

Dear Parents / Guardians (Faith Kindergarten)

RE: Transport Request form and bus regulations for 2017

1. Please fill in the following transport request form legibly and correctly.
2. Please check with us the rate for 2017 Mid December.
3. The rate for 1 way is S\$10 lesser than the 2 ways rate.
4. For further distance or out of the route point, the rate may be much higher.
5. Please fill in the level and session which your child will be in 2017, we will check with the school which class your child will be in.
6. **For those Currently Taking School Bus in 2016** - Please submit your form to our driver / bus attendant BY 1st November 2016.
7. For those who is **NEW TO TAKING BUS in year 2017**, please submit your form through your child's form teacher / general office BY 7th November 2016, or during Orientation Day (18th November 2016).
8. Please feel free to contact our office 64726046 for enquiry during office hours.
9. We will collate all requests and revert to parents 2-5 days before school reopens in January 2017, on pick-up, set-down time and place as well as the actual bus fare to be charged.
10. Please note that bus fare is computed based on a 12-months period. Kindly take note of our collection schedule as follows:

11. Collection schedule for PN, N and K1 levels:

Jan 2017	= 3 months	(Jan, Feb + June 2017)
Mar, Apr and May 2017	= 1 month each	
Jul 2017	= 2 months	(Jul 2017 + Dec 2017)
Aug & September 2017	= 1 month each	
Oct 2017	= 2 months	(Oct 2017 + Nov 2017)

Early October 2017 will be the LAST Collection for the year for PN, N and K1 levels.

12. Collection schedule for K2 level:

Jan 2017	= 3 months	(Jan, Feb + June 2017)
Feb, Mar, Apr and May 2017	= 1 month each	
Jul 2017	= 2 months	(Jul 2017 + Dec 2017)
Aug 2017	= 2 months	(Aug 2017 + Nov 2017)
September 2017	= 2 months	(Sep 2017 + Oct 2017)

Early September 2017 will be the LAST Collection for the year for K2s.

13. When a pupil starts using the bus service, two months' bus fares are payable upfront. Those who join between Jan to May, should submit payment with June, and those who join between June to Nov, should submit payment with December.
14. Transport service commences after 15th of the month will be charged as half-a-month fare. Otherwise, full month transport fare will be charged.
15. June, November, December's bus fares are not refundable or to be off-set for other months.

16. If a pupil quits the bus service in October, the fare for November shall be payable.
17. Parents cannot take school holidays as an excuse not to pay for the June, Nov/Dec Holidays for ALL LEVELS.
18. Kindly give us ONE MONTH's advance written notice if you would like to discontinue with the bus service. If not, you will have to pay for the month's bus fare in lieu of notice. Eg. To stop bus service in March, written notice must be given by 1st February.
19. We will issue bus card to your child between 23rd to 25th of each month for the following month's collection. Eg card issue on 25th January - for collection of February bus fare.
20. Kindly DO NOT lost the bus card. S\$5 cash must be paid for replacing new bus card.
21. Please return the bus card with payment by the 1st of each month, either to the bus drivers or bus attendants.
22. The preferred mode of payment is by cheque, (payable to Peng Yang Transport Pte Ltd). Payment by cheque will help to avoid any misunderstanding over whether payment has been made. Please DO NOT POSTDATE the cheque. Do write neatly on the cheque with Blue / Black Ink. Please remember to sign your cheque. Please DO NOT ISSUE CASH CHEQUE. Write your child's name, school and card Ref: FAMxxx / FPMxxx on the reverse of the cheque.
23. Please put EXACT AMOUNT of bus fare in the bus card if payment is by CASH. Any extra amount will be updated as partial payment for the following month's payment. Kindly put bus card in an envelope if there are any coins with payment.
24. The bus company reserves the right to discontinue their service to pupils who continue to default on their payment by end of the current month.
25. **Bus fares PAID are NON-REFUNDABLE!**
26. We provide bus service according to the school terms listed in MOE website. (4 terms total 40 weeks). No bus service for school holiday programmes.
27. Any enquiry, please contact Mr Tang or Anna Siow @ 9107 3366 / 64726046.
28. Kindly inform us if there is any change in address or contact numbers.
29. In your SMS messages, always indicate school, child's name, block etc so that we know who you are.
30. Please follow this list of school bus regulations and not the information printed on bus cards.

Thank You,

Tang Swee Guan / Anna Siow (91073366)

PENG YANGTRANSPORT PTE LTD

(Tel: 64726046 / Fax: 64726537 / pengyangtpl@yahoo.com.sg)

Dear Parents/Guardians of Faith Kindergarten,

For existing pupils who are on school bus for year 2016, please submit form to bus aunty.

For pupils who are new to taking school bus for year 2017, please submit form to kindergarten's general office or to our staff on duty on Orientation day (18th November 2016).

FAITH KINDERGARTEN - TRANSPORT FORM FOR 2017				
Child's Name:		Level: PN / N / K1 / K2		
Sex: M / F	Class:	Session: 1 st / 2 nd		
Full Pick-Up Address: Telephone:				
Full Set-Down Address: (If different from Pick-Up) Telephone:				
Father's Name:		HP:		
Mother's Name:		HP:		
Transport Requirement for 2017: (Please tick)				
<input type="checkbox"/>	One Way TO School	OR	<input type="checkbox"/>	Two Ways (To & Fro School)
<input type="checkbox"/>	One Way RETURN Home			

Contact - Mr Tang / Anna Siow

(9107 3366, Tel: 64726046, Fax: 64726537, email: pengyangtpl@yahoo.com.sg)

.....

Parent's Signature: _____ Date: _____

REMARKS (if any): _____