


Attention: KidsSTOP™  
 Tel: 6425 2500  
 Email: kidsstop\_prog@science.edu.sg



## School Booking Form

Name of School					
Contact Person		Contact No.			
Email					
Address	Singapore ( )				
<p><b>Do any of your students require special attention? If yes, please indicate the number of students:</b></p> <p>ADHD _____ Autism Spectrum Disorder _____ Learning Disabilities _____ Down Syndrome _____ Temper Tantrum _____</p> <p>Others: _____ (Please specify and indicate the number of students)</p>					
<b>KidsSTOP™ activity book</b> (optional) 	Quantity	x	Price	=	Subtotal
	<input type="text"/>		\$10.00		<input type="text"/>

### KidsSTOP™ Free Play!

Time:	<input type="checkbox"/> 10am - 11.30am <input type="checkbox"/> 11.30am – 1:00pm <input type="checkbox"/> 2.00pm - 3:30pm			
Date of visit:				
Admission Fee (Min. 20 students)	Category	Quantity	Price	Subtotal
	Students	<input type="text"/>	\$2.00	<input type="text"/>
	Teachers	<input type="text"/>	\$2.00	<input type="text"/>
	Parents / Guardians	<input type="text"/>	\$2.00	<input type="text"/>

### KidsSTOP™ Science Play!

(45 mins facilitated programme and 45 mins of free play time)

Time:	<input type="checkbox"/> 10am - 11.30am <input type="checkbox"/> 11.30am – 1:00pm <input type="checkbox"/> 2.00pm - 3:30pm			
Date of visit:				
Day	Time	For	Title	No. of students
Friday  *Number of students per programme: Minimum :15 students Maximum: 22 students	10am - 11.30am OR 11.30am – 1pm	Pre-Nursery/Nursery (3 - 4 years old)	<input type="checkbox"/> A Fruitful Day	<input type="text"/>
			<input type="checkbox"/> Animal Kingdom Fun	<input type="text"/>
			<input type="checkbox"/> Fun in Motion	<input type="text"/>
			<input type="checkbox"/> My Wonderful Body	<input type="text"/>
			<input type="checkbox"/> Sport the Treasure	<input type="text"/>
		K1/K2 (5 - 6 years old)	<input type="checkbox"/> Creepy Crawly Adventure	<input type="text"/>
			<input type="checkbox"/> Dino Rumble	<input type="text"/>
			<input type="checkbox"/> Healthy Kitchen	<input type="text"/>
			<input type="checkbox"/> Jobs Express	<input type="text"/>
			<input type="checkbox"/> Sky Explorer	<input type="text"/>
			<input type="checkbox"/> Watt's Electricity	<input type="text"/>
			<input type="checkbox"/> Whole Grains, Healthy Grains	<input type="text"/>
Admission Fee	Category	Quantity	Price	Subtotal
	Students	<input type="text"/>	\$12.00	<input type="text"/>
	Teachers	<input type="text"/>	\$2.00	<input type="text"/>

## **Important Notes**

- **Booking forms must be submitted to KidsSTOP™ at least 3 weeks before the date of the visit.**
- **A booking is not confirmed until you receive an email confirmation with a reservation code from us.**
- **All bookings are made on a first-come-first-served basis.**
- Please submit the booking form with the estimated minimum number of students / adults.
- The dates will be released to other schools if we do not receive your booking form 3 days after a tentative booking is made.
- **Booking and billing are based on the number of students and adults stated in the booking form.**
- **Decrease in number of children or adult are not allowed on the actual day.** Please inform us via email at least one week before actual day for any change of numbers.
- Food and drinks are not allowed inside KidsSTOP™.
- Socks are required in KidsSTOP™ for all students and adults.
- Free admission for 1 accompanying teacher per group of 10 students. Additional teachers will be charged at \$2.00 per person.
- Payment will be in credit terms. An invoice will be mailed to you after the excursion, please ensure that the provided school address is accurate.
- For cheque payment, please make payable to "Science Centre Board".
- For international schools, kindly email to us at [kidsstop\\_prog@science.edu.sg](mailto:kidsstop_prog@science.edu.sg).
- Membership card are invalid for School Group Booking.

## **Terms & Conditions**

### **Waiver of Liability**

- Students must be accompanied by teachers **at all times** (recommended ratio of 1 teacher to 10 students), during the **entire** duration of the visit. KidsSTOP™ and Science Centre Singapore shall not be responsible or liable in any way for any loss, injury, mishap (including personal injury) of any student and/or teacher.

### **Cancellation / No-show (Science Play!)**

- **Cancellation policy**
  1. Cancellations made at least 30 calendar days in advance (by 5.30pm) : No penalty charge
  2. Cancellations made within 30 calendar days or no show : Minimum S\$200.00 penalty charge or Booked number x cost of *Science Play!* programme, ie. 17 x \$12 = \$204
- Should KidsSTOP™ initiate cancellation of booking due to unforeseen circumstances, we shall endeavour to inform the school at least 10 days prior to the visit and refund the fees in full. However, we will not bear responsibility for travel expenses or any cost which the school / client might have incurred.

### **Rescheduling**

- Each booking received will be allowed 1 rescheduling request, provided that the request for rescheduling of visit and date is received more than 10 working days prior to the date of the visit.
- Subsequent re-scheduling requests will be charged at 50% of the total cost per request.

### **Punctuality**

- Should schools be late for the visit; **extension of time will not be allowed** to compensate for the later start time.

### **Group Size**

- The capacity for each session is capped at maximum 44 students to optimize learning and ensure that each student enjoys a fulfilling and enriching experience.
- The minimum and maximum capacity for each programme is 15 and 22 students respectively for preschools. Additional children will be required to take *Free Play!* booking only.

### **Etiquette**

- Teachers should ensure that students follow basic house rules and display appropriate conduct. Graciousness and consideration for others are highly valued virtues at KidsSTOP™.

By signing this booking form, I confirm that I have read the important notes, accept and agree to all terms & conditions stated above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ School Stamp: \_\_\_\_\_

### **For Official Use Only:**

#### **Confirmation**

Booking is confirmed. Details are as above.

Approving Officer/ Date : \_\_\_\_\_

#### **Comments:**