



Taska

HANIS Montessori

Registration Package Explorers 2024

Full Day
& Half Day
childcare
programmes



Full Day
7 am to 7 pm

Half Day
7 am to 1 pm / 1 pm to 7 pm

Unique
3-language
Montessori
approach

3

18 months
to
6 years



English
Arabic
Malay



Our Program

We run full day & half day
English, Arabic, Malay
Montessori
childcare programs



Our Classes

DISCOVERERS
1.5 - 2 years old

EXPLORERS
3 years old

KINDER JUNIORS
5 years old

CHALLENGERS
4 years old

KINDER GRADUATES
6 years old

Our Hours

Full Day
7.00 am
to
7.00 pm

Half Day
7 to 1
OR
1 to 7

Our Monthly Fees

full day **half day**
RM 700 **RM 450**



Registration Documents

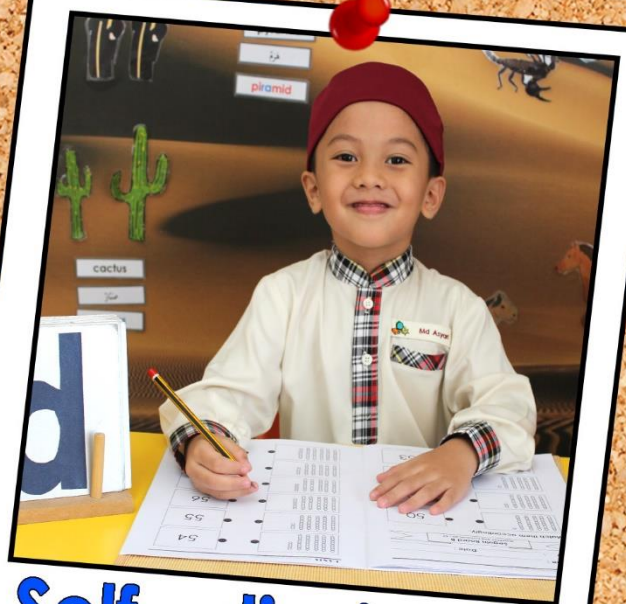
- ✓ Child's birth certificate
- ✓ Child's vaccination report
- ✓ Both parents' IC / pass
- ✓ Duly completed registration form
- ✓ iBanking payment of RM 200 registration fee
- ✓ iBanking payment of Checklist Of Payment





Exploration

Core principles
of **HANIS**
Montessori



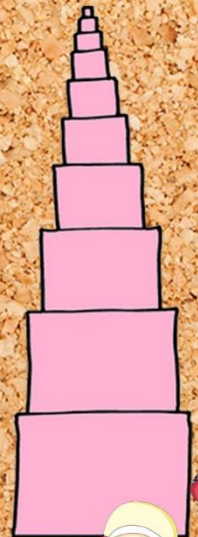
Self - discipline



Collaboration



Independence



Montessori Learning Areas



Practical Life

Practical Life is designed in helping children to develop and refine their sensory perception and motor development skills. The child creates an understanding of his or her environment, how the environment works and the importance of these activities in helping the child to develop manual dexterity.



Sensorial

Sensorial Education focuses on the understanding of how children learn through sight (colour, dimensions and shapes), hearing (tone and pitch), touch (texture, weight, temperature, size and shape), smell and also taste.



Mathematics

Mathematics provides information and practical hands – on use of manipulative materials in helping children learn to count, add, subtract, multiply and divide. The sequences take children from a state of working with concrete manipulative materials to working on an abstract symbolic level.



Language

Language covers the learning sequence from the basic phonetic sounds to phonograms and symbolic grammar exercises which develops comprehension and improves understanding of language.



Cultural Studies

Children have a great curiosity about the world we live in. Without a good knowledge of Cultural Studies, it will be impossible later on to get a clear idea of the relationship between Zoology, Botany, Geography and History. We may consider Cultural Studies as the foundation for other parts of knowledge and it is a subject in which the children show great interest.



Arabic Montessori Learning Areas

Surah dan Du'a

Bahagian ini memberi tumpuan kepada sebutan melalui bacaan secara individu. Ini dapat membantu kanak - kanak dalam menunaikan solat harian mereka pada masa hadapan dan juga membaca surah dan du'a dengan lancar.



Sensorial Arab

Sensorial Arab mendedahkan kanak - kanak kepada perkataan asas Bahasa Arab. Mereka akan diajar perkataan - perkataan Bahasa Arab bagi warna, bentuk, saiz dan tekstur. Selain itu, aktiviti ini meluaskan lagi kosa kata kanak - kanak dalam Bahasa Arab.



Al - Arqam

Dalam bab ini, kanak - kanak dilatih cara mengira dalam Bahasa Arab. Pada permulaannya, mereka akan diajar cara pengiraan diikuti dengan pengenalan angka. Pada masa yang sama, kanak - kanak akan dibimbing untuk mula mengira dari kanan ke kiri.



Huruf Hijaiyyah

Huruf Hijaiyyah diperkenalkan melalui pengamatan huruf secara individu berserta bunyinya melalui pengalaman sentuhan. Di samping itu, kanak - kanak akan dididik untuk membaca dari kanan ke kiri yang akan mempersiapkan mereka untuk membaca dan menulis Bahasa Arab.



Praktikal Solat

Komponen ini memperkenalkan kanak - kanak kepada solat harian. Mereka akan bermula dengan cara pengambilan wudhu' di mana Mudarrisah akan membimbing setiap langkah wudhu' secara individu. Seterusnya, laungan Azan, Du'a dan Niat akan diperkenalkan dan diikuti oleh pergerakan solat seperti sujud, i'tidaal dan salaam.



Malay Montessori Learning Areas



Sensorial Melayu

Pendidikan Sensorial memberi kanak – kanak peluang untuk mendalami aspek pendidikan menggunakan kelima – lima panca indra mereka.



Matematik

Matematik mengajar kanak – kanak untuk mengira, tambah, tolak, kali dan bahagi, dengan menggunakan alat bantuan mengajar yang disediakan. Kaedah ini memperkukuhkan asas kefahaman mereka dalam matematik.



Bahasa

Bahasa mengandungi aktiviti yang mengajar kanak – kanak asas tatabahasa. Aktiviti – aktiviti begini menguatkan pemahaman mereka mengenai Bahasa Melayu.



Kajian Alam

Kajian Alam memberi kanak – kanak peluang untuk menerokai dan memahami alam sekitar. Dengan pengetahuan tentang Kajian Alam, ianya memudahkan mereka untuk memahami hubungan antara, Zoologi, Botani, Geografi dan Sejarah. Kajian Alam adalah asas untuk meluaskan pengetahuan mereka.



Ilmu itu
bukan yang **DIHAFAL**
tetapi yang memberi
MANFAAT.



- Imam Syafi'i



HANIS *Montessori Materials*

Being the pioneer in Arabic and Malay Montessori, **HANIS** manufactures their very own unique Arabic and Malay Montessori materials. These materials were specifically designed to support the Arabic and Malay Montessori programs that **HANIS** developed and are available for purchase through the **HANIS** Store.



Visit  @ www.ehanis.com/store to view our full range of products.





What makes **HANIS** programmes *holistic*?

Circle Time

Music & Movement

Refine **listening skills**
Awareness of **movement**



Rhymes & Poetry

Development of **speech** **ABC**
language
early reading


Storytelling & Dramatisation

Spark **imagination**
Develop **literacy skills**



Moral Education

Build positive **values**
character




Play & Learn

Physical Exercise

fitness
strength
concentration




Creative Hands

dexterity
flexibility
self expression




Sensory Hands

cognitive growth
fine motor skills
social interaction







Science & Discovery

exploration
innovation
collaboration




* exclusively for **HANIS** childcare

Thematic Wednesdays

Indoor Games

I can ...
move actively
exercise happily




Art & Craft

I can ...
create freely
imagine wildly




Show & Tell

I can ...
speak confidently
listen attentively




Field Trips

I can ...
explore curiously
learn authentically





Registration Form

Super Wonder Kid Program (S.W.K.P)

COURSE PARTICULARS	
<p>Branch Location :</p> <p>T.T.D.I <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Bukit Jelutong <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Eco Sanctuary <input style="width: 40px; height: 20px;" type="checkbox"/></p> <hr/> <p>S.W.K.P Session / Time :</p> <p>AM Half Day / 7.00 am to 1.00 pm <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>PM Half Day / 1.00 pm to 7.00 pm <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Full Day / 7.00 am to 7.00 pm <input style="width: 40px; height: 20px;" type="checkbox"/></p>	<p>Pre – School Level :</p> <p>Discoverers (1.5 – 2 years old) <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Explorers (3 years old) <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Challengers (4 years old) <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Kinder Juniors (5 years old) <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Kinder Graduates (6 years old) <input style="width: 40px; height: 20px;" type="checkbox"/></p>

STUDENT'S PARTICULARS	
<p>Full Name</p> <p>Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Birth Certificate No :</p> <div style="border: 1px solid black; width: 300px; height: 15px; margin: 5px 0;"></div> <p>Date of Birth :</p> <p>Race :</p> <p>Nationality : _____</p>	<p>Home Address</p> <p>Postal Code <input style="width: 40px; height: 20px;" type="text"/></p> <p>Contact Numbers</p> <p>Home : <input style="width: 150px; height: 20px;" type="text"/></p> <p>Father's Mobile : <input style="width: 150px; height: 20px;" type="text"/></p> <p>Mother's Mobile : <input style="width: 150px; height: 20px;" type="text"/></p> <p>Office : <input style="width: 150px; height: 20px;" type="text"/></p> <p>In Case of Emergency, contact :</p> <p>Contact No. : <input style="width: 150px; height: 20px;" type="text"/></p> <p>Relationship To The Child : _____</p>

PARENTS' PARTICULARS

<p>Mother's Full Name</p> <p>IC No :</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>Date of Birth :</p> <p>Race :</p> <p>Nationality : _____</p> <p>Qualification : _____</p> <p>Occupation : _____</p> <p>Email : _____</p>																					<p>Father's Full Name</p> <p>IC No :</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>Date of Birth :</p> <p>Race :</p> <p>Nationality : _____</p> <p>Qualification : _____</p> <p>Occupation : _____</p> <p>Email : _____</p>																				

I declare that both parental consent has been sought for this registration. Should the other parent contest this decision in future, I undertake to resolve the issue with said parent directly. In cases of sole custody, I declare that I have sole custody and will provide the Court Order for verification.

I agree to pay the fees promptly, material fees on a 6 months basis and I understand that the material fees will not be refunded in the event that I wish to withdraw my child. I will give one month written notice to Taska **HANIS** Montessori and I declare that all the particulars given above are true.

Name Of Applicant
Relationship To Child
Signature
Date of Registration

FOR OFFICIAL USE ONLY :

<p>Date Joined :</p>	<p>All documents received upon registration:</p> <p>A copy of child's birth certificate <input type="checkbox"/></p> <p>A copy of child's My Kid card <input type="checkbox"/></p> <p>A copy of child's health booklet <input type="checkbox"/></p> <p>A copy of parents' identification card (IC) <input type="checkbox"/></p>
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Initial Registration Payment

Registration Fee (Non – Refundable) : RM 200

Cash Date of Payment : _____

Electronic Banking Receipt No : _____

Questionnaire

Name of Child :

Date of Birth :

Part One **Kindly Tick (✓)**

- | | | | |
|-----------------------|--------------------------|----------------|--------------------------|
| 1) Not toilet trained | <input type="checkbox"/> | Toilet trained | <input type="checkbox"/> |
| 2) Fussy eater | <input type="checkbox"/> | Anything goes | <input type="checkbox"/> |

Part Two **Notes on the Child**

Speech :

Language Exposed : Malay English Chinese Tamil Arabic

: Others :

Social Skills : Friendly Physical Reserved Chatty

: Others :

Milk : Formula Fresh Milk None

Nap Times :

Part Three **Parents would like teachers to**

Encourage : (1)

: (2)

Avoid : (1)

: (2)

Part Four **Parents would like teachers to**

Thank you for your information !

Individual Allergy Action Plan

Child's Name		DOB	
Allergies			Upload child's photo here.

Mild to Moderate Reactions	Actions to Take

Severe Reactions	Actions to Take

Emergency Contact Details			
Name			
Relationship			
Contact			

Other Notes

I hereby declare that the above information is accurate and authorise school staff to administer first aid medication listed on this plan.

_____ _____ _____
Name Of Parent Signature Date

***** Education is not received. It is achieved. *****

Media Permission Form

To the Admin In Charge :

I, parent of _____ from _____
(name of child) (class / session)

hereby **allow / do not allow** **Taska HANIS Montessori** and its representatives, the absolute right and permission to use interviews, photographs and / or recordings of my child strictly for public relations, educational or other purposes consistent with purpose and mission of **Taska HANIS Montessori**, including publication on the **HANIS** website.

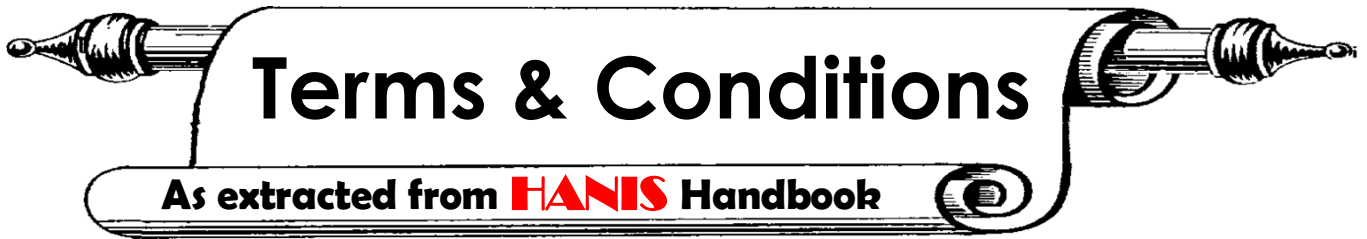
I understand that the said materials shall become the property of **Taska HANIS Montessori** and may be used for promotional and publicity effort.

I also understand that the sensitive information of my child will not be revealed and the said materials will only be used exclusively for **Taska HANIS Montessori's** purposes.

I have read and understand the above.

Parent's Name : _____

Parent's Signature : _____ Date : _____



Terms & Conditions

As extracted from **HANIS Handbook**

Programme Timings

Class Type	Class Time
Full Day	7 am to 7 pm
Half Day	7 am to 1 pm <u>OR</u> 1 pm to 7 pm

Fees For Programmes

Registration Fee

- 1) Registration fee is neither **REFUNDABLE** nor **TRANSFERABLE**.
- 2) It is to be paid by **cash or immediate electronic banking** upon registration.

School Deposit (NOT APPLICABLE PRIOR TO COURSE COMMENCEMENT)

- 1) A school deposit will be collected from every enrolled student during registration (RM 800 for full day programme and RM 500 for half day programme).
- 2) It is **REFUNDABLE**.
- 3) It will only be refunded upon,
 - a. Graduation with collection of Developmental Portfolio
 - b. Withdrawal with **one (1) month written notice** and collection of Developmental Portfolio
 - c. Clearing of any outstanding fee(s)

Materials and Snacks / Meal Fees

- 1) Materials and snacks / meal fee is neither **REFUNDABLE** nor **TRANSFERABLE**.
- 2) Each student will be required to pay the **first six (6) months of material and meal fee** upon registration or continuation which is **NON REFUNDABLE**.
- 3) The next six (6) months of material and meal fee is **due with the June school fee payment**.

Late Payment

Registration Fee

- 1) Collection of the monthly school and transport fees is from the **20th of the previous month till the 7th of the current month**.
- 2) Payment made **after the 7th of the current month** will incur a **RM 50.00 late payment fee**.
- 3) The **RM 50.00 late payment fee** will be imposed **every month till the outstanding is cleared**.

Refund

Withdrawal prior to course commencement

- 1) Refunds will be made to parents within **three (3) months upon receipt of written withdrawal notification.**
- 2) The **refundable amount** will be calculated based on the **FULL** Checklist Of Payment (C.O.P) amount, regardless of the amount paid.
- 3) The **percentage** of refund will be calculated based on the month of the written withdrawal notification if a student **withdraws on his / her own accord before the commencement of the course.**
- 4) Should the amount paid be lesser than the administrative charges, an invoice will be generated for the balance.

Month of Written Withdrawal Notification (before course commencement)	Percentage Refundable	Percentage Retained as Administrative Charges
6 to 12 months	80 %	20 %
5 months	70 %	30 %
4 months	60 %	40 %
3 months	50 %	50 %
2 months	25 %	75 %
1 month	10 %	90 %

- 3) A request for a refund, outside the school's policy, will only be considered **UNDER CERTAIN CIRCUMSTANCES WITH VALID DOCUMENTATIONS** such as hospitalisation, prolonged illness, etc.
- 4) All refund is subject to approval by the Management.
- 5) Refund by electronic banking will be credited to parent's / child's personal accounts.
- 6) **100% of the fee will be forfeited** if written withdrawal notification is given after course commencement.

Course commencement refers to the **start** of the school year which is **1st January**, and not the first day of school. For children starting school in other months, course commencement refers to the child's start date.

Withdrawal after course commencement

- 1) The school deposit is **REFUNDABLE** upon,
 - a. Graduation with collection of Developmental Portfolio
 - b. Withdrawal with **one (1) month written notice** and collection of Developmental Portfolio
 Failing which, the one month school fee from the school deposit will be **FORFEITED**.
- 2) Refunds will be made to parents within **three (3) months upon receipt of one (1) month written Withdrawal Letter or graduation** together with a complete submission of all required documents.

Offset of School Deposit

Graduation

- 1) The **school deposit** will be used to **offset December school fee.**

Withdrawal

- 1) The **school deposit CANNOT BE USED** to offset any payment.

Overtime Child Care Fees

- 1) Overtime child care fees will be charged at **RM 1 per minute** for pick up after programme hours (1.01 pm onwards for AM half day and 7.01 pm onwards for PM half day and full day). Overtime child care fees are **payable immediately upon pick-up**.

Orientation Period

- 1) The orientation period that we allow parents to come in with the new child varies from **3 days to a week MAXIMUM**. In order for the separation period and anxiety not to be prolonged, constant advices from the educators will be shared with the parents.
- 2) We **do not** provide children and parents with a **trial period**. We believe in providing sufficient time for children to adapt to the new school environment. A trial period does not provide accurate insights to the abilities of the child to adapt to school.

Enrolment Confirmation

- 1) Enrolment into the class is **only confirmed upon 100% payment of the Checklist Of Payment (C.O.P)**.
- 2) Partial payment of the C.O.P **does not confirm the enrolment**. Slots will be released to other enrolments with full C.O.P payments.
- 3) Slots are confirmed on a first-come-first-serve bases upon full C.O.P payment. Registration and enrolment will be closed once the classes are full.

Payment Method

- 1) Payment can be made via the following mode :
 - a. Electronic banking to our **RHB Account, HANIS Learning Centre Sdn Bhd, 2 – 64384 – 0000738 - 3**.

I hereby agree to the terms and conditions listed above and I understand that the terms and conditions will be effective upon signing the Registration Form and Checklist Of Payment (C.O.P).

Name of Applicant : _____

Relationship to Child : _____

Signature : _____

Date of Registration : _____

Explorers Checklist Of Payment 2024 (Half Day Programme)

NAME : _____ **BRANCH** : _____

SESSION : Morning (7 am – 1 pm) Afternoon (1 pm – 7 pm)

- | | | | |
|--|--|-----------|---|
| 1. School Deposit | (Refundable with 1 month written notice) | RM | <u>500</u> |
| 2. Month's School Fee | (For the month of : _____) | RM | <u>450</u> |
| 3. Material Fees | (_____ months x RM 150 per month) | RM | _____ |
| 4. Meal Fee | (_____ months x RM 100 per month) | RM | _____ |
| 5. English Montessori Booklets | (RM 50 for 4 books) | RM | <u>50</u> |
| 6. Malay Montessori Booklets | (RM 50 for 4 books) | RM | <u>50</u> |
| 7. Arabic Montessori Booklets | (RM 40 for 3 books) | RM | <u>40</u> |
| 8. Insurance | (RM 10 per year) | RM | <u>10</u> |
| 9. Digital Developmental Portfolio | (RM 90 per book) | RM | <u>90</u> |
| 10. Uniform(s) | (RM 50 per set x _____) (Size _____) | RM | <input style="width: 30px; height: 20px;" type="text"/> |
| 11. PE Attire(s) | (RM 50 per set x _____) (Size _____) | RM | <input style="width: 30px; height: 20px;" type="text"/> |
| 12. Iron On Nametag | (RM 30 for 3 pieces x _____) | RM | <input style="width: 30px; height: 20px;" type="text"/> |
| Name : <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/> | | | |
| (max of 15 characters including spaces) | | | |
| 13. Islamic Studies Package | (optional) (RM 60 for 3 books) | RM | <input style="width: 30px; height: 20px;" type="text"/> |

GRAND TOTAL AMOUNT : **RM** _____

Paid : **RM** _____

Balance : **RM** _____

Interbank Transfer ATM Transfer Cash Deposit

PLEASE PROVIDE PAYMENT DETAILS

Kindly fill in this form : <https://forms.gle/rLvE9NiWoUpb3Rvi8>

for **Taska HANIS Montessori**

Signature of Parent

FOR OFFICIAL USE ONLY	Student Enrolment Date		Receipt No.
	Amount	Date	
Payment 1			
Payment 2			

My Reminders



DOCUMENTS NEEDED FOR REGISTRATION

- Child's birth certificate
- Child's vaccination report
- Both parents' IC
(forward softcopies to centre)

REGISTRATION FORMS

- Fill in digitally
- Use Adobe Acrobat app
- Send softcopy to centre

PAYMENT NEEDED

- Registration fee of RM 200
- Checklist Of Payment

Helpline

- Ask centre for help
- Call, text, email ...

#HANIS Contact Cards

First Day

- Pack bag
- Calm nerves
- Enjoy the journey

