



Full Name of Sub-Contractor:
Official Address of Sub-Contractor:
Contact Number:
Email Address:
IC/ID Number:
Details of Visa Status:

Sub-Contractor Agreement/Contract

Dear _____

We are pleased to offer you a Sub-Contractor Contract stating details, terms, and conditions of your service to Stage for Kids Global Pte Ltd (thereafter known as "SFKG"); of which is binding within the laws of Singapore. This service agreement begins on and from _____.

SFKG strives to cultivate a fun, creative and expressive organization for all personnel; as such we inject creative and humorous styles of writing and words to inspire engagement and positive energy. You may find texts and conversations that may appear casual or informal in this contract; however, the terms, conditions and agreements stated on this contract and that which is written in the position offer mode (for example, Email of Offer) are valid, applicable and applies to every section of your work with/for Stage for Kids Global Pte Ltd. We take your commitment and rules seriously; as we commit the same to you.

Your Service

As a Sub-Contractor under Contract, referenced throughout as "Employee", agrees that they will at all times faithfully, industriously, and to the best of their skills, experience, and talents, perform all of the duties required of the position. In carrying out these duties and responsibilities, the Employee shall comply with all SFKG programs and curriculum, policies, procedures, code of conduct, rules, and regulations, both written and oral, as are announced by SFKG from time to time.

2. Position Title

The Employee is required to perform all of their necessary job functions and duties, and all other duties that may be assigned to Employee from time to time by SFKG.

3. Compensation

As full compensation for all services provided, the Employee shall be paid at the rate in the rate schedule below and will be subject to quarterly review.

All payments will be distributed by the end of the month (subject to employee work filing/reporting requirements if/when required); after which all other edits or balances will be processed and completed in the following month.

You are to follow the payment scale below for all/any slots;

In the event any additional duties would be required, or you would be required to work overtime (non-teaching duties) beyond the stated weekly hours as stated by SFKG, subject to approval, you would be compensated at the rate of SGD\$12/hour (admin rate as at 20th Dec 2023). This is subject to request and approval by management.

Approved claims must be submitted via email shine@stageforkids.com by the 25th of each month for processing. Claims must include official receipts or official invoices only.

Please do not make purchases or proceed with hires without approval. If done; management has the right to not provide you with claims.

Time/Hours between Slots:

Any breaks between classes (if any) and time between classes and/or centres are unpaid.

Travel time between two slots within the same address are unpaid.

Travel costs are subject to request and approval.

All employees are required (Mandatory) to prepare for and attend to the following:

Art Masters Appreciation Enrichment Program: Art Exhibition (unpaid, standard for enrichment) & Exhibition Set-up (Admin fee, \$12/hour up to 5 hours).

Drama, Communication & Character Development Program: Year End Live Performance (unpaid, standard for enrichment) & two rehearsals (Admin fee, \$12/hour up to 5 hours **IN TOTAL** – rehearsals conducted during class time are not claimable).

4. Mode of Payment

All payments for active Sub-Contractors will be made through Online Banking/Bank Transfer/Paynow.

Payments for retrenched, suspended, and resigned sub-contractors (Account Closure) may require Fourteen (14) working days additional from the end of month payments; allowing for stock take and return checks.

All materials must be returned to **SFKG OFFICE** before this fourteen-day requirement can kick in.

5. Training Hours

All SFKG trainers MUST attend ___ hours of unpaid training for the first year, and 4 hours for subsequent years. (Theory)

All SFKG trainers MUST attend ___ hours of class-sit in.

Additional training hours will be needed if a staff requests for a Teaching Certificate in Drama, Communication & Character Development in Young Learners. This will be awarded free to all SFKG upon successful attendance of all modules/training slots throughout their tenure with SFKG (minimum two years of sub-contracting work with SFKG).

SFKG enrichment trainers MUST (**Mandatory**) attend the termly Open Doors, three to four times a year. Open Doors ensure that you return all unused and unnecessary tools, supplies and resources and collect the tools, supplies and resources for all upcoming terms. Open Doors are not training days, although all employees may request for consultation and additional training.

6. Daily Reports

You will be required to furnish workday reports within 48 hours via company Signal:

+65 _____

7. Probationary Period

It is understood and agreed that, for you, the first ___ days of employment shall constitute a probationary period. During this probationary period, the Employee is not eligible for Leave of Absence.

Please note that that your **probation begins from your first independent class slot**; and not from the signing of this contract, your training dates, or your sit-in dates.

Though termed a probationary period, the SFKG retains the right to exercise at will employment at any time and may terminate the Employee at any time without notice or cause.

The Employee is not eligible for any kind of leave until the probationary period has been passed successfully. Only Medical Certificates & Death Certificates of Immediate Family members (Father, Mother, Siblings, Grandparents) will be accepted for family emergency, and a medical or death document is required to be submitted to the SFKG Management. Failure to do may lead to penalty fees.

In the event you fail to attend scheduled work & official meetings upon disapproval of leave requests, SFKG may deduct up to **SGD\$150 (+One-way transport fee claim from a replacement personnel)** from your salary. If your salary does not cover the whole of this amount; you will be required to pay the balance of this penalty.

You are to submit the above request-approved certificates within 3 days.

In the event you receive a suspension or termination within ___ days of signing of this contract, the full payment of your required medical costs will be deducted from your final severance payment PLUS \$250 for the training costs incurred in order to train you (unless otherwise written off by an official of SFKG).

This on top of all other penalty fees that apply.

8. Contract Period

Unless an end-of-contract date has been provided; this contract does not expire and would continue to be in force as long as the following conditions agreed upon;

- a) This contract is to be reviewed annually (Nov, Annual);
- b) The Employee must commit to the length of work committed to, which is: ___ months from the date of signing of this contract; failure which;
 - a. You, the employee must compensate SFKG – at the point of notice of contract termination – a 2-month payment-in-lieu must be paid to SFKG as penalty if you fail to commit to the probation period (90 days). The penalty amount must be based on the highest amount (in SGD\$) paid to the Employee in any given month x 2 for termination of contract within 60 days of signing of this contract, IN ADDITION to a training cost of \$250. If you have not received a minimum of a month's salary, the amount of \$250/month will apply. Thus; the 2-month payment-in-lieu will be \$250x2: \$500.
 - b. A minimum of 60-Day notice of termination must be provided in writing and handed over to the Managing Director by hand or by electronic email. If done so through Email, you must receive an official reply from the SFKG Management. This 60 Day notice begins only after a replied has been received by you, sent by the SFKG Management.
 - c. All staff documentation requirement, including medical checks/reports sponsored by SFKG will be deducted from the final payment if you resign within the probation period.
- c) **Late Arrival to Classes & other Official SFKG events:** Please avoid arriving late to classes or other official SFKG events. Maximum allowed, Once a Term. Late coming from the 2nd time in the same term will require you to pay a Late Arrival Penalty Fee (\$5 for every set of up to 5 minutes). You are obligated to inform SFKG and the school of your late-coming, before the schools contact SFKG to report. You **must** make up for all missed minutes; either through an earlier start at the following session or to finish the class later than scheduled.
- d) **Sick Leave:** You are required to inform the SFKG Manager at least 24 hours prior to your first upcoming work/class. 1st Step: Inform the Manager. 2nd Step: Ask your peers to help cover your upcoming work.
- e) **Resignation:** you will be required to provide a 60-day notice regardless of whether you are serving your probation or have successfully completed your probation. All other clause relating to your resignation continue to apply. During your resignation, SFKG has the right to make changes to your work schedule to fit best for SFKG, the schools and the children. You may not have the same hours as scheduled.
- f) **Request to Change Schedule:** Minimum 21 Days, failure of which a \$200 penalty will be incurred upon failure to continue with your slots (with the exception of special cases, subject to approval by SFKG Management).

- g) **Request for leave for all reasons other than medical reasons:** Minimum 21 Days, failure of which a \$200 penalty will be incurred upon failure to continue with your slots (with the exception of special cases, subject to approval by SFKG Management).
- h) **No-Leave Allowed Period:** All class-based employees are not allowed to take leave between 1st Nov to 8th Dec of every year, UNLESS the art exhibition and school performance dates under your care are completed; of which you may then apply for leave within the period.
- i) **ECDA requires that all individuals working in a preschool setting complete health screening with chest x-ray, and vaccinations for Measles, Mumps, Rubella & Varicella.**
- j) If you have done the above, please send Stage for Kids a copy for submission to ECDA. If you have not done so, Stage for Kids will pay for the medical screening. In the event you leave SFKG within the length of your probation term, you will need to reimburse the costs of the screening and vaccinations in cash or payment deduction.
- k) **Tool, Curriculum, Supplies & Resources:** All SFKG tools, curriculum, supplies & resources must be returned to the SFKG Office in good working order before SFKG Management will be able to process all closing/ending accounts/employee. Any broken items must be reported to SFKG Management immediately. Failure to do so, and with any of the above unaccounted will incur an administrative fee of \$120/employee + product costs for any/all missing tools, curriculum, supplies & resources. All the above MUST BE RETURNED to the SFKG Office, and NOT left in any other venue or location.

9. Mode of Communication

Only three modes of communication are accepted as official by Stage for Kids Global. These are;

1. In-person/by-hand with the Managers or Directors of Stage for Kids Global,
2. By Email – and must have received an acknowledgement by a Manager or Director of Stage for Kids Global. This mode of communication remains invalid until there is acknowledgment.

Other forms of communication modes **are not accepted.**

Alright, new teammate – upon signing this agreement; I welcome you to Stage for Kids Global; the place where we are inspired, cultivated, challenged to become dynamic individuals. Individuals who communicate (speak up), a teamplayer (help his/her peers when needed), commit to their duties, responsibilities & tasks (even if it may become a challenge for them, on a fair basis), to meet timelines and deadlines and not be afraid to ask for help, be humble and allow ourselves to learn and grow from and within SFKG, and follow the company's values, systems and philosophies.

In terms of work rules; let's recap:

Sick: You must let us know, at least 24 hours, even if you are unsure and feel just the slightest off, you MUST inform us. Be considerate, be fair to your peers and management, do not be a hero. Let us prepare a backup if need.

Commit: Our programs are not just programs and lessons; these are beacons of hope, modes of inspiration and seeds of love and care; so just as SFKG promises to commit to you and your needs as an employee – you MUST do the same to and with SFKG.

We take the health of our brand, reputation, agreements, commitments, and care seriously; and we do not mess about. When you sign on with us; you are a part of the team. Understand what that means.

Education is not just a job, and it cannot be just a job. Education is about people, character, future and lives – take your commitment seriously. If you are unsure, speak up. If you cannot commit, don't sign.

We don't want to send adults into the schools full of hopefully, positive young children and mess their faith and energy in our education.

10. Code of Conduct

All Sub-Contractors, upon signing of this agreement; have read, understood, and therefore agree to the Code of Conduct, Confidentiality and Copyright rules of SFKG and other requirements as stated in other official company documentation.

12. Supplementary Requirements

All Sub-Contractors must and have read the Supplementary Requirement Sheet in addition to this agreement, and understood, agree to, and will carry out the terms as stated.

Sub-Contractor Agreed

Name of Sub-Contractor:

Date of Contract Signing:

IC Number:

SFKG Director Agreed

Name of Director:

Date of Contract Signing:

Official Company Stamp:

Thank you.

Attached herewith is a copy of the Sub-Contractor's ID and Supplementary Requirement Sheet.

Stage for Kids Global Pte Ltd
Sub-Contractor Supplementary Requirement Sheet (to be attached to the main Agreement)
Full Name of Sub-Contractor:
IC/ID Number:



I declare that I have read the following sub-contractor requirements, understood them, and accept that:

Trainer Skills & Values. I am responsible for...

- Ensuring I am at my best in attitude and expected traits and values as required by SFKG.
- Ensuring that I am open to feedback, suggestions, and criticisms.
- Ensuring that I communicate my issues and challenges with management without being asked.
- Informing management, the day before my classes if I am not feeling well. This is to be considerate to my team, IN CASE, a cover/replacement is needed if I truly cannot attend to my slot(s).
- Wearing appropriate clothing (uniform) or company identification tools (i.e., company badges)

Classtime Sessions. I am responsible for...

- Coming early to centers to setup, prepare, and welcome children into my sessions.
- Ensuring I conduct my sessions as dynamic as possible.
- Ensuring that my language skills are as grammatically correct as possible, avoiding Singlish.
- Ensuring that I conduct my sessions according to SFKG's lesson plans, curriculum, systems, and objectives.
- Ensuring that I avoid using language that may affect the child negatively.

Health, Cleanliness and Safety. I am responsible for...

- Sanitizing SFKG materials after every session.
- Ensuring that all participants in every session keep to required health and safety orders and rules. For example; mask wearing and social distancing.
- Children's welfare and safety. I will check the classroom for safety hazards, and I will ensure I keep my eyes on the children to avoid incidents and accidents.
- Ensuring that I get support if/when I need support. I am allowed to ask for assistance from the center if/when I need it. There is nothing wrong with needing help, and I must speak up.
- Seeking approval from SFKG management before I distribute materials and objects that do not come from SFKG. I will also ensure I do not distribute food and drinks to both adults and children.

Updates for Parents & Schools. I am responsible for...

- Ensuring that I take dynamic and effective photos and will upload them onto SFKG's Google drive on a monthly basis. In addition to the photos, I will also upload a minimum of one video showcasing the objectives of the program by the end of the term or a mini performance video by the end of the first Semester, and a year-end performance and/or exhibition at the end of the year. These photos and videos must be accompanied with brief descriptions.

Copyright & Confidentiality. I am responsible for...

- Ensuring that I keep all SFKG documents including curricula and training booklets confidential.
- Ensuring that I do not make and keep copies (in any form, shape, or mode) of all materials belonging to SFKG.
- Ensuring that I do not use or share SFKG materials, tools, training, and experience with other companies.
- Ensuring that I do not use any picture or video taken of the children for anything other than to submit to SFKG. The children's privacy, security and safety needs are important to me.
- Ensuring I do not share or trade personal contact details with parties other than those from SFKG or other parties as approved by SFKG.
- I agree to any legal action taken against me in the event I have been found to share SFKG materials, tools, and documents with any organization, school or individual outside of the SFKG immediate group.

Signature & Date of Supplementary Requirement Sheet: