

鹏扬 PENG YANG TRANSPORT PTE. LTD.

Block 154 Mei Ling Street #01-42 Singapore 140154 Tel: 6472 6046 Fax: 6472 6537
Business Registration No. 201429170E Email: pengyangtpl@yahoo.com.sg

Dear Parents / Guardians (Faith Kindergarten)

RE: Transport Request form and bus regulations for 2019

1. Please fill in the following transport request form legibly and correctly.
2. Please check with us the rate for 2019 in Mid December 2018.
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, rate may be much higher and the one and two ways rate may be more than S\$10 difference.
5. Please fill in the level and session which your child will be in 2019, we will check with the school which class your child will be in.
6. **For those Currently Taking School Bus in 2018** - Please submit your form to our driver / bus attendant BY 12th November 2018.
7. For those who is **NEW TO TAKING BUS in year 2019**, please submit your form through your child's form teacher / general office BY 12th November 2018, or during Orientation Day (15th November 2018).
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 2019, 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 2019	= <u>2 months</u>	(Jan + June 2019)
Feb, Mar, Apr and May 2019	= 1 month each	
Jul 2019	= <u>2 months</u>	(Jul 2019 + Dec 2019)
Aug & September 2019	= 1 month each	
Oct 2019	= <u>2 months</u>	(Oct 2019 + Nov 2019)
Early October 2019 will be the LAST Collection for the year for PN, N and K1 levels.		

12. Collection schedule for K2 level:

Jan 2019	= <u>2 months</u>	(Jan + June 2019)
Feb, Mar, Apr and May 2019	= 1 month each	
Jul 2019	= <u>2 months</u>	(Jul 2019 + Dec 2019)
Aug 2019	= <u>2 months</u>	(Aug 2019 + Nov 2019)
September 2019	= <u>2 months</u>	(Sep 2019 + Oct 2019)
Early September 2019 will be the LAST Collection for the year for K2s.		

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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. We do not calculate one month from a certain date eg 15th of March. The one month has to be calculated till last day of the following month eg. Till 30th March for notice given on 4th Feb, for eg.
19. Bus cards will be issued to your child between 20th to 23rd of each month for the following month's collection. Eg card issue on 25th February - for collection of March bus fare. Kindly check with your child to ensure bus card is issued.
20. Kindly DO NOT lost the bus card otherwise a replacement cost of S\$5 cash will be incurred. Please do not include cost of card replacement in cheque payment.
21. Kindly make advance payment if you are planning to be out of Singapore.
22. Please return the bus card with payment by the 1st of each collection month, either to the bus drivers or bus attendants. Please ensure prompt payment as we need to pay our drivers and attendants on time too.
23. 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.
24. Late payment charge of S\$10 (Cash) per card per month for parents who make payment after the 1st of each collection month, weekends and public holidays included.
25. S\$10 (Cash) will also be imposed on any Post Dated Cheques, incorrectly opened cheques or Returned Cheques of any reason.
26. Please put EXACT AMOUNT of bus fare in the bus card if paying 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 coins with payment.
27. Kindly do not write anything on the bus card as it is meant for our staffs to check and update as confirmation of your payment.

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28. 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.
29. **Bus fares PAID are NON-REFUNDABLE OR to be offset with other months.**
30. We provide bus service according to the school terms listed in MOE website. (4 terms total 40 weeks). No bus service for school holiday programme.
31. Any enquiry, please contact Mr Tang or Anna Siow @ 9107 3366 / 64726046.
32. Kindly inform us if there is any change in address or contact numbers.
33. In your sms messages, always indicate sch, child's name, blk etc so that we know who you are.
34. The bus company reserves the right to discontinue their service to pupils upon giving one month's advance notice to the parents. Failing which, the company shall not collect that month's fare in lieu of notice.
35. Please follow this list of school bus regulations and not the information printed on bus cards.
36. The bus company reserves the right to amend any bus regulations without prior notice.

Thank You,

Tang Swee Guan / Anna Siow (91073366)

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

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Dear Parents/Guardians of Faith Kindergarten,

For existing pupils who are on school bus for year 2018, please submit form to bus aunty.
For pupils who are new to taking school bus for year 2019, please submit form to kindergarten's general office or to our staff on duty on Orientation day (15th November 2018).

FAITH KINDERGARTEN - TRANSPORT FORM FOR 2019		
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 2019: (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)

By signing this Transport Request Form – parents are deemed to have read and understood all terms and condition listed under Bus Regulations for Faith 2019:

Parent's Signature: _____ Date: _____

REMARKS (if any): _____