of entry of your child.

A deposit of one term's fee is payable for each child joining the school. Should you wish to withdraw your child from the school and redeem the deposit, one term's written notice in advance is required. A standard Notice of Withdrawal form is available upon request from the Administrator. The date the letter of withdrawal or the Notice of Withdrawal form arrives at our Administrator's office, shall be the day we deem the notice to have been served. We will not entertain verbal notices, in person or on the telephone.

Term fee invoices will be issued prior to each new term. Fees should be paid within the first week of a new term. Receipts will be issued upon payment.

The programmes provide:

- Small group and individual guidance
- A prepared and dynamic environment for young children
- The use of didactic Montessori materials for a structured curriculum
  - Practical Life, Sensorial, Language, Number Work and Culture
- Bahasa Malaysia (above 2½ years old) & Mandarin (above 3½ years old)
- Music and movement activities
- Breakfast, lunch and beverages
- Gymnastic for children above 3½ years of age
- Extra-curricular activities for children above 3 years of age (after school hours).

## **Late Collection**

We understand that emergency situations may arise and we are willing to assist in such cases. However, under normal circumstances, we would appreciate prompt collection of your child every day.

## **School Terms & Holidays**

The school year is divided into three terms:-

**Term 1 – January to April**

**Term 2 – May to August**

**Term 3 – September to December**

The schools are closed on Saturdays, Sundays and gazetted public holidays. The School Calendar (attached) takes into account all major festive celebrations and wherever possible, the vacation periods of Malaysian National Schools. A school calendar for the succeeding school year, shall be provided in Term 3 of each year.

## **Parent Observations / Appointments**

Parents are welcome to observe throughout the school year. You will appreciate that an appointment system is necessary to avoid there being an overwhelming number of adults in the children's environment at any one time. Kindly contact our Administrator to make the necessary arrangements.

## **Reports**

An Observation Report on your child will be furnished, two months from his/her date of entry. Thereafter, a Progress Report on your child's accomplishments within the environment will be furnished to you periodically. Your child's progress can be discussed with the homeroom teacher, by appointment.

## **Confidentiality**

Parents are assured that any information discussed with the Principal and members of staff concerning your child and any family matters will remain confidential.

## **Security**

The children's house makes every effort to ensure the safety of the children and staff within our school premises. The gates are locked daily between 9.30 am and 11.45 am. The bells at the gateposts will serve parents when gates are locked. Children will only be released to parents and those persons introduced personally and nominated by parents, with written details provided for our records i.e. full name, identity card number, car registration number, relationship with child and photographs.



## **Insurance Coverage**

Every child attending The children's house is covered under the American International Assurance Co. Ltd. "Student Accident Shield Policy". This policy covers injury, loss of limb, loss of sight, disability and medical expenses incurred as a result of any accidents that occur during school hours.

## **School Kit & Compulsory Uniform Set – 2½ to 6 year Age Group**

A school kit consisting of a set of uniform, an apron and a bag is to be purchased upon enrolment in the Montessori Programme. Each child should have at least one set of uniform to be worn during school outings. Children may come to school in their own attire. We recommend loose-fitting, lightweight clothing and sensible shoes. Slip-ons are inappropriate for gross motor activities. Please send your child to school in shoes that he/she can manage independently. Jewellery of any kind is discouraged.

Each day, the bag should contain:-

1. A hair brush or comb
2. A small face towel
3. One set of spare clothes

*\*Please label all items with your child's name.*

## **Pre-Tots / Toddlers**

We recommend loose-fitting, lightweight, front-fastened tops with elasticated bottoms and canvas shoes with velcro fastenings.

A diaper bag should accompany your toddler each day. It should contain the following :-

1. Two sets of change of clothes and three disposable nappies.
2. Formula milk in the correct quantity and the required number of bottles.
3. Your child's favourite toy, security blanket, pacifier or whatever he / she may need for comfort.
4. Photographs of mummy, daddy, siblings, pets etc. in an album for your child to look at for comfort when teary and upset.
5. Cream or ointment if your child suffers from nappy rash or heat rash.
6. Written instructions on any special needs of your child.

**The children's house reserves the right to amend any of the above conditions as directed by our governing board. We look forward to knowing your child.**