



SUNSHINE HOUSE INTERNATIONAL KINDERGARTEN

Helping tiny *Feet take A giant Leap*

APPLICATION FORM FOR ADMISSION

PLEASE
ATTACH A 4X6
SIZE PHOTO
OF STUDENT
HERE

Student's name (full name) : _____

Student's DOB : _____

Expected Date of Enrollment: Day _____ Month _____ Year _____

Class : _____

*Attachments

- ☐ Copy of child's passport or Birth certificate
- ☐ Submit four (04) recent 4x6 photos
- ☐ Copy of Vaccination Records/Booklet

Ground floor, P1 Park Lane Towers, Ciputra

Email: ask@sunshinehouse.edu.vn/admission.sunshinehousehanoi@gmail.com

Website: sunshinehouse.edu.vn * Facebook: facebook.com/SunshineHouseKindergarten

Hotline: 0924198198

APPLICATION FORM FOR ADMISSION

PERSONAL DATA: STUDENT

Family name :

Given name :

Middle name :

Prefer name :

Nationality :

Date of birth :

Sex : Male / Female (*please circle*)

First Language:

PERSONAL DATA: FAMILY

MOTHER

Family name:.....

First name:

Nationality:

Email:.....

Phone number:.....

Name of Company/Organization:.....

Position:

Company Address:.....

Work phone:

Work email:

FATHER

Family name:.....

First name:

Nationality:

Email:.....

Phone number:.....

Name of Company/Organization:.....

Position:

Company Address:.....

Work phone:

Work email:

Home Address in Hanoi:

(Please note that all correspondence will be sent to this address unless the school is notified otherwise).

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REQUIRED DOCUMENTS FOR ADMISSION

1. Application Form.
2. Copy of child's passport or Birth Certificate.
3. Submit four (04) recent 4x6 photos.
4. Copy of Vaccination Records / Booklet.

ESSENTIALS FOR STUDENT'S FIRST STEP AT SHIK

1. Extra clothes and underwear.
2. Toothbrush, toothpaste, and plastic cup to hold both.
3. Spoon and fork (preferably metal)
4. Indoor shoes
5. Pillow and Blanket
6. Nappies/Diapers, wet tissue (for Pre Nursery and Nursery Class only)

SPECIAL SERVICE INFORMATION

1. Has the child attended any school before? Yes No

If yes, please provide detailed information:

2. What language (s) do you speak at home?

3. What other languages does your child speak?

4. Has the child's educational program ever been modified for any of the following reasons?

Behavioral: Yes No Academic: Yes No Gifted/Talented: Yes No

If yes, please explain:

5. Does the child have any medical or physical disabilities? Yes No

If this information has not been provided above, please explain:.....

.....

.....

6. Is the child allergic to any food or medication? Yes No

If yes, please explain:

7. Other special requests:

.....

.....

.....

.....

AGREEMENT BETWEEN THE SCHOOL AND PARENTS/ GUARDIANS

To the Principal,

I / We desire to enroll:

(Family Name) (First/Given Name) (Middle Name)

as a student at the Sunshine House International Kindergarten (SHIK). If this application is successful, I/

We hereby agree to the following conditions of enrollment:

1. I / We agree to understand, accept and support the Philosophy and Mission of the School and be bound by the rules governing the School, the authority of the Principal and the Board of Management of the School.
2. I / We agree that the School reserves the right, following admission, to discontinue the enrolment of a student at any time if it becomes evident that the School was misinformed regarding any application documentation or it becomes evident that the School does not have the resources to address successfully the individual needs of that student.
3. I / We agree that for the payments of fees, we are jointly (together) and severally (alone), liable, regardless of whether a letter from a company or organization is provided clearly accepting its full liability for fee payments.
4. I / We agree to pay all fees as detailed on fee invoices and I / we understand that the non-payment on or before the requested date excludes the student from attending SHIK. It is our obligation to ensure the fees due are paid on time.
5. I / We agree to accept and be bound by the rules governing health and medical requirements for the safety of all students at the school. It is our obligation to ensure that evidence of required medical examinations, along with evidence of required immunizations are provided to the School within the stipulated period. I / We understand and accept that students may be required to undergo further medical emergency and/or safety precautionary measures during times of disease outbreak, or where medical investigative measures are deemed necessary by school policy or the Principal.
6. I / We agree that the teachers can exercise on behalf of parents, such discipline they regard as necessary or expedients for the student in accordance with the guidelines set down in the School's discipline policy.
7. I / We agree the School may at its discretion, suspend or terminate a student's enrollment for failure to comply the conditions of the Agreement, as well as for other serious breaches of the School's rules and regulations.
8. I/ We agree to allow my / our children, to involve themselves in all of the School's activities, including excursions, field trip arranged by the School.

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9. I/ We agree in the case of an emergency, the school is permitted to give appropriate medical attention and/or treatment.
10. I/ We agree to provide prescription when asking the School to administer any medicine to my child. I / we hold the School no legal responsibility of any medical reaction/side effects that may arise from the administration of the medicine (s).
11. I/ We agree to have our contact details be published in the school directory.
12. I/ We agree that student photographs, images and recordings might be used for school promotion materials.
13. I/ We agree that sometimes accidents are unavoidable and a natural part of growing up and children might acquire bumps, scratches and bruises. Upon registration, this kind of accidents will be covered by the students annual insurance or their private insurance and agree that any medical charges incurred due to their own illness at the school will be the sole responsibility of the parents.
14. I/ We agree to the School's policy of NO CANDIES, JELLIES, HARD SWEETS; School's policy of NO TOYS BROUGHT TO SCHOOL; School's policy of NO VALUABLE STUDENT BELONGINGS.
15. I/ We do hereby undertake to indemnify and save harmless the School, management and staff in respect of any liability arising in consequence hereof and further undertake to obtain insurance cover for our said child and when necessary, and in particular in respect of travel and official school activities, against all risks.

.....
(Date)

.....
(Signature of Parents/ Guardians)

.....
(Signature of SHIK Principal)

ADMISSION DATA

1. Preference for Grade Placement:

INTERNATIONAL PROGRAM

- ☐ Pre-Nursery International Class
- ☐ Nursery International Class
- ☐ Pre-Kindergarten International Class
- ☐ Kindergarten International Class

INTEGRATED PROGRAM

- ☐ Pre-Nursery International Class
- ☐ Nursery International Class
- ☐ Pre-Kindergarten International Class
- ☐ Kindergarten International Class

2. Expected Date of Enrollment: Day Month Year

3. Expected length of stay:

4. Possible date of withdrawal:/...../.....

(Day/Month/Year)

IMPORTANT NOTES

1. Application Form should be submitted as early as possible as spaces are limited in all classes.
2. The application form cannot be processed until the School first receives the payment of a one-time, non-refundable Registration fee.
3. Documentation should be filled and signed by parents/guardians.



sunshine house
Since 2010

Sunshine House International Kindergarten

ANNUAL FEES

2020-2021

GROUND FLOOR, P1 PARK LANE TOWERS, CIPUTRA HANOI
ASK@SUNSHINEHOUSE.EDU.VN SUNSHINEHOUSE.EDU.VN
HOTLINE: 0924198198 PHONE: (024)22239696

TUITION & FEES SCHEDULE

Applied from the 1st of September 2020

	STUDENT BORN BETWEEN	YEAR GROUP		ANNUAL TUITION FEE	BI-ANNUAL TUITION FEE	QUARTERLY TUITION FEE			
						Quarter 1	Quarter 2	Quarter 3	Quarter 4
INTERNATIONAL	01/01 – 31/12/2018	PreN	Half Day	164,736,000	82,368,000	42,768,000	39,600,000	39,600,000	42,768,000
			Full Day	203,216,000	101,608,000	52,758,000	48,850,000	48,850,000	52,758,000
	01/01 – 31/12/2017	Nursery	Full Day	203,216,000	101,608,000	52,758,000	48,850,000	48,850,000	52,758,000
	01/01 – 31/12/2016	PreK	Full Day	219,440,000	109,720,000	56,970,000	52,750,000	52,750,000	56,970,000
	01/01 – 31/12/2015	KG	Full Day	219,440,000	109,720,000	56,970,000	52,750,000	52,750,000	56,970,000
INTEGRATED	01/01 – 31/12/2018	PreNIC	Half Day	108,160,000	54,080,000	28,080,000	26,000,000	26,000,000	28,080,000
			Full Day	135,200,000	67,600,000	35,100,000	32,500,000	32,500,000	35,100,000
	01/01 – 31/12/2017	NIC	Full Day	135,200,000	67,600,000	35,100,000	32,500,000	32,500,000	35,100,000
	01/01 – 31/12/2016	PreKIC	Full Day	135,200,000	67,600,000	35,100,000	32,500,000	32,500,000	35,100,000
	01/01 – 31/12/2015	KGIC	Full Day	135,200,000	67,600,000	35,100,000	32,500,000	32,500,000	35,100,000

NOTES

- Quarterly dates: these dates are for financial purposes only and DO NOT align with our academic calendar.
 - Quarter 1:** Aug 10 – Oct 30 (54 days)
 - Quarter 2:** Nov 2 – Jan 29 (50 days)
 - Quarter 3:** Feb 1 – Apr 29 (50 days)
 - Quarter 4:** May 5 – Jul 16 (54 days)
- Tuition fees are inclusive of school meals, books and most learning materials.
- The fee does not cover the use of the school bus, extra-curricular activities, or other services listed in the Additional Fees section of this policy.
- Tuition fee is calculated based on the actual school days of the school year from 10th August 2020 to 31st July 2021 (following the school calendar 2020-2021). Tuition does not include the breaks and holidays.
- Students may join at any time during the school year. If a student enrolls after the beginning of the school year, the tuition fee for the student's first billable period will be charged pro-rata. In case the student enrolls in the last month of the period, request for payment will include for the next period as well.

**** Fees are charged in VND.**

SINCE FEB, 2010

GENERAL INFORMATION

- Tuition fees can be paid on a 3-month, 6-month or yearly basis.
- Tuition fees are payable in US dollars or VN dong in cash or Bank transfer.
- The rate for paying in USD will be based on Vietinbank's prevailing rate.
- Tuition fees are subject to change every year based on the yearly Hanoi Consumer Price Index.
- Tuition fees are non-refundable ** (for exceptions to this rule please refer to item no. 4 below).

REGISTRATION FEES

- VND 9,300,000 per student
- This fee will be paid per student so as to secure a place at SHIK.
- This fee is compulsory, non-refundable and non-transferable.
- This fee is paid only once, as long as the student is continuously enrolled.
- This fee will be valid if the student leaves SHIK for a period of no more than 6 weeks.
- If a student leaves for more than 6 weeks, the Registration fee must be paid again.

SCHOOL PACKAGE FEE

	PRICE (VND)	UNIT	QUANTITY	TOTAL (VND)	NOTE
School uniforms	450,000	Set	2	900,000	
Lunch box	430,000	Box	1	430,000	
School backpack	660,000	Bag	1	660,000	
Eco-bag	0	Bag	0	0	Free gift
KidsOnline App	30,000	Month	12	360,000	This fee will be renewed every year
Grand total:				2,350,000	

- This fee is compulsory & non-refundable.
- This fee may change from year to year based on price quotations from the suppliers.

TRIAL CLASS FEE

	INTERNATIONAL (VND)	INTEGRATED (VND)
TUITION FEE/ DAY	1,200,000	775,000
SCHOOL BUS FEE/ DAY (If required)	147,000	147,000

SCHOOL BUS FEE

- This fee is for students who register to take the transportation contracted by the School.
- School bus fee must be paid on a quarterly basis.
- Credit will be issued only for a full month of non-usage.
- There will be no pro-rata refund for canceling on a particular quarter

ZONE		QUARTERLY SCHOOL BUS FEE			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
#1 (Ciputra residents only)	One way	3,320,000	3,080,000	3,080,000	3,320,000
	Round trip	4,800,000	4,440,000	4,440,000	4,800,000
# 2 (5 - 7km)	One way	5,840,000	5,400,000	5,400,000	5,840,000
	Round trip	8,610,000	7,980,000	7,980,000	8,610,000
#3 (7 - 15km)	One way	6,270,000	5,800,000	5,800,000	6,270,000
	Round trip	9,380,000	8,680,000	8,680,000	9,380,000

SCHOOL CREDIT SYSTEM

Credit (not a refund) will be applied to your Request for Payment only in the following cases:

- Hospitalization with severe symptoms: 75% per day of the absent days will be credited. (Please provide a note from the hospital or doctor written on an official letterhead stating the details of the sickness and when your child is cleared to return to school.)
- Temporary Student Absence: a reservation fee must be paid in order to ensure that a student's place upon his/her return to SHIK is kept. Maximum leave from school is 2 months. After that, your child will be considered as new student again. A holding fee will be requested if a child goes on a break. If there is an existing tuition fee with the school, the amount of reservation fee will be deducted from this. If the child's tuition fee is used up but the child will return, the same amount will be paid before the child go on break.

	INTERNATIONAL (VND)	INTEGRATED (VND)
RESERVATION FEE/DAY	4,200,000	2,800,000

**No school credit will be given for any absence from SHIK that takes place during scheduled school holidays. The reservation fee is non-refundable.*

SPECIAL OFFERS

- A 5% discount is applied when the tuition is paid 1 year in advance.
- A 2% discount is applied when the tuition is paid 6 months in advance.
- Parents who register two or more children simultaneously in SHIK will receive a 5% discount on the tuition fee for the 2nd child and 10% for the 3rd and subsequent children. These discounts will be applied in the Request for Payment of your youngest child attending SHIK.
- Prospective students can register for daily trial classes. Your child can attend up to 3 days a week and up to 2 weeks consecutively. No refund or credit procedure will be applied for this offer.

REFUND PROCEDURES

For students who withdraw from SHIK during the school year, refunds will only apply if tuition was paid 6 months or 1 year in advance. To receive a refund, the child's parent or legal guardian must notify SHIK in writing at least 2 weeks before your child's last day. In the event that a written 2-week notice is not submitted, you will be charged 2 extra weeks of tuition. Please see the refund amounts below:

- Students who withdraw having paid their tuition 1 year in advance: 80% of the tuition balance will be refunded.
- Students who withdraw having paid their tuition 6 months in advance: 60% of the tuition balance will be refunded.

LATE PAYMENT PENALTY

- It would be appreciated if accounts are settled within 10 school days from the date you receive your Request for Payment.
- A late payment fee of VND 250.000 will be charged for every day past the Request for Payment due date.
- After 10 days beyond the Request for payment due date SHIK administration may have to request for the student to stop coming to school.

FREQUENTLY ASKED QUESTIONS

1) WHAT IS THE DIFFERENCE BETWEEN THE INTERNATIONAL AND INTEGRATED PROGRAMS?

Both programs offer great content. Our curriculum is tailored around curriculum from England, with additions coming from Canada and the USA. The international program is taught by trained international teachers with years of experience, with the addition of Cooking classes. The integrated program includes Vietnamese classes and are taught by Vietnamese teachers, with the exception of English, which is provided by a foreign teacher. Please note that all of our classes are in English, and we do not use Vietnamese within the school, with a few exceptions.

2) WHY IS THE TUITION SO HIGH?

Tuition is based on the cost of providing an advanced level of education. Not only is it cheaper than any competitive schools in the city, but it also includes all meals, which most schools charge extra for.

3) ARE THERE ANY HIDDEN FEES?

No. Unlike other schools, our fees are transparent. Students pay tuition which covers all meals, an enrolment fee to secure a position in the school, and the student package which includes the uniform and other necessities. We do not charge development fees.

4) WHAT IF I TAKE A VACATION?

Everyone likes vacations, and we are considerate when they occur. In the event of a vacation, the length of time off of school may result in a reduction in your tuition. However, we do have some rules: (please refer to page 3 – School Credit System)

5) WHAT IF I NEED TO LEAVE HANOI FOREVER?

Again, we offer some assistance in this scenario. For more details please refer to page 3 – Refund Procedures

6) WHAT IS INCLUDED IN THE SCHOOL PACKAGE?

The package is compulsory, and it includes 2 sets of uniforms (shorts and shirts), a backpack, eating dish and eco-bag.

7) WHEN MUST WE WEAR THE UNIFORM?

Uniforms are to be worn twice a week; on Tuesdays and Fridays. In addition, we request that all students wear the uniform whenever we have a field trip, although these are mainly on Fridays.

8) CAN MY CHILD BRING THINGS TO SCHOOL?

No. Most often bringing toys from home causes difficulty for the teachers, and creates jealousy among classmates. We do not allow outside equipment in the school. We do have “show and tell” occasionally, but you will be informed well in advance and instructed on what is allowed to be brought to school. In addition, we ask that students not to remove anything from the school, unless approved by a teacher. Should anything make its way into a pocket or backpack, please return it the next day. If a child brings a toy or anything that may cause a distraction to the children, we ask children to keep them in their lockers.

9) HOW OFTEN DO KIDS DO ACTIVITIES OUTDOORS?

We have “gym” classes scheduled at least twice a week. Weather permitting, these are done outside. Besides that, our “circle time” and “free periods” allow the teachers to do what is suitable for a class, and this usually involves going for a walk, or visiting the playground. We aim to have kids outside daily, but again, this will depend on the weather. Furthermore, we organize field trips to various places. These are optional for kids to join, and details will be provided well in advance.

10) WHAT TYPE OF FOOD IS PROVIDED?

Sunshine House aims to promote and protect the health, safety and well-being of all students using procedures and policies to maintain high standards of hygiene and provide safe food to our children. A holistic and consistent approach to health, hygiene and safe food across the service will help to effectively meet this aim. Snacks range from fruit, to bread, to pastries. Lunches are balanced and include a portion of meat, 2 types of vegetables, rice and some fruit for dessert. The menu is set in advance and provided to all parents (on KidsOnline) so as to see what your children are consuming. In a day, a child will have 2 snacks and a full lunch.

11) WHAT IF MY SON/DAUGHTER HAS ALLERGIES OR FOOD RESTRICTIONS?

All situations involving food must be explained in detail upon enrollment. We can alter meals based on allergies. For those who do not consume certain food for whatever reason, we have options as well and these will be discussed on a case by case basis during enrollment. Should you wish to provide your own food for your child, you may, but it must be brought to the school a maximum of 15 minutes before meal time. Please note, deciding to provide your own food does not mean your fees will be reduced. Our tuition covers food whether your child eats it or not.

12) MY CHILD IS A LAZY EATER, WILL YOU FEED HIM/HER?

We assist them to eat, and provide motivation and praise for them to do so independently. This has been scientifically proven to be the best method. Furthermore, in a setting like ours, where all children eat together, it quickly becomes a habit to eat with others, and you may soon notice your child's eating habit change.

13) WHEN CAN MY CHILD MOVE UP TO THE NEXT LEVEL?

Regular moving up time is at the beginning of summer (June) after a review of the child's date of birth and meeting with teachers regarding the child's abilities and progress in class. Please understand that children moving up for Nursery International to Pre-Kindergarten International will result in a change of tuition fee.

14) WHAT MAKES YOUR SCHOOL BETTER THAN OTHERS?

This is a tough question. We do not make any false claims to be the best at anything we do. We try our hardest, and treat our school like a family. Our employees have been with us for years, thus showing how well we treat them, and how much they enjoy their jobs. One of our biggest benefits is that we are a smaller school. We handle a maximum of 96 children, and this allows us to be more student centered and to ensure that all learners are treated equally and grasping as much knowledge as possible.

I/We hereby confirm that we have fully read and understood all the regulations of Sunshine House Interntional Kindergarten. I/We agree to abide them.

.....
(Date)

.....
(Signature of Parents/ Guardians)

.....
(Signature of Mothers/ Guardians)

AGREEMENT APPENDIX

SINCE FEB, 2010

