



**KUCHING AUTISTIC ASSOCIATION (KAA)
EDUCATIONAL CENTRE**

BANGLO LADA, JALAN BAMPFYLDE, 93000 KCUHING, SARAWAK.
TEL: 082 255759 FAX: 082 427934

ENROLMENT APPLICATION FORM

CHILD'S PARTICULARS

Full Name as in Birth Certificate:		
Birth certificate No.		OKU Card No:
Sex:		Age:
Race:	Dialect:	Nationality:
Date of birth:		Place of birth:
Spoken language in order of preference:		
Attended any School / Centre/ Nursery before? If yes, please state the name and place of the school/ centre Name: Place		
Your child has been diagnosed having autistic characteristics by: Name of doctor/specialist: Name of Clinic / Hospital: Autistic characteristics:		
My child is allergic to (if any):		
If your child is suffering from other sickness, please state the types of sickness:		
If you child is on medication, please state the types of medications:		

FATHER'S PARTICULARS:

Full Name as in IC:		
IC No:	Age:	Race:
Dialect	Nationality:	Religion:
Date of birth:		
House address:		
House Tel:	Hand phone:	Fax:
Office Address:		
Office Tel:		Fax:
Occupation:		

MOTHER'S PARTICULARS:

Full Name as in IC:		
IC No:	Age:	Race:
Dialect	Nationality:	Religion:
Date of birth:		
House address:		
House Tel:	Hand phone:	Fax:
Office Address:		
Office Tel:		Fax:
Occupation:		

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CONSENT FORM

I, _____ NRIC _____
parent/guardian of Child _____ do hereby give my
consent to the committee, the staff/ teachers of the KAA Educational Centre to undertake
observations/activities and to carry out appropriate programmes for my child.

I understand the committees and staff/teachers of KAA Educational Centre will take
necessary precaution and exercise reasonable care to safe guard the wellbeing/safety of
my child.

I will not hold the centre liable in any way whatsoever for any unforeseen accidents or
incidents that may occur to the children at the centre.

Signature:Date:

Name:

Address:

Contact no:

Emergency contact no:

KAA Centre, Teaching Staff & Activities

The Centre is opened to all Malaysian & foreigner children with autism, aged from 4 to 18 years. The Centre employs 10 teachers, 1 educational supervisor and 1 administrator. Each teacher (minimum 1 with 2 years experience), can handle only 2 children in the morning, and 2 in the afternoon. There are 2 sessions in the morning, from 8.00 a.m. to 10.00 a.m. and 10.00 a.m. to 12.00 p.m. and 2 sessions in the afternoon from 1.00 p.m. to 3.00 p.m. and 3.00 p.m. to 5.00 p.m. Children go home immediately after the 2-hour intensive session.

How to enrol

If you suspect your child has autism, but are not sure, make an appointment with a Child Psychologist to have your child examined. Your child needs to be confirmed by a doctor that he/she is autistic or has autistic-related problems. With the letter of confirmation, you may then bring him/her to the Centre for enrollment. The documents needed for enrollment are:

1. A letter/ medical report from the doctor confirming that the child is autistic.
2. A photostated copy of the child's birth certificate.
4. A photostated copy of OKU card.
3. A completed Enrolment Application Form (available from the KAA office).
4. A completed Consent Form (available from the KAA office).
5. A completed set of questionnaire form (available from the KAA office).

Our office staff offers assistance to those who have difficulty in completing any of the forms. Applicants need to indicate the choice of slots given from the following time slots:

- 8.00 a.m. to 10.00 a.m.
- 10.00 a.m. to 12.00 p.m.
- 1.00 p.m. to 3.00 p.m.
- 3.00 p.m. to 5.00 p.m.

The time slot you have chosen is allocated only if it is available; otherwise an alternative time slot will be arranged for you. Your choice of time is conditional, i.e. only if the time you have chosen is available. If it is not available, we will offer you an alternative time. Enrollment is on a first-come first-serve basis. If no vacancy is available, your child will be put on the waiting list and you will be notified when a vacancy is available. You must enrol your child and pay up the enrolment fees within one week of our notification; otherwise the vacancy will go to next the child on the waiting list.

Payment of fees

Upon registration, you must pay:

	<u>RM</u>
1. Life membership fee (non-refundable)	100.00
2. Annual stationery fee	100.00
3. Enrollment fee	50.00
4. School fee for the month	<u>270.00</u>
Total:	<u>520.00</u>

The monthly school fee and all outstanding fees are due on 7th of each month. Payment by crossed cheque made payable to **KUCHING AUTISTIC ASSOCIATION** is encouraged. The name of the child needs to be written at the back of the cheque. However if cash is paid please put the **EXACT AMOUNT** in an envelope and write the child's name on the envelope. **A fine of RM10.00 is imposed for late payment.** All fees are subject to review.

Rules & Regulations

1. The student must wear the Centre uniform (T-shirt at RM15 each available from the Centre) and dark blue short pants (provided by parents).
2. The student must wear white shoes.
3. Parents must be punctual at all times in sending & picking up their children to and from the Centre. For every subsequent 30 minutes late, a fine of RM5 will be imposed. All fines collected will be donated towards the Centre.
4. Parents must not send their child to the Centre if he is sick or has a fever.
5. If a child is found to be sick or having a fever while in the Centre, the teacher will inform the parents to bring the child home.
6. Parents are responsible to bear the cost of replacing any property or equipment damaged by their child.
7. Parents must pay for their children's educational books, stationery and other items prescribed by the Centre.
8. The Centre Management Board reserves the right to accept or reject any of the applications received and expel the children from the Centre.
9. The Centre Management Board shall be the sole authority for the interpretation of the Rules & Regulations. The decision of the Centre Management Board is final and binding.

What your child needs to bring to the Centre

A school bag containing the following:

1. An additional T-shirt, under wear and pants in case the child soils or wets his pants.
2. A drinking bottle (commercially produced RO water is provided free).
3. A small towel (in case the child needs to be cleaned or bathed).
4. Light snacks such as biscuits (heavy meal is not recommended and junk food is discouraged).

Declaration

We, the parent agree to abide by the Rules & Regulations governing the Centre and we understand that our child and we will be dismissed from the Centre if any information we have given is found to be incorrect.

Mother's signature: _____ Name: _____

Father's signature: _____ Name: _____

Date: _____