



TERMS AND CONDITIONS

Blue House International Pte Ltd (hereinafter referred to as “**Blue House**”) is a Reggio Emilia Inspired School in Singapore with a fully emergent curriculum.

The Reggio Emilia approach to teaching inspires educators across the world, with schools like Blue House focusing on key elements.

- *Children must be able to learn through hands on experiences using all of their senses*
- *Children learn best through a project based approach*
- *Children are facilitated and guided by passionate and experienced staff.*
- *Children must be encouraged and allowed to foster relationships with other children.*
- *Children must feel safe and be given ample opportunities to express themselves*

At Blue House we fully understand and respect that the teaching approach is undeniably entwined in the culture of the town of Reggio Emilia. We endeavour to be inspired by their approach to teaching and strive to create our own cultural context at the Blue House, Singapore.

In order for your child to benefit from the curriculum, we set out our Terms and Conditions herein.



1 **Definitions**

- 1.1 “**Additional Activities**” shall refer to extra-curricular activities including but not limited to holiday programmes, lunch club, discover classes, full days, for which additional fees are required to be paid in addition to the Term Fees (or the Initial Term Fees).
- 1.2 “**Application Form**” shall refer to the online application form(s) (found at <http://www.bluehouseinternational.com/application/>) submitted to Blue House upon submission of an application for entry.
- 1.3 “**Admission Policy**” shall refer to the policy set out in Clause 4 below.
- 1.4 “**Current School Term**” shall refer to the school term in which the Child is attending his or her programme at Blue House.
- 1.5 “**Deposit**” shall refer to the deposit payable upon admission and enrolment of the Child into Blue House as set out in the Fee Schedule at Annex A herein.
- 1.6 “**Fee Schedule**” shall refer to the schedule setting out all applicable fees and payments, at Annex A herein.
- 1.7 “**Head of School**” shall refer to a person appointed by Blue House, who has the power to make decisions in relation to operational matters and matters regarding the children’s welfare (including the Child’s).
- 1.8 “**Initial Term Fees**” shall refer to the applicable term fees payable by the Parent prior to the Child’s commencement of his or her first term of a programme with Blue House as set out in the Fee Schedule at Annex A herein.
- 1.9 “**Registration Fee**” shall refer to the applicable registration fee payable upon admission and enrolment of the Child into Blue House as set out in the Fee Schedule at Annex A herein.
- 1.10 “**Registration Forms**” shall refer to the requisite forms submitted to Blue House upon the offer of an available place by Blue House and the enrolment of the Child into Blue House.
- 1.11 “**School Term**” shall refer to the period during which the programmes offered by Blue House are run (excluding holiday periods) as set out in the Term Schedule at Annex B herein.
- 1.12 “**Terms and Conditions**” shall refer to these Terms and Conditions of enrolment and include the Schedules and amendments hereto.
- 1.13 “**Term Fees**” shall refer to the applicable fees payable by the Parent prior to the Child’s commencement of each subsequent term of a programme with Blue House (after the Child’s first term of a programme at Blue House) as set out in the Fee Schedule at Annex A herein.
- 1.14 “**Term Schedule**” shall refer to the schedule setting out the applicable School Terms, as set out in Annex B herein.
- 1.15 “**The Child**” shall refer to the applicant / the child as named in the Application Form and Registration Forms.
- 1.16 “**The Parent**” shall refer to the parent, legal guardian and/or the person in whom parental responsibilities for the Child are vested.
- 1.17 “**Withdrawal Date**” shall refer to the date of Blue House’s written acknowledgement of the receipt of the duly completed Withdrawal Form.



- 1.18 **“Withdrawal Deadline”** shall refer to the date two months before the end of the Child’s Current School Term (as published <https://www.bluehouseinternational.com/school-calendar/> as the withdrawal deadline), and on which the Term Fees for the Child’s next school term becomes due.
- 1.19 **“Withdrawal Form”** shall refer to the form to be completed and submitted by the Parent to Blue House in order for the Child to withdraw from Blue House, at Annex C herein.

2 Acknowledgement and Agreement to the Terms and Conditions

- 2.1 Enrolment into Blue House is subject to the Terms and Conditions set out herein. By submitting the Application Form and the Registration Forms, the Parent acknowledges their acceptance of these Terms and Conditions.
- 2.2 Upon enrolment of the Child into Blue House, the Parent agrees to be bound by these Terms and Conditions and all policies, rules and regulations as may be published and amended by Blue House from time to time.

3 Application and Registration / Admission

- 3.1 To apply for enrolment into Blue House, the Parent must complete and submit the Application Form to Blue House. The Child is only deemed to have applied after Blue House acknowledges in writing our receipt of the Application Form.
- 3.2 An application for enrolment does not guarantee the Child a place at Blue House for the year and month for which the application is made. Blue House shall offer available places subject to its Admission Policy (set out at clause 4 below) and Blue House may exercise its discretion with regard to enrolment as it reasonably deems just and fit, where and if necessary.
- 3.3 Upon the offer of an available place to the Child, the Parent must complete and submit the Registration Forms and make payment of the Registration Fee, Initial Term Fees and Deposit within 3 working days from the date on which the Child is offered a place in Blue House.
- 3.4 Admission and enrolment of the Child into Blue House is subject to the payment of the Registration Fee, Initial Term Fees and Deposit within 3 working days from the date on which the Child is offered a place in Blue House (as set out in Clause 3.3 above), failing which Blue House shall be entitled to withdraw the offer and offer that place to the next child in accordance with the Admission Policy if it does not receive the said payment.
- 3.5 For the avoidance of doubt, payment of the requisite fees does not confirm the admission and enrolment of the Child. The Child’s admission and enrolment into Blue House is only confirmed upon written confirmation by Blue House, which will be sent to the Parent via the mode indicated on the Registration Forms.
- 3.6 For cases of re-admission, where the Child withdraws from Blue House and the Parent wishes to subsequently enroll the Child again, the Parent is required to (i) submit a fresh application by submitting the Application Form and (ii) complete the Registration Form and make payment of the Registration Fee, Initial Term Fees and Deposit upon the offer of a place for the Child (in accordance with Clause 3.3). The re-admission of the Child is subject to availability and the prevailing Admission Policy. In the event the Child is re-admitted into Blue House within 6 months from his or her withdrawal, Blue House may at its sole discretion waive the Registration Fee on a case by case basis.



4 Admission Policy

- 4.1 Admission into Blue House is strictly on a first-come, first-served basis, subject to availability.
- 4.2 Upon the submission and written acknowledgement of the receipt of the application form to Blue House, the Child will be placed on a waiting list, where priority placement may be offered in the following order:-
- (i) Siblings of a child currently attending Blue House
 - (ii) Children who had previously attended and completed Blue House programmes ("**Blue House Alumni**")
 - (iii) Siblings of Blue House Alumni
 - (iv) Children who have participated in a full term of any Infant & Toddler Atelier Playgroup Programme

5 Information Provided to Blue House

- 5.1 The Parent undertakes to provide accurate information in the Application Form and the Registration Forms. Any inaccurate information may affect the Child's admission into Blue House, and Blue House has the discretion to reject the Child's Application and/or Registration on such grounds.
- 5.2 All information provided in the Application Form and the Registration Forms shall be deemed to be accurate, unless any change is made known to Blue House in writing and duly acknowledged by Blue House.

6 Fees and Payments

- 6.1 The applicable fees payable by the Parent to Blue House are set out in the Fee Schedule at Annex A herein.
- 6.2 For avoidance of doubt, the Registration Fee and Term Fees (including Initial Term Fees) are non-refundable, and the Deposit is non-transferrable.
- 6.3 Payment of all Term Fees (after the Child's first term at Blue House) must be made within 14 days from the Withdrawal Deadline regardless of the date of commencement of the subsequent school term for which the term fees are being paid and irrespective of whether an invoice has been received by the Parent (i.e. it is the Parent's responsibility to make payment of Term Fees to Blue House once they become due on the Withdrawal Deadline).
- 6.4 In the event of non-payment of the Term Fees by the stipulated deadline set out in Clause 6.3, the Child shall be deemed to have withdrawn from Blue House (i.e. the Child's enrolment in Blue House shall be deemed to be terminated), and the Deposit and any other fees or monies paid shall be forfeited.
- 6.5 A late payment interest of 12% per annum may be payable in the event of late payment of any of the applicable fees. (Note: The Child's place will be automatically forfeited in the event of non-payment of any Fee by the stipulated deadline, and the Child will be taken to have withdrawn from Blue House or to have terminated his or her enrolment in the event of non-payment of Term Fees by the stipulated deadline set out at Clause 6.3 above. Blue House may impose late payment interest or charges where any of the above-mentioned payments are late



but the vacancy or the Child's enrolment is not terminated out of goodwill and at the discretion of Blue House.)

- 6.6 In exceptional cases, (deemed exceptional by Blue House at its discretion) the Child may be enrolled into Blue House in the midst of a School Term at the Parent's request and where Blue House deems fit. Registration and admission terms set out in Clause 3 shall apply accordingly.
- 6.6.1 Where a child commences his or her programme in the midst of the first half of the Current School Term (i.e. before the mid-term holidays), the Initial Term Fees payable by the Parent shall be the full Initial Term Fees.
- 6.6.2 Where a child commences his or her programme in the second half of the Current School Term (i.e. after the holidays in the middle of the Current School Term), the Initial Term Fees payable by the Parent shall be half of the Initial Term Fee for the Current School Term for which the Child is enrolled in.

Illustration

Commencement Date	Fees Payable
<i>Before the completion of current mid-term break</i>	<i>100% of current term fees</i>
<i>After the mid-term break</i>	<i>50% of current term fees</i>

- 6.7 Blue House shall notify the Parent of any changes or amendments to the Term Fees for the upcoming school term in writing at least 21 days before the commencement of the School Term.
- 6.8 For avoidance of doubt, the Term Fees and Initial Term Fees will not be pro-rated under any circumstances.

7 Age Requirement

- 7.1 The age requirement as at 1 September of the academic year of application for entry to the respective programmes run by Blue House are as follows:
- (i) Pre-Nursery Programme 18 months +
 - (ii) Nursery Programme 2 years +
 - (iii) Preschool Programme 3 years +
 - (iv) Junior Kindergarten Programme 4 years +
 - (v) Senior Kindergarten Programme 5 years +
- 7.2 The above ages and age band of the programmes are guidelines. Blue House may at its sole discretion vary the age requirement on a case by case basis. Blue House may also at its sole discretion vary the age band of the programmes and place a child into the most appropriate programme as it deems fit.



8 The Programmes

8.1 Blue House offers the Child a choice of the following programmes based on the age requirements (as set out in Clause 7 above):-

(i) Pre-Nursery & Nursery Programme

The Child may attend either:

- (a) a twice-weekly programme (on Tuesdays and Thursdays);
- (b) a thrice-weekly programme (on Mondays, Wednesday and Fridays); or
- (c) a weekday programme (from Mondays to Fridays).

The Parent who is enrolling his/her child for the Pre-Nursery or Nursery Group may elect one of the programmes only. Blue House may at its sole discretion accommodate requests, subject to availability, by the Parent to transfer his/her child to another programme.

(ii) Preschool /Junior Kindergarten Programme

The Child will attend the programme on weekdays (i.e. 5 days a week from Monday to Friday) in the mornings from 9.00 am to 12.00 nn (with the option, subject to availability, to attend for a longer day until 3 pm).

(iii) Senior Kindergarten Programme

The Child will attend the programme on weekdays (i.e. 5 days a week from Monday to Friday) from 9 am to 3 pm.

8.2 For avoidance of doubt, the programmes do not include public holidays (i.e. the School Term excludes public holidays and weekends).

8.3 Blue House reserves the right to modify or change the programmes as it deems fit.

8.4 The programmes listed above do not include any holiday programmes, lunches, full day curriculum, Discover Classes or Additional Activities, to which clause 10 applies.

9 School Term and Holidays

9.1 The duration and periods of the upcoming school term and holidays are set out in the Term Schedule at Annex B herein. Up-to-date information on school terms and holidays are set out in the web page of Blue House at <https://www.bluehouseinternational.com/school-calendar/>.

9.2 It is the preferred arrangement of Blue House to complete the admission and enrolment of the Child prior to the commencement of the applicable school term so the Child may commence his or her programme upon commencement of the school term.

10 Additional Activities

10.1 In the course of the School Term, Blue House may from time to time organise Additional Activities for the Child. The costs of these Additional Activities are additional to and not included in the Term Fees. In order for the Child to participate in such Additional Activities, Blue House



will require the Parent to (i) acknowledge his or her consent in a consent form and submit the same to Blue House; and (ii) make payment of the requisite fees.

- 10.2 Blue House reserves the right to exclude the Child from such Additional Activities where the Parent does not submit the requisite consent form and/or fails to pay in full any requisite fees.
- 10.3 Blue House may at its sole discretion exclude the Child from such Additional Activities if it deems the Child unfit to participate.
- 10.4 Payment of fees for such Additional Activities are non-refundable and non-transferrable.

11 Well-being of the Child

- 11.1 The Parent must make full and truthful declarations of any illness and/or medical condition suffered by the Child, including a declaration of any known special needs and/or allergies suffered by the Child.
- 11.2 The Parent should report any contagious or potentially contagious condition being suffered by the Child as soon as the Parent is aware of such condition, including, but not limited to, chicken pox, measles and Hand Foot Mouth Disease.
- 11.3 The Parent undertakes that any medication given to Blue House for the Child is safe, adequate and has not passed its expiration date and is accurately and clearly labelled with the (i) name of the child; (ii) storage instructions and (iii) treatment/dosage instructions. Blue House will not be responsible for checking that the medication is adequate and may in its sole discretion reject medication that is not accurately and clearly labeled, and if Blue House at its absolute discretion deems fit for the well-being of the child, may request the Parent to pick up the child or send the child to a doctor.
- 11.4 Blue House may notify the Parent to bring the Child to see a doctor where a child's health becomes a cause for concern and may request that the Child be kept in isolation. Without prejudice to the foregoing, Blue House shall be entitled in its absolute discretion to refuse to allow the Child to join any class or activity where the child is unwell or where Blue House deems that it is in the interest of the well-being of the Child or other children to do so.
- 11.5 In the event any medical need or emergency arises in respect of the Child and the Parent cannot be contacted to give consent, Blue House may authorize the medical examination of the child, call for further medical or specialist advice or take the Child to a hospital, and all expenses thereby incurred shall be borne by the Parent. In such cases, the Parent authorises Blue House to exercise its discretion to act in the best interest of the Child.
- 11.6 The Child may participate in physical education classes, trips and activities and garden area activities (which involves the handling and care of the pets and other animals including rabbits or as the case may be). The Parent agrees that the Child in so participating does so at the Child's own risk. Blue House shall take all necessary safety precautions and act in a responsible manner to ensure the safety of the Child in their charge while the Child is participating in such activities. The Parent further agrees not to hold Blue House responsible, or liable for any injury, loss of property, or other damage that may be caused to, or suffered or sustained by the Child



that may be in any way related to the acts or omissions of Blue House, its officers, employees, any child or third party during these activities.

- 11.7 The Parent accepts and understands that a separate consent form shall be issued specifically for each event/outing conducted outside the school premises.
- 11.8 The Parent shall provide Blue House with full details of the persons authorised to pick the Child up, failing which Blue House reserves the right to keep the Child within its premises and/or under its supervision until one of the authorised caregivers arrives to pick the Child up.
- 11.9 The Parent accepts that from time to time, Blue House shall record work and activities of the Child to be used as observation journeys, and for school project and/or media release.

12 The Head of School

- 12.1 The Head of School has the discretion and power to decide on matters relating to the curriculum and Additional Activities including but not limited to class placement, appointment of teachers, teaching arrangements, location of class and/or activities and contents of teaching materials.
- 12.2 The Head of School shall also have the power to decide on any matters relating to the well-being of the Child, including but not limited to termination of the enrolment of the Child in Blue House and matters relating to the Child's personal property.

13 Withdrawal

- 13.1 In the event the Parent wishes to withdraw the Child from Blue House (i.e. terminate the Child's attendance of his or her programme at Blue House), the Parent shall give Blue House prior notice in writing by submitting a duly completed Withdrawal Form (as set out in Annex C) in advance prior to the Withdrawal Deadline so that Blue House can acknowledge its receipt of the Withdrawal Form before the Withdrawal Deadline (i.e. the Withdrawal Deadline is at least two months before the end of the Child's current School Term at Blue House).
- 13.2 Term Fees that have been paid are not refundable notwithstanding the Child's Withdrawal Date.
- 13.3 In the event of a withdrawal in accordance with Clause 13.1, the Deposit will be refunded to the Parent (i.e. where the Withdrawal Date does not fall after the Withdrawal Deadline and is at least two months before the end of the Child's Current School Term). As such, Blue House



strongly encourages the Parent to provide early notice of withdrawal and ensure that the Withdrawal Form is submitted to Blue House in advance prior to the Withdrawal Deadline.

- 13.4 The Deposit will be refunded 14 days after the Child's last day of attendance at Blue House (as notified by the Parent to Blue House in writing) in the event the Child or the Parent is entitled to a refund of the Deposit in accordance with Clause 13.1 above.

14 Termination

- 14.1 Blue House reserves the right to (at its sole discretion) terminate the Child's enrolment in the event the Child and/or the Parent is deemed to be unsuitable to remain in the Blue House community, in which event Blue House will provide the Parent at least 7 days' notice in writing.
- 14.2 Blue House may terminate the Child's enrolment without notice in the event Blue House deems the Child and/or the Parent unsuitable for and/or an endangerment to the Blue House community.
- 14.3 Where the Child's enrolment is terminated, the Child will cease to attend all programmes at Blue House, and Blue House will refund to the Parent: (i) the Deposit; (ii) the pro-rated Term Fees for the period of the school term for which the Child will no longer be attending; and (iii) any other fees paid which have not been utilised (e.g. fees for holiday activities).

15 Intellectual Property

- 15.1 Intellectual Property rights of all materials, resources and documents produced by Blue House for the Parent and/or the Child (e.g. progress reports, teaching materials or updates) shall belong to Blue House.
- 15.2 The Parent and/or the Child shall not duplicate and/or distribute such materials or resources without the written consent of Blue House.

16 Force Majeure

- 16.1 If by reason of Force Majeure (hereafter defined) Blue House is rendered unable wholly or in part to perform its obligations, then upon notice in writing of such Force Majeure to the parents as soon as reasonably practicable after the occurrence of the clause relied on, Blue House shall be released from such obligations to the extent to which they are affected by the circumstances of Force Majeure and for the period during which those circumstances exist. For the avoidance of doubt, Blue House shall not refund any Term Fees in the event of Force Majeure.
- 16.2 Force Majeure will be defined to include any of the following events: (a) war, invasion, rebellion, revolution, insurrection or civil war; (b) act of Government; (c) fire, lighting, storms, floods or any other occurrence caused by the operation of the forces of nature; (d) strikes, lookouts, boycotts or labour disputes; (e) terrorism, sabotage or arson; (f) epidemic or infectious disease; (g) haze with PSI value above 100 or which value deemed unhealthy by the relevant local authorities; (h) notification from governmental authorities to suspend the programmes or to close Blue House; or (i) any other event similar to any of the foregoing or any other event beyond the control of Blue House.



17 Privacy Policy

- 17.1 The Privacy Policy of Blue House is set out at www.bluehouseinternational.com/wp-content/publicaccess/PrivacyPolicy.pdf. In accepting the Terms & Conditions herein, the Parent agrees to abide by the Privacy Policy and any updates made time to time thereafter.
- 17.2 Photographs or videos of the Child may appear in Blue House materials, advertisements, website or press releases. The Parent may notify Blue House in writing if they would not like the Child to appear in any of these.

18 Miscellaneous

- 18.1 The Parent shall keep Blue House notified of any changes to his/her contact details so that the parent can be notified in the event of any emergency.
- 18.2 The Parent undertakes to keep Blue House updated on (i) the residential status of himself or herself and the Child and (ii) any change in the information provided to Blue House in the Application Form or Registration Forms. Upon receipt of such updates on information, Blue House will update its records accordingly and would inform the Parent of the same.
- 18.3 Blue House reserves the right to modify any of the terms and conditions upon 30 days written notice (by email or otherwise) to the Parent.
- 18.4 In these Terms and Conditions, where applicable, words importing the singular shall include the plural and vice-versa and references to any statute or provision thereof shall be deemed also to refer to any statutory modification or re-enactment thereof or any statutory instrument, order or regulation made thereunder or under such re-enactment.
- 18.5 Each provision of the Terms and Conditions is severable and distinct from the other, and if at any time one or more of such provisions is deemed to be invalid, illegal or unenforceable, the validity legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.
- 18.6 The Terms and Conditions supersede any other prior agreements, either oral or in writing, between the Parent and Blue House. The Parent acknowledges that no representation, inducement, promises or agreements, orally or otherwise, have been made by any employees of Blue House, which are not embodied herein.
- 18.7 Nothing herein shall in any way prejudice, affect or impair Blue House's right to claim and demand and to take any action against the Parent for any Term Fees or such monies due and owing to the School.
- 18.8 The Term and Conditions shall be governed and construed in accordance with the laws of the Republic of Singapore.
- 18.9 In the event of any dispute arising out of and/or in connection with the Term and Conditions, the parties shall submit to the exclusive jurisdiction of the Courts of Singapore.



ANNEX A
FEE SCHEDULE

Fee	Amount
Registration Fee	S\$1500
Deposit	S\$1000
Term Fee (per School Term)	*Note: The Term Fees will defer for each child depending on factors including the child's programme and classroom placement. Accordingly, the Term Fee for the Child will be set out in the correspondence between Blue House and the Parent prior to commencement of the Child's school term at Blue House.



ANNEX B

SCHOOL TERM SCHEDULE

Academic Year 2018/2019

Term	School Term (each period set out below is one School Term)
Term 1	27 August 2018 – 13 December 2018
Term 2	8 January 2019 – 28 March 2019
Term 3	16 April 2019 – 20 June 2019

Note: For avoidance of doubt, the School Term does not include holidays, public holidays or weekends.



ANNEX C
WITHDRAWAL FORM

(Electronic Submission)

Click on the below link to open form

<https://goo.gl/forms/ULeHWzCk3rrjKtSs2>