



**Children's
Cancer
Foundation**



PALS ENROLMENT INFORMATION SHEET

STUDENT REGISTRATION

1) ENROLMENT

The student enrolment is open to beneficiaries of CCF (Kindergarten 1 to Secondary 5) with referral from CCF caseworker.

Once the enrolment process is completed, each student will be provided with three (3) sets of PALS polo T-shirt. Parents are advised to approach the Programme Executive if additional sets of clothing are required.

CENTRE OPERATIONS

1) OPERATING HOURS

Monday to Friday 10.00am – 3.00pm

2) CENTRE HOLIDAYS

The Centre is closed on gazetted Public Holidays and the following days:

- Eve of New Year
- Children's Day
- Youth Day
- Teachers' Day
- Term 1 March school holidays
- First two weeks of Term 2 June school holidays
- Term 3 September school holidays
- Last two weeks of Term 4 December school holidays

In case of unforeseen circumstances or epidemic outbreaks (e.g. haze, SARS), the school may be closed following the directives given by the relevant authorities (e.g. NEA, MOH). All parents would be notified accordingly as soon as possible.

STUDENT MATTERS

1) ATTIRE AND PERSONAL BELONGINGS

- Students are expected to be neatly attired (PALS polo T-shirt, knee-length bottoms, and covered shoes)
- Students are advised not to bring electronic devices (eg. Handphones and computer gadgets) and valuables to school. Should they require to bring these items, they are expected to only use them after approval from PALS staff.

2) ATTENDANCE

Students are required to sign in upon arrival and sign out before leaving the school.

In case of students' absence, to facilitate the necessary logistical planning and support, the respective parents are required to update the school in the following ways:

- For absence of 1-2 days, the Programme Executive and/or Transport Coordinator are to be notified by 7.30 am via a short message service (SMS).
- For absence of 3 days and above, a Medical Certificate / parent's letter to support the absence is to be submitted to the Programme Executive.

3) MEALS

Lunch will be served at the school's premise. The meal is halal certified and menu is dietician approved.

Sharing of food is not advised for safety and hygiene purposes of the students.

4) DISCIPLINARY PRACTICE

a. All students are required to abide by the school's rules and regulations as displayed in their classrooms.

b. Should there be any non-compliance, the PALS staff will counsel the students involved.

c. In case of any serious behavioural problems (e.g. stealing, damaging and/or vandalising property), appropriate disciplinary action will be taken. The respective parents would also be notified as soon as possible.

d. Should such behavioural problems lead to any damage in the school's property, which requires subsequent repair or replacement, the respective parents are required to bear the costs.

e. All students are expected to treat each other with care and respect without bullying others and using vulgarity and crude language

SAFETY AND HEALTH PRATICES

1) SAFETY PRACTICE

Due diligence will be exercised by PALS staff to ensure safety of each student during the school's operating hours and within the school's premise.

No friend and/or relative is allowed to visit during school hours. All parents / caregivers may wait for their children at the reception area during school hours.

Should students have to leave PALS before the official dismissal time, parents must inform the Programme Executive in advance.

2) HEALTH PRACTICE

PALS health guidelines are as follows:

a. Should students require any medication during their stay in the school, the respective parents (or alternative caregivers as authorized by parents) may come to the school to administer the medication at the stipulated time as advised by the medical doctor(s).

b. Should students be exposed to or contracted with any of the following contagious diseases, the respective parents are required to notify the school immediately and to keep the affected students at home:

- Allergies
- Chicken pox
- Eye Infection
- Fever
- Hand Foot and Mouth Disease (HFMD)
- Measles
- Mumps
- Rubella
- Severe cough/flu and/or any other contagious diseases

c. Should students feel unwell during their stay in the school, they would be sent to the sick bay for resting. The respective parents would be notified as soon as possible and any necessary arrangements for early dismissal would be facilitated thereafter.

d. In the event of a medical emergency (e.g. high fever of 38.5 °C and above, uncontrollable seizures), the affected student would be sent to the nearest medical clinic or hospital for immediate medical attention. The respective parents would also be notified as soon as possible.

e. Should the students require any supplements, it is advisable to feed them before / after official school hours.

PARTNERSHIP WITH PARENTS

1) PARENTS' INVOLVEMENT AND SUPPORT

Parents' involvement in the following areas is strongly encouraged to support the students' learning:

- a. Attending parents' meeting and feedback sessions.
- b. Supervising students' school work at home.

2) COMMUNICATION CHANNEL

PALS will have Meet-the-Parents session twice a year in June and December to give necessary feedback on students' progress.

Parents are encouraged to maintain an open communication with the school's staff by giving timely feedback on curriculum, operations and student's progress, so that the respective staff may work on continuous improvements and better support for the students.

3) WITHDRAWAL

In case of withdrawal from PALS, the respective parents are required to inform their child's respective caseworker at the earliest.

Parents are required to give a letter of notice in the event that their child has decided to stop schooling at PALS without any medical reasons.



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DECLARATION FORM

INDEMNITY AGREEMENT

I, _____, Parent/Guardian of _____ allow my child/ward to be enrolled into PALS and participate in its activities/ programmes, organized by Children's Cancer Foundation (herein referred as 'CCF') and/or its sponsors/supporters.

I will not hold CCF responsible for any mishaps/accidents/aggravation of my child's/ward's medical condition that may occur during his/her attendance at the Centre.

MEDIA CONSENT

I hereby give / do not give * consent to CCF and its permitted parties (including its sponsor, agent, the media and the press) to photograph and/or interview my child and my family, (including both immediate and extended) and use the photograph(s)/film(s)/video(s) and any other reproduction or adaptation, thereof, either complete or in part, alone or in conjunction with any article, illustration and/or drawing. Such materials may also be used by CCF for its internal publicity to staff or external publicity purposes such as on its corporate website, CCF Facebook, CCF quarterly newsletter, Tribute and its Annual Report.

I hereby grant CCF and its assignees a perpetual, non-exclusive, worldwide licence to use, reproduce, prepare derivative works of, publicly display and publicly perform such materials and the derivative works.

Name of Parent
/ Guardian & Signature

NRIC No.

Date

**Delete accordingly*