

BOARDING REGISTRATION FORM – BOARDER ONLY

BOARDING OPTION	FLIGHT ARRIVAL	BOARDING ARRIVAL	CHECKLIST	Student's Photo
<input type="checkbox"/> Single Room <input type="checkbox"/> Twin Sharing Deluxe <input type="checkbox"/> Twin Sharing (Normal) <input type="checkbox"/> Weekday <input type="checkbox"/> Termly <input type="text"/>	Flight Arrival Date <input type="text"/> Flight Arrival Time <input type="text"/> Pick up <input type="checkbox"/> Yes <input type="checkbox"/> No	Boarding Check-in Date <input type="text"/> Boarding Check-in Time <input type="text"/>	<input type="checkbox"/> Transport Fund (RM300) <input type="checkbox"/> Deposit Paid <input type="checkbox"/> Room Paid <input type="checkbox"/> Room Assigned <input type="checkbox"/> Room Amenities	

A. PERSONAL DATA

Student Name : _____
 Gender : _____ Level/Year Group : _____
 I/C No (Malaysian only) : _____ Passport No. : _____
 Birth Date : _____ Student Phone No. : _____
 Home Address : _____ Email Address : _____
 : _____

EMERGENCY CONTACT (If parents are not reachable in case of an emergency)

Parent Name : _____ Parent's Phone : _____
 Parent's I/C or Passport No.: _____ Parent's Email : _____
 Emergency Contact Name : _____ I/C or Passport No.: _____
 Relation to the child : _____ Contact No. : _____

B. INDEMNITY AND PARENTS' PERMISSION

Transfer of Guardianship between Parents/Guardian and School

During enrollment and admission, boarding staff will only act as loco parentis. Parents must indicate details of guardianship or else parents accept responsibility for the student in these cases.

For all holiday period, parents/guardians must notify the boarding staff three (3) days in advances of the travel planning their children / warden (for home trips or any travel to be done)

An email must be sent to:-

Time of collection Who will be collecting Duration of Leave from campus Boarding

must be received at least three (3) days beforehand. The guardianship is transferred upon the moment the student exits the campus grounds.

As Parent of the above student, I acknowledge transfer of guardianship of my above mentioned child to the Boarding staff of Kingsley International School whilst in their care and supervision.

C. MEDICAL CONDITIONS AND MEDICATIONS

Whilst in Boarding and if your Child/Children require Emergency Assistance, the boarding nurse or (an ambulance may be called) boarding staff will take him/her to a clinic or a local hospital nearby.

- All student's information will be kept private and confidential.
- In an emergency, the House Parent or School Nurse will contact the parent/guardians before providing any medicare.
- Before medicare is carried out, the parent's/guardian's/student's consent will be obtained (EXCEPT in an emergency situation) taking into consideration the best interest of the student.

Vaccinations are organized by School Nurse as part of the Childhood Vaccination programme. The school nurse will contact parents/guardians in advance of a proposed vaccination to verify parental/guardian consent.

All medical fees incurred before and after medical care will be borne by the parent. Insurance claim will be processed after all medical bills are settled and handed to the school for further action.

1. Does your child have any allergies? Yes No
If YES, please give details (include treatment)
.....
2. Does your child have any asthma? Yes No
List any medications your child takes for asthma, including dosage and frequency:
3. Is your child diabetic? Yes No
If YES, which type? Please describe the management, including medication: Type 1 Type 2
.....
4. Does your child have epilepsy? Yes No
If YES, which type?
- What is the frequency of seizures?
- Please list medications, including dosage and frequency :
5. Any other medical conditions (please specify)

D. PERMISSION FOR MEDICATIONS

Please note that the Nurse will store your child's medication in the Boarding House Sick Bay, whereby the medication(s) will be given to your child as prescribed. No child is allowed to keep medicine and self-medicate.

The Boarding House Parent

House parents and boarding nurse/ matron have permission to administer the following medication if deemed appropriate.

Antacids.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	Throat Lozenges.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Charcoal Tablets.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ventolin Inhaler (Salbutamol).....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Optrex Eye Drops.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stomach Pain Rub.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Oral Rehydration Salt.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vicks/Vapour rub.....	<input type="checkbox"/> Yes <input type="checkbox"/> No

E. IMPORTANT NOTE

Boarding facility is not available during July – August and December (long term breaks). However students may stay back and pay the room charges for that period by informing the Head Warden 1 months in advance.

F. CONDITIONS GOVERNING BOARDING ADMISSION

1. All boarding fees paid are compulsory, non-refundable and non-transferrable.
2. In the event of a termination by the School, due to discipline issue or false declaration during admission, deposit will be forfeited.
3. A parent may withdraw the child from the Residential Hall by giving the school six (6) months' written notice of withdrawal, failing which the deposit paid shall be forfeited. The notice shall set out the date of such withdrawal (last date of child stays in Residential hall), failing which same shall be deemed as insufficient notice. If the child is not withdrawn from the Residential hall on the withdrawal date, a fresh notice of withdrawal is required and the same condition applied for the refund of deposit.
4. A parent may be entitled to refund made for boarding fees paid in advance if request for withdrawal is made before commencement of admission to the Residential hall.
5. No refund or pro-rate is allowed for paid boarding fee during mid-term breaks or students wishing to stay out on family requests.
6. Boarding fee is changeable for room utilized for private personal belongings only.
7. Late penalty will be imposed for late payment of boarding fee. 10% of the normal daily room rate will be charged, daily.
8. Transport Fund must be replenished termly or when necessary.
9. Permission are given for emergency measures (in index C & D) to be initiated for my child in cases of serious injury or illness. This includes ambulance transportation to a hospital, with the understanding that I will be contacted as soon as possible. All bills incurred will be borne by me.

I hereby acknowledge and confirm that I have read and fully understand the above term and conditions of this policy, including the consequences and actions to be taken by Kingsley in the event of non-compliance. I further undertake to comply with the said terms and conditions, including but not limited to the timely payment of fees.

Parent's / Guardian's Signature

Name : _____ Date : _____

NRIC No. : _____ Passport No. : _____

Signature : _____