



**SAIGON MANDARIN
ENGLISH KINDERGARTEN**

School Application Form

Child's
picture
(3x4cm)

Student Information

Name(*)

Girl

Boy

Date of birth (*)

Nationality

Language used at home

Grade Level

School year: _____. Session time is Monday to Friday, 07:00 a.m – 04:00 p.m.

Pre-Nursery (6-18 months)

Nursery (18-36 months)

Kindergarten 1 (3-4 years old)

Kindergarten 2 (4-5 years old)

Kindergarten 3 (5-6 years old)

Family information

Mother

Father

Name (*)

Nationality

Occupation

Work place	<input type="text"/>	<input type="text"/>
Work address	<input type="text"/>	<input type="text"/>
Work phone	<input type="text"/>	<input type="text"/>
Cellphone (*)	<input type="text"/>	<input type="text"/>
Home phone	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>
Home address (*)	<input type="text"/>	<input type="text"/>

Emergency Contact

Name (*)	<input type="text"/>	<input type="text"/>
Relationship (*)	<input type="text"/>	<input type="text"/>
Phone number (*)	<input type="text"/>	<input type="text"/>

Application Checklist

- 1 Valid copy of Birth Certificate and family record
- 1 Medical Record and Immunization Record
- 4 Recent photos of child (size 3x4)
- 1 photo of adult(s) who will be picking up the student (max. 3 adults).

Conditions for Admission

Before admittance, parents must review and sign the agreement by following the school's rules:

- 1.The school must be notified of any absences.

2. Students must abide by the school rules at all times and parents must support the school by applying these rules.

Parents must agree with the school on the following conditions:

3. Parents completely understand and agree with the Tuition Policy for this school year. In the event of no payment or late payment, the school reserves the right to refuse admittance and/or continuation of the student's school year.

4. Parents understand and agree that admission fee, tuition and meal fee or any other fees once paid will not be refundable.

5. Parents must submit all medical and health documents to the school. The school must be immediately notified of any changes to the student's health.

6. In the event of an emergency, parental notification is the school's most important priority. If contact cannot be made, the school will be responsible for the care and safety of all students. Any incurring health fees must be paid in full by the parents.

7. Students must be available to participate in all school events, activities and field trips with appropriate notification by the school. Parents agree to pay for all expenses to be incurred for children's participation in such school events, activities and field trips.

8. Any discussion about the student(s) will only be made between the school and student's father and/or mother. No third party will be allowed.

9. Parents must notify the school of an address or phone number change by letter to the school's office or email. The school is not responsible for non-contact in case of an emergency or policy changes if address and phone number are not updated.

Attention: Please send all forms to the Admissions Office.

We have read the form carefully and completely understand and agree with the conditions required for admission, in addition, with any changes the school may make in the future.

Father's signature
Printed name

Date

Mother's signature
Printed name

Date

