



# Application for Admission to JIS Geckos Jerudong International School

## APPLICATION CHECK LIST

For all applicants this form is to be accompanied by:

- An application fee of B\$10.
- An application fee of B\$200 for Nursery.
- Three passport size photographs (or jpeg).
- A copy of child's Birth Certificate.
- A copy of the child's and both parents IC details.
- A copy of the child's and both parents passport.
- A copy of the guardian's passport (if applicable).

Please note:

- The payment of the B\$200 application fee for School does not guarantee enrolment. The application fee is

non-refundable and must be paid when the application form is submitted.

- Once the School application form has been completed, please bring it to the Admissions Office or scan and email to [enrol@jis.edu.bn](mailto:enrol@jis.edu.bn).
- School address:

**Jerudong International School**  
**Jalan Universiti, Kampong Tungku**  
**Bandar Seri Begawan BE2119**  
**Brunei Darussalam**  
**Telephone: 673-241 1000**

## Number of days per week to attend JIS Geckos (Mon, Wed, Fri)

- 1 \$100 per Term (1 day per week)
- 2 \$180 per Term (2 days per week)
- 3 \$225 per Term (3 days per week)

## Childs Information

**Family Name:** .....

**Given Names:** .....

**To be known as:** .....

**Date of Birth:** .....

**Age:** .....

Male

Female

**Citizenship:** .....

**Main Language spoken at Home:** .....

### Child

- 1<sup>st</sup> child at JIS
- Existing parent

**Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

### Parents

- JIS teacher
- Loan Service
- Other: \_\_\_\_\_
- CFBT teacher
- RBA

**Year of Entry to Nursery:** \_\_\_\_\_

# Family Information

## Father

<b>Title:</b> (Pg / Pehin / Dato / Dr / Mr) please circle	<b>Passport / IC Number:</b>
<b>Family Name:</b>	
<b>Given Name (s):</b>	<b>Citizenship:</b>
<b>Occupation:</b>	<b>Employer:</b>
<b>Home Address:</b>	
<b>Mobile Telephone:</b>	<b>Work Telephone:</b>
<b>Email Address:</b>	<b>Home Telephone:</b>

## Mother

<b>Title:</b> (Pg / Datin / Mdm / Dr / Mrs / Ms) please circle	<b>Passport / IC Number:</b>
<b>Family Name:</b>	
<b>Given Name (s):</b>	<b>Citizenship:</b>
<b>Occupation:</b>	<b>Employer:</b>
<b>Home Address:</b>	
<b>Mobile Telephone:</b>	<b>Work Telephone:</b>
<b>Email Address:</b>	<b>Home Telephone:</b>

## Guardian (to be completed by JIS Teaching and CFBT Staff only)

<b>Title:</b> (Pg / Dato / Datin / Dr / Mdm / Mr / Mrs / Ms) please circle	<b>Passport / IC Number:</b>
<b>Family Name:</b>	
<b>Given Name (s):</b>	<b>Citizenship:</b>
<b>Occupation:</b>	<b>Employer:</b>
<b>Home Address:</b>	
<b>Mobile Telephone:</b>	<b>Work Telephone:</b>
<b>Email Address:</b>	<b>Home Telephone:</b>

## Salutation

Please advise how you wish to be address in all correspondence from the school.
Dear .....



**JERUDONG INTERNATIONAL SCHOOL  
SCHOOL HEALTH RECORD**

**JIS GECKOS**

Please provide details of your child's health status.  
All information is confidential.

**CHILD AND FAMILY INFORMATION**

<b>Child's Name:</b>		<b>Preferred Name:</b>	
<i>Family</i>	<i>First</i>	<i>Second</i>	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Date of Birth:</b>	<b>Nationality:</b>
<b>Mother's Name:</b>		<b>Contact No.:</b>	
<b>Father's Name:</b>		<b>Contact No.:</b>	
<b>Guardian's Name (if applicable):</b>		<b>Contact No.:</b>	
<b>Child lives with:</b> <input type="checkbox"/> Both parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Others: _____			
<b>BRU-HIMS Number (when in Brunei):</b> _____			

(Brunei Darussalam Healthcare Information and Management System)

**EMERGENCY CONTACT (if parents can't be reached)**

<b>Primary Contact Name:</b>	<b>Relationship:</b>	<b>Contact No.:</b>
<b>Secondary Contact Name:</b>	<b>Relationship:</b>	<b>Contact No.:</b>
<b>Doctor/Health Care Provider:</b>		<b>Contact No.:</b>

**PERMISSION FOR EMERGENCY CARE**

In the event that my child needs emergency care for an accident or sudden illness I agree to the school arranging transfer to RIPAS Hospital. I understand that I will be notified as soon as possible and that the school will not be liable for any costs incurred.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Mother / Guardian* *Father / Guardian*

**PARENTAL CONFIRMATION**

To provide the best health and safety care for your child it is important we have accurate and up to date information. This includes your contact details and your child's health and immunisation status. It is the parents'/guardian's responsibility to keep the school informed of any changes that occur.

I have read and understood this.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Mother / Guardian* *Father / Guardian*

## CHILD HEALTH HISTORY *(to be completed by parents)*

**Does your child have a history of any health conditions?**

**Please complete this section before the medical officers examination:**

Neurological <i>(Seizures, Headaches, Fainting)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Endocrinology/Hormonal <i>(Diabetes, Thyroid)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heart Problems <i>(Rhythm &amp; Sounds)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mouth (Teeth, Gums, Braces)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Breathing or Lungs (Asthma, etc)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Nose (Congestion, Nose bleeds)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscles, Joints, Bones, Posture	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ears (Infections, Grommets, Hearing)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stomach, Heartburn, Constipation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Blood Disorders <i>(Anemia, G6PD, Hemophilia)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Skin Problems (Eczema, Rashes, Scars)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Allergies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Psychological/ Emotional <i>(Anxiety/self harm/depression)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hospitalizations/Surgeries	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Kidney, Bladder, Urinary Infections	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hospitalizations/Surgeries	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vision/Eyes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Nutritional Status <i>(Over/Under weight, Eating disorder)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered YES to any of the above, please provide details below:

***(Please provide a copy of previous medical documentation regarding previous health conditions)***

1.

2.

3.

## IMMUNISATION *(Transcribe from immunisation records and attach photocopy)*

	DATES	Course Complete (for age)	Comments
Polio		Yes No	_____
DPT		Yes No	_____
MMR		Yes No	_____
HIB		Yes No	_____
TB		Yes No	_____
Hepatitis A		Yes No	_____
Hepatitis B		Yes No	_____
Varicella		Yes No	_____

**Others**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

# JIS GECKOS TERMS & CONDITIONS

## WHAT IS IT?

Jerudong International School (JIS) Geckos is an equal opportunities playgroup that allows children and their parent/guardian\* to socialise in an informal, friendly, clean and safe setting. There are no teaching sessions. The Parent/Guardian remains responsible for their child at all times while at JIS Geckos.

Children will receive good quality play opportunities in a stimulating environment, where their social and emotional development is encouraged. The parent/guardian\* will have the opportunity to meet other parents/guardians of children similar in age to develop friendship and support, while all engaging in activities in preparation for the child's transition into JIS Nursery (entry of which is subject to assessment).

JIS Geckos operates 3 times a week throughout the JIS academic term. Sessions run on Monday, Wednesday and Friday, 7.30am - 11am. Parents can apply to join 1, 2 or 3 sessions.

**\*Guardian** - This may be the amah for the child where both parents are employed as Teachers in JIS or CfBT. For CfBT teachers, the parent must accompany the child on a Friday session.

## ELIGIBILITY

At Geckos we welcome children from Birth to Nursery age. Children who will be 2 years old after 31st August can still attend JIS Geckos. Children who will be 2 years old before 31st August are eligible to apply to JIS Nursery. No child who is Nursery age will be given a place at JIS Geckos. **Please note, membership of Geckos does not grant an automatic place in the JIS Nursery.**

### Geckos parents must have:

- Applied for their child's place at JIS School Nursery (submitted all required documentation and paid relevant School Application Fee B\$200 and School Deposit B\$1100 - B\$550 - see below) And/or
- Be an existing JIS parent with older children enrolled in the school And
- Applied for their child's place at JIS Geckos (submitted all required documentation and paid relevant Geckos application fee B\$10)

## ACTIVITIES

Pre-organised JIS Geckos activities will allow the opportunity to visit other areas of the school, including the Library, Swimming Pool and the Nursery area. This will enable the children to become familiar with their surroundings if they receive an offer to join the JIS Early Years.

Other activities can include Messy Play, Arts and Crafts, Singing and Dancing, Outdoor Play, independent play and Tidy up Time to name a few.

## SNACK TIME

Each Geckos session will include a structured snack time. Under parent/guardian close supervision, the children are encouraged to feed themselves to further give them self-confidence and independence. Cups, cutlery, tea, coffee, milk and sugar for parents are provided by JIS Geckos. The child's healthy snack will be provided by parents.

JIS Geckos promotes healthy eating in children and operates a 'NUT FREE' policy.

## ENROLMENT

Enrolment takes place at the start of each academic term and numbers are limited due to Health and Safety regulations (You may enrol your child at any time but the full term fee will still be required).

If there is no space available for a child, then they will be placed on a waiting list and parents notified once a space becomes available. JIS Geckos cannot reserve or hold a space for a child in the event of the child leaving JIS Geckos and returning at a later date.

## FEES (non refundable)

Fees to be paid in full at time of applying for a position for a child with JIS Geckos. Payment can be made at the JIS Shop, Monday-Friday, 7.15am - 9.00am & 2.00pm - 3.30pm or at the main School Accounts department.

**B\$10 – Geckos Application fee.**  
**B\$200 – Nursery Application fee.**

## JIS Geckos Term Fees:

B\$100 per school term	1 day per week
B\$180 per school term	2 days per week
B\$225 per school term	3 days per week

B\$200 – JIS School Application Fee. Payable on submission of Nursery Application Form. (For Standard Rate Fee payers this is given as a credit for School Uniform if your child is accepted for Nursery. If your child is not accepted to Nursery, it is not refunded).

## SCHOOL DEPOSIT

(If a child is not accepted into JIS Nursery-subject to assessment or a parent leaves JIS Geckos before their child is due to progress to JIS Nursery, providing the correct notice period (8 school weeks/ 40 teaching days) is adhered to, the deposit will be refunded in full by the school)

B\$1100 for 1st child to attend JIS (Parent who is enrolling their first child in JIS)

B\$825 for 2nd child to attend JIS (Parent who has one child already attending JIS)

B\$550 for 3rd and subsequent children (Parent who has 2 or more children already attending JIS)

**Deposit must be paid at time of enrolling your child to JIS Geckos.**

## NOTICE PERIOD

If a parent is planning to leave JIS Geckos, please inform the Geckos coordinator in writing ([geckos@jis.edu.bn](mailto:geckos@jis.edu.bn)) The minimum notice period required for JIS Geckos is 8 school weeks (40 School Days).

## RULES & REGULATIONS

As a member of JIS Geckos, parents will be required to comply with these Rules & Regulations and the School Terms & Conditions to ensure the safety and wellbeing of all who attend JIS Geckos. Parents will be asked to read and sign a copy of the School Rules & Regulations and these Terms & Conditions and a copy will be stored in each child's individual file.

## CONTACT DETAILS

The JIS Geckos Co-ordinator is Kathryn Nesbitt. Please do not hesitate to contact Kathryn during JIS Geckos operating hours (7.30am -11am, Monday, Wednesday or Friday) for further information

Email: [kathryn.nesbitt@jis.edu.bn](mailto:kathryn.nesbitt@jis.edu.bn)

Telephone: 2411000, Ext: 5237

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

Mother/Guardian

Father/Guardian

Date: \_\_\_\_\_

# JIS GECKOS RULES & REGULATIONS

- JIS Geckos is not a babysitting service.
- Parents/Guardians must speak English whilst at Geckos.
- Parents/Guardians must wear the Parent ID pass at all times.
- Parents/Guardians are not permitted anywhere else in the school during JIS Geckos operating hours unless with Gecko Coordinator.
- The child is the sole responsibility of the Parent/Guardian at all times and in all areas.
- The Parent/Guardian must manage the behaviour of their child at all times.
- The Parent/Guardian is not permitted to reprimand other people's children at JIS Geckos.
- Parents/Guardians must remain in the same room/area as their child and supervise accordingly.
- Respect for each other including cultural differences and religious beliefs is paramount.
- Threatening behaviour will not be tolerated.
- Any form of bullying will not be tolerated.
- Parents/Guardian are required to provide their child with a healthy snack at each session (Nut items are not permitted).
- Breast feeding is only permitted in the Geckos area. It is not permitted elsewhere in school.
- Parents/Guardian are required to help clean and tidy up at the end of each session.
- Each Geckos child (if old enough) is expected to help with tidy up time.
- During Swimming, the Parent/Guardian must remain in the water at all times with their child.
- Appropriate clothing to be worn in the water by Parent/Guardian (Rash vest and board shorts are ideal).
- Children will be required to wear swim nappies whilst in the water.
- Swimming will only take place if there is a qualified life saver available.
- JIS Geckos Coordinator is not responsible for the children's behaviour, but may intervene if deemed necessary.
- JIS Gecko parents cannot hold, reserve or swap spaces on the waiting list.
- Only enrolled children are permitted to use the JIS Geckos facilities.
- Please refrain from bringing siblings and other children to the JIS Geckos session.
- If your child has had diahorrea & vomiting (D&V), then 48 hours need to have passed since the last episode before they can return.
- All buggies/pushchairs/prams must be stored in correct room and not be left blocking the fire exits.

## PARENT DECLARATION

I/We will ensure that I/We and my/our child abides by the JIS Geckos Rules and Regulations and School Regulations, a copy of which I have received and read. The school regulations may be amended from time to time at the school's sole and absolute discretion. Such amendments will be made without prior notice or consent.

Name of Child \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff Signature \_\_\_\_\_

To: Principal  
Jerudong International School  
Jalan Universiti, Kg Tungku, Bandar Seri Begawan BE2119  
Brunei Darussalam

Dear Sir,

Child's name: .....

I/We declare and confirm that I/we have read, understood and agree to be bound and abide by the following documents to be known as the Terms and Conditions:

- (1) Terms and Conditions of Admission;
- (2) Terms and Conditions of School Fees (either corporate or non-corporate as applicable);
- (3) Terms and Conditions of this Application for Admission form.

My/our attention is drawn to the terms and conditions stating the need to arrange for adequate insurance coverage for my/our child or ward. The School excludes liability for any injury, loss or damages which is caused to the fullest extent permitted by law.

I/We further agree to be bound and to abide by any amendments that may be made to the Terms and Conditions from time to time by the School at the School's sole and absolute discretion. Such amendments will be made without prior notice or consent.

I/We undertake to provide all necessary documents and fees as requested by the School prior to the admission of my/our child.

I/We will ensure that my/our child abides by the school regulations, a copy of which I have received and read. The school regulations may be amended from time to time at the School's sole and absolute discretion. Such amendments will be made without prior notice or consent.

I/We declare that to the best of my/our knowledge all of the information which I/we have supplied in this application form is full and accurate. I/We undertake to inform the School immediately of any change in the particulars relating to this application or my/our wish to cancel it.

I/We further undertake:

1. to pay such increased fees as may be approved by the Board of Directors from time to time;
2. to reimburse the School for the full cost of any damaged or lost school resources (books, equipment, musical instruments) and to settle any outstanding monies for examinations;
3. to pay fees on time as they fall due.

If I am/we are in the non-corporate category, I/we further undertake:

1. to give notice in writing to the School's Admissions Office of my/our intention to withdraw my/our child from the School or the Boarding House or the use of the bus at least eight school working weeks (excluding term breaks and school holidays) before the intended withdrawal date. I understand that this requirement is applicable irrespective of the time of withdrawal, including at the end of any academic year. If my/our child leaves the School or the Boarding House or ceases to use the bus without giving adequate notice, I accept that a penalty fee as described in the Terms and Conditions of School Fees (non-corporate) shall be levied and charged to my/our final fee invoice.

Signatures of both parents or guardian:

..... (Mother)

..... (Father)

..... (Guardian)

Date .....