



Reg No : 52868049L

The Mandarin Gardens, #09-04
1 Siglap Road
Singapore 448906

Ph : +65 64490960
Fax : +65 64497675
email : shalinim@hotmail.com



ADMISSION FORM

Name of the Child

Date of Birth

Address

Mother's Name

Occupation

Email

Phone -

(Home)

(Office)

(HP/PG)

Father's Name

Occupation

Email

Phone -

(Home)

(Office)

(HP/PG)

Emergency Contact No

(Name)

(Phone)

(please list at least one)

(Name)

(Phone)

I came to know about ☐ Advertisement ☐ Brochure ☐ Website ☐ Friend
Little Artist from

I have read the studio policy and agree to abide by its rules & regulations

Parent's/Guardian's signature

Date

NRIC :



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Dear Parents.

Little Artists has its own website, where the children's artwork is displayed.
You may visit this at <http://www.little-artists.com>

In the website there is an art gallery, where children can display their selected art works done during the period of their learning at Little Artist. This is to encourage them, so that they can proudly share their hard work with friends and relatives. These art pieces are chosen by the instructor.

Your permission is required to display your child's artwork, in case it is selected for hosting on the website.

Thanks and Regards,

Shalini Kapoor

I (name of the parent)----- grant
permission to display my daughter's/ son's (name of the child) -----
----- artwork on the website of Little Artists. We
accept that we shall have no legal or other right, interest or privilege
thereto and shall make no claim or demand or institute any legal or other
proceedings against LITTLE ARTISTS.

Parent's signature

Date

-----/-----



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STUDIO POLICY

Parents are deemed to have agreed to the terms & conditions* stated below -

Punctuality -

All students are required to be in the class at the specified time of the class commencement

Payment of fees -

Fee must be paid at the beginning of every month (latest by 7th of every month).
Fee must be paid by cash or cheque (payable to Little Artists).

Disability -

If your child has any disability or has special needs, you must inform the instructor so that he/she gets the appropriate care.

Replacement class -

- a. Replacement class is a convenience provided to the children, so as not to break the continuity of the program. It is the parent's responsibility to call and arrange the lesson with the instructor. Missed lessons are NOT adjustable against the fee.
- b. If due to any reason the child is going to miss a lesson, then the parent must communicate 2 days in advance and fix up a compensatory lesson. Any last minute notice would lead to forfeiture of that class and no replacement lessons would be provided.
- c. If the student does not turn up on the day of the replacement lesson, the lesson would be forfeited.
- d. If due to any reason the instructor is not able to take the lesson, a replacement lesson would be provided.
- e. The lessons are non-transferable

Discontinuance of classes -

Parents are required to inform at least 1 month in advance, if you plan to discontinue the lessons. In case less than 1 month notice is given, fee for 1 month has to be paid.

Working hours -

10 am to 7 PM from Saturday to Thursday. We are closed on Fridays and Public Holidays. Kindly call us during these hours ONLY.

Car park -

Kindly park your vehicles in the open car parks (marked as visitor car park) only.
The condo security might clamp the vehicles otherwise.

*The above policies are subject to change without prior notice