



**Rainbow
Centre**

Schools Admission Agreement

Name of Child	
Identity No	
School	

**TERMS OF THE
RAINBOW CENTRE SCHOOLS
ADMISSION AGREEMENT**

1. INTRODUCTION

- 1.1 The Rainbow Centre vision is to empower persons with disabilities to thrive in inclusive communities. To work towards this, Rainbow Centre schools provide a quality education that enables students to attain the education outcomes in person-centred ways, that empowers them to live, learn and work in community as adults.
- 1.2 Rainbow Centre supports the 2017 extension of the Compulsory Education (CE) Framework to Singapore Citizens with moderate-to-severe Special Education Needs (SEN), applicable to these children born on or after 2 January 2012. Under the CE Framework, it is the responsibility of parents to ensure that their children regularly attend a government-funded SPED school until the age of 15 years, unless they are granted exemption by MOE from CE.
- 1.3 Rainbow Centre believes it is the right of all children and youth to receive the appropriate education and development support, to enable them to fulfil their potential to live a quality life and contribute to society. For this to happen, a strong partnership between the family and the school is critical.
- 1.4 This agreement articulates the terms and conditions for the admission of the student to Rainbow Centre schools, so as to facilitate this strong partnership between the family and the school for the optimal learning and wellbeing of the student and the wider school community.

2. FAMILY- SCHOOL PARTNERSHIP

- 2.1 The collaboration of the student's family with the school is critical for the student's development and achievement of educational goals. Parents/guardians are expected to participate actively and cooperate with the school in these key areas:
 - a. Implement the routines and strategies at home as advised by the school to complement and support the development efforts of the teachers in school;
 - b. Participate in the requisite training or briefing sessions to enable parents/guardians to understand and implement routines and strategies;
 - c. Attend twice yearly parent-teacher meetings for joint planning of the student's learning and review of the student's progress;
 - d. Support home visits by the school to facilitate understanding of the student's home situation and needs for the planning of student learning and implementation of strategies;
 - e. Communicate actively with the school through face-to-face meetings, the communication book, school email or the school phone. (Note: Rainbow Centre staff are not expected to provide details of, or use their personal mobile phone or other personal contact channels for communicating with parents);
 - f. Demonstrate mutual respect between parents/guardians and Rainbow Centre staff in communications and interactions.

3. ATTENDANCE & PUNCTUALITY

- 3.1 Regular attendance and punctuality is expected to ensure that students can fully benefit from the learning programmes. Regular attendance is also a requirement under the Compulsory Education (CE) Act.
- 3.2 Parents/guardians should inform the school as soon as possible should the student be late or be unable to attend school. Valid reasons should be provided. Absence from classes and other school activities for medical reasons should be supported with a medical certificate by a qualified medical practitioner.
- 3.3 Prolonged absence without valid reason. For students who are absent from school for a prolonged period of time without valid reason, the case will be referred to the Ministry of Education.
- 3.4 Early dismissal. To maintain the security and safety of our students, parents/guardians must seek prior permission from the school for early dismissal from school or school activities. Parents/guardians will need to inform the student's class teacher and complete the Request for Early Dismissal form.

4. THERAPY SUPPORT

- 4.1. Rainbow Centre schools are education institutions, not therapy centres. Therapy services are provided in the school as an additional support of the student's educational learning goals.
- 4.2 The provision of therapy services is at the discretion of the school, based on the school's assessment of the student's need and in consideration of the resources available. Parents/guardians should not expect the school to provide specific therapy on demand. Additional therapy, if deemed necessary by parents/guardians, should be sought privately.

5. BEHAVIOUR MANAGEMENT

- 5.1 Students are expected to, over time, attain a level of work habits and self- or co- regulation that enables them to access learning in a school setting. The school will work with parents to provide the appropriate support in school, and advice to parents on implementing home-based strategies, to work in sync on improving the work habits and behavioural regulation of the student. Parents/guardians are expected to work closely and cooperate with the strategies of the school.
- 5.2 In the event that students display persistent challenging behaviour or aggressive behaviour that pose a danger to self or others, the school may employ physical restraint on the student. The school also reserves the right to take additional action, including suspension, or provide alternative school hours or programming.
- 5.3 In the event that the student continues to display persistent challenging or aggressive behaviour, despite the full implementation of the school's support services, or in the event that the parent/guardian does not cooperate fully with the school in managing the behaviour, the school reserves the right, in consultation with the Ministry of Education, to deem that the student does not benefit from being in the Rainbow Centre school environment, and to discharge the student.

6. CAREGIVER IN-SCHOOL SUPPORT

- 6.1 Students with high physical support needs and/or need support with medication, medical procedures or equipment, must be accompanied by an adult caregiver (parent, guardian or a nominated caregiver) in the classroom or school premises as determined by the school. Examples include students with epilepsy, and students who require medical procedures/equipment for tracheostomy, tube feeding, or assisted breathing. The determination of the requirement of an accompanying adult caregiver and the medical support to be provided by the caregiver will be made by the school, based on the recommendations of the Rainbow Centre Assessment and Admission Committee.

7. FEE & DEPOSIT

- 7.1 Upon acceptance of offer, parents are required to make a non-refundable deposit equivalent to one month's school fees, as well as a miscellaneous fee that covers Student Group Insurance Scheme, Report Book and Communication Book. The one-month deposit and other miscellaneous fees paid will not be refunded if the parents subsequently decide not to enrol the child.
- 7.2 Fees are to be paid by the 10th of each month. A late payment surcharge of \$5 (excluding GST) will be levied for late payment of fees for every month of late payment. The school reserves the right to suspend or discharge students if parents/guardians fail to make payment despite reminders issued.
- 7.3 School fees are payable for 12 calendar months. This also applies to students who graduate or leave school at the end of the school year. Fees may be reviewed when necessary and parents will be notified of any changes.
- 7.4 Subsidies are available from the Ministry of Education (MOE) and from Rainbow Centre for families with financial need, based on means testing.

8. PROVISION OF CONTACT & OTHER ESSENTIAL INFORMATION

- 8.1 Parents/guardians shall provide the school with all requisite information for the education and wellbeing of the student upon admission of the student. In addition, an annual particulars update exercise will take place. Parents/guardians shall complete it promptly and accurately.
- 8.2 The school shall be notified immediately of any changes in contact details and other relevant information about the student. This includes, but is not limited to, change of addresses and contact numbers, medical condition, medication, allergies, diet, change of custody or guardianship.

9. BUS TRANSPORT

- 9.1 School bus transport is provided through an external vendor. The parents/guardians are responsible for timely fee payment; the pick-up and drop-off of the student; and the behaviour of the student during transport.
- 9.2 If the bus transport vendor requires an adult to accompany the student on the bus to and from school, it is the responsibility of the parents/guardians to arrange for a nominated accompanying adult. The school shall not provide staff for this.

10. SCHOOL UNIFORM

- 10.1 All students are required to put on the full school uniform, including the school top and bottom, name tag, covered shoes, and socks, while in school and when participating in activities organised by the school.

11. ACCIDENT OR ILLNESS IN SCHOOL

- 11.1 Parents/guardians are to complete and sign a Student Medical Record Form upon admission, and provide updates immediately if there are changes and through the school's annual student information update exercise. This is to ensure that the school has the requisite information to safeguard the wellbeing of the student.
- 11.2 Students should remain at home if they are ill with any contagious illness or disease. (e.g. hand-foot-mouth disease, flu, conjunctivitis, measles, chicken pox, lice, bed-bugs etc) or have other conditions that may pose danger to others in the school. Students can resume classes only after full recovery. A doctor's certification to certify recovery and fitness for school may be required by the school. The school maintains the discretion to refuse a student entry or request the parent/caregiver fetch the student home should the student be observed to be unwell.
- 11.3 Should the student become ill during school hours or during school activities, parents/guardians are expected to fetch the student from school, and to do so within 2 hours of being contacted by the school.
- 11.4 In the event of a medical emergency involving a student, the parent/guardian will be notified immediately. If the school deems that the student requires immediate or urgent medical attention, the school has the discretion to send the student to the doctor or hospital. The medical and transport fees will be borne by the parent/guardian if the condition is not related to injury sustained during school activities.
- 11.5 In the event the student sustains injury while undergoing school activities, the medical and transport fees will be borne by the school, as covered under the Student Group Insurance Scheme.

12. MEDICAL NEEDS

- 12.1 Students who require intensive medical support during the course of the school day or other school activities, must be accompanied by a parent/guardian or a nominated caregiver (Refer to clause 6.1). School staff will not administer any medication or carry out procedures, including tube feeding.
- 12.2 For students with less intensive medical support needs such as minor seizures, asthma attacks and food allergy reactions, the school nurse or trained personnel will only administer the medication if supported with parents' consent and a referral letter provided by a doctor.
- 12.3 For health checks and immunisations, and for dental checks or treatments conducted in school, a parent/guardian or a nominated caregiver must be present to assist, and provide information, as required throughout the procedure.
- 12.4 Parents/guardians are responsible for updating the school in writing regarding the student's medical needs and/or diagnosis. If the student has medical needs that may need attention when the student is in school or engaging in school activities, please provide the required information on the Student Medical Record Form; this includes any changes made to the student's medication.
- 12.5 The school reserves the right to refuse entry or discharge students whose parents/guardians choose not to comply with the doctor's medical advice or the decision of the Rainbow Centre Assessment and Admission Committee.

13. SAFETY & SECURITY

- 13.1 For the safety and well-being of students and staff, only authorised persons with the requisite Rainbow Centre security pass are allowed to be on the school premises. Parents/guardians and other visitors must possess a valid pass when entering the school premises. The school reserves the right to ask unauthorised visitors to leave the premises.
- 13.2 A Caregiver Pass will be issued to caregivers who are required by the school to provide support for a particular student. The Caregiver Pass must be put on at all times while on school premises. Only individuals with a caregiver pass are allowed into the classrooms.
- 13.3 Parents/guardians, and nominated caregivers who accompany students to school, but are not authorised in the classrooms (i.e. without the Caregiver Pass), are to wait in the designated waiting area during school hours.

14. PHOTOGRAPHY & VIDEO

- 14.1 Documentation of Learning. Photographs and videos will be taken by the school as documentation of the students' learning, and for training purposes. These photographs and video will be shared with parents/guardians at the relevant parent-teacher conferences, and on a needs-basis as determined by the school. The school will not entertain requests by parents/guardians to view these photographs and videos on demand.
- 14.2 CCTV Footage. CCTV cameras are installed in selected places in the school for the safety and security of students and staff. The CCTVs are for the purpose of internal audit, and only viewed by the school leaders and key personnel designated by the Principal. Unauthorised external parties, including parents/guardians, will not be allowed to view the footage or make copies of the footages.
- 14.3 Publicity Consent. The photographs, videos and stories of students may be required for materials produced by Rainbow Centre for public education, publicity and fundraising, to help us to help our students and improve public understanding and inclusion of persons with disabilities. The dignity, privacy and rights of our students will be safeguarded in the use of the photographs, videos and stories. For parents/guardians who do not wish for their child/ward to appear in such materials, they should complete a Publicity Opt Out Form, obtainable from the school admin office.

15. WITHDRAWAL

- 15.1 For children who come under the Compulsory Education (CE) Act (See clause 1.2), withdrawal from school requests must be made through the school to the Compulsory Education Unit (CEU) at the Ministry of Education (MOE).
- 15.2 For children who are not covered under the CE Act, withdrawal can be requested via the Withdrawal Form from the school admin office.
- 15.3 Requests of withdrawal from school must be made with at least one month's notice or one month of the applicable fees in lieu of notice. For withdrawals in April or October, fees are payable for the next two months.

16. CHANGES AND UPDATES

- 16.1 The terms and conditions in this admission agreement are subject to review and change without prior notice. Parents/Guardians will be updated on significant changes to the terms and conditions at the appropriate time.

17. NON-COMPLIANCE OF AGREEMENT

17.1 In the event of the non-compliance of this agreement by parents/guardians, the school reserves the right to take the appropriate action, including suspending the student from school or to discharge the student, in consultation with the Ministry of Education.

DECLARATION

I have read and fully understand the terms and conditions stated in this agreement.

I agree to, and will adhere to, all the terms of this agreement.

PARENT/GUARDIAN

WITNESS

Name in block letters

Name in block letters

Signature/Date

Signature/Date