

## APC SUBANG BESTARI RULES & REGULATION

### SCHOOL APPLICATION PROCEDURE

1. All parents must fill the registration form and submit to us complete with child's birth certificate and 2 nos. of passport size photo
2. All student is required to sit for entry evaluation test
3. Parents must inform the school of their child(ren) health / development condition and/OR requirement

### SCHOOL FEE AND OTHER RELATED PAYMENTS

1. Fee structure is based on Al Baghdadi tuition fee guideline
2. Prices for all al-Baghdadi trademark items i.e uniform, bag and books is controlled by al Baghdadi Group Malaysia. Supply of such items are beyond our authority. Any complaints regarding quality and efficiency of delivery of the items must be forwarded straight to al Baghdadi group Malaysia or via APC Subang Bestari management office.
3. Registration fee is onetime payment only and it is not refundable
4. Parents must settle all payments before any items (books, uniform, etc) are given to student
5. Invoice for upcoming monthly fee will be issued on the 25<sup>th</sup> of the current month
6. Monthly tuition fee is payable via cash, cheque, online banking or credit card (payable to Tadka Ya Bunayya - MBB xxxx xxxx xxxx ) before every 4<sup>th</sup> day of the month.
7. Reminder to parents will be given in student's journal book a week after due date.
8. Every student will be issued an envelope for cash payment. Receipt will be inserted in the envelope together will balance if any.
9. Email regarding payment due will be sent to parents/guardian every end of the month, thus parents must provide latest and active email account to the management.
10. Tuition fee must be paid in full even though student is absent the whole month.

11. Tuition fee is payable for 11 months from January until November (Refer appendix I)
12. School holiday class will be organized in December (Refer us for school holiday class fee)
13. Overtime fee will be charged at the end of every month. Overtime rate is RM7.00 per hour after 5.30 pm.
14. Miscellaneous payments such as graduation/field trip, etc will be notified in due time.
15. Families with more than one student registered are entitled for sibling's discount
16. Changing a program from full day to half day is permitted only after second semester, however parents can switch half day program to full day anytime they wish to do so.

## UNIFORM

1. Wearing APC uniform is compulsory, unless stated otherwise by teacher or the management
2. Wearing shoe and sock to the center is not compulsory.
3. Name tag must be worn during orientation week

## DISCIPLINE

1. Every child must abide by the school rules and regulation
2. The school have the right to decline any application or terminate the student who acted in a very aggressive manner and/or post a treat to other children or teachers.
3. The school implement the "My Attitude Book" policy. The book will be used to monitor all student behavior and discipline. We seek cooperation from parents to help us improve on areas that we had identified

## SAFETY & HEALTH

1. APC Subang Bestari adapts the standard guideline of safety & health for Kindergarten regulated by Ministry of Health Malaysia.
2. As the center is very concern about the safety & health of every child, should any mishap happen, and immediate medical attention is required. We will send the child to nearest hospital/clinic.
3. Parents/guardian will be notified of any incidences should it happened. (Please update the emergency contact number regularly).
4. APC Subang Bestari will not allow any dangerous equipment/toy/food be brought to the center to safe guard other children's safety.
5. Should your child have any contagious diseases symptom (HFMD/high fever/running nose, etc), it is advisable to let your child rest at home.

## ATTENDANCE

1. Our center has three sessions (please refer to our lesson time table). Please come on time so that student can begin their lesson accordingly.
2. Medical certificate or letter from parents/guardian is required if the child is absent. Parents/guardian must notify the center via email/phone regarding this matter.
3. Parents are responsible to make sure that the student attend school for a considerable day in a year and on time to gain full result of al- Baghdadi program

## TIME TABLE

1. APC Subang Bestari will distribute annual academic calendar and time table for your child.
2. Teachers will be communicating with the parents/guardian should they require extra material for teaching activities from time to time.
3. The academic year for our school is from January to November

4. We will conduct a school holiday program for our student on December. (please refer us for program fee). Activities during the school holiday program will be different from what we teach in academic program.
5. The school will be closed on most of the public holidays in Selangor. We will also close the school for several days during the national school holidays for center upgrading, teachers training and etc. We will prompt all parents two weeks in advance for such closure.

## TRANSPORTATION

1. APC Subang Bestari will provide transporters' contact number for parents /guardian conveniences.
2. APC Subang Bestari will not be responsible for anything happened due to the service provided by the transporter.

## COMMUNICATION

1. Main communication use by APC Subang Bestari is student's journal. Although other new media will also be used such as whats app, email and APC Subang Bestari website to increase the effectiveness. Please visit our official website <http://apcsubangbestari.wixsite.com/tadikaislam> for more details and updates.
2. Parents/guardian can contact our teacher regarding student academic related inquiries.
3. All other matters related to finance and administrative can be forwarded to APC Subang Bestari management via email or walk in for a meet up.
4. Parents'/guardians' recommendation and feedback is utmost welcomed and can be channeled via our email address - [apcsubangbestari@gmail.com](mailto:apcsubangbestari@gmail.com).
5. Parents are highly recommended to constantly checking the communication books since all homework (if any) or school information/teachers note are given daily.
6. Parents is strongly urged to spare some time engaging in student's studies at home because such activities will expedite their performance in class.

### "LEAVING SCHOOL" PROCEDURE

1. Any student whom wish to leave the school must write in to us one month in advance.
2. All students must settle all outstanding balance before they leave the school
3. Parent must fill an indemnity form before leaving school

By signing this form, you are acknowledging the school rules & regulation and will give your support and cooperation in order to help us nurture your child to be the best among the best.

.....  
(Name: )  
(i/c no: )  
(Date: )



## Appendix I

### Tuition Fee Payment Dates

Tuition fee Month	Invoice Date	Payment Due date	Overtime Fee's Due date
January	4 <sup>th</sup> January	4 <sup>th</sup> January	4 <sup>th</sup> February
February	25 <sup>th</sup> January	4 <sup>th</sup> February	4 <sup>th</sup> February
March	25 <sup>th</sup> February	4 <sup>th</sup> March	4 <sup>th</sup> March
April	25 <sup>th</sup> March	4 <sup>th</sup> April	4 <sup>th</sup> April
May	25 <sup>th</sup> April	4 <sup>th</sup> May	4 <sup>th</sup> May
June	25 <sup>th</sup> May	4 <sup>th</sup> June	4 <sup>th</sup> June
July	25 <sup>th</sup> June	4 <sup>th</sup> July	4 <sup>th</sup> July
August	25 <sup>th</sup> July	4 <sup>th</sup> August	4 <sup>th</sup> September
September	25 <sup>th</sup> August	4 <sup>th</sup> September	4 <sup>th</sup> October
October	25 <sup>th</sup> September	4 <sup>th</sup> October	4 <sup>th</sup> November
November	25 <sup>th</sup> October	4 <sup>th</sup> November	4 <sup>th</sup> December