

ADMISSION FORM

1. CHILDS DETAILS

Name: _____

Nickname of child (if any): _____ Date of Joining: _____

Gender: _____ Date of Birth: _____ Place of Birth: _____

Age: _____ Nationality: _____ Religion: _____

Languages spoken at home: 1. _____ 2. _____

Address: _____

2. FAMILY DETAILS

Father's Name: _____ Mother's Name: _____

Nationality: _____ Nationality: _____

Mobile Number: _____ Mobile Number: _____

Work Number: _____ Work Number: _____

Home Number: _____ Home Number: _____

Email Address: _____ Email Address: _____

3. EMERGENCY CONTACT DETAILS

1. Name: _____ Relationship to child: _____ Mobile Number: _____

2. Name: _____ Relationship to child: _____ Mobile Number: _____

3. Name: _____ Relationship to child: _____ Mobile Number: _____

3.1 PERSONS AUTHORISED TO COLLECT MY CHILD

1. _____

2. _____

3. _____

4. _____

Your child will only be allowed to leave the centre with the above mentioned people.

Should you need any other person to collect your child, you must first authorize this at reception.

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4. ATTENDANCE BOOKING

Please choose your preferred days and times from the options below.

Pre-school timings are from 9:00am to 12: noon.

Late pick up fees will be charged from 12:15pm onwards

Social Skill Development timings are from 1.00pm to 4.00pm.

Late pick up will be charged from 4.15pm onwards.

Therapeutic sessions are booked at your preferred timings and are available from 5pm-9pm.

Kindly seek assistance from our administration office to book your preferred time and day.

5. MEDICAL QUESTIONNAIRE

Has your child had any of the following illnesses or suffer from any of these conditions?

Regular Medication	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vision Impairments	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hearing Difficulties	<input type="checkbox"/> Yes <input type="checkbox"/> No	Respiratory Difficulties	<input type="checkbox"/> Yes <input type="checkbox"/> No
Skin Conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Frequent Colds/Sinusitis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chicken Pox	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vision Impairments	<input type="checkbox"/> Yes <input type="checkbox"/> No
Whooping Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fainting	<input type="checkbox"/> Yes <input type="checkbox"/> No
German Measles (Rubella)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No
Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mumps	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rheumatic Fever	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heart Trouble	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tonsillitis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operations (Specify) _____		Serious Injuries (Specify) _____	

In order to meet the developmental needs of all children, class placement is very important.

Please answer the following questions, bearing in mind that your answer will not impact your child's place at Little Pandas EIC.

Special educational needs, disabilities, or concerns:

☐ Yes (please specify) _____

☐ No

Previously or Currently receiving specialized therapies (speech, occupational) or learning support:

☐ Yes (please specify) _____

☐ No

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5.1 Allergies

Allergic to medication: Yes / No

Please specify _____

Reaction _____

Other Allergies: Yes / No

Please specify _____

Reaction _____

Allergic to food: Yes / No

Please specify _____

Reaction _____

6. MEDICINE ADMINISTRATION

If your child is unwell they should not attend centre. The daily centre program is very active and requires that the child is in good health to be able to benefit and enjoy a positive experience. If your child has a fever or needs to rest, we ask you to please keep your child at home.

In the event that a child gets sick during the time at the centre, we require your consent to administer the following medication.

Paracetamol – In case of a fever above 38 degrees Celsius	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Anti histamine – In the case of an allergic reaction	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Arnica Gel – In the case of bumps, bruises and bites	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7. PHOTOGRAPH AGREEMENT

Please tick below if you give consent for your child to be photographed at the centre. The photos will be used internally, in newsletters, yearbooks and bulletin boards as well as on our Website, Facebook and Instagram.

☐ Yes, I agree that my child is photographed ☐ No, I do not agree that my child is photographed

REGISTRATION CHECKLIST

Completed registration form	<input type="checkbox"/>	Recent passport sized photograph of child	<input type="checkbox"/>
Copy of child's birth certificate	<input type="checkbox"/>	Copy of child's medical insurance card	<input type="checkbox"/>
Copy of child's CNIC	<input type="checkbox"/>	Registration fees	<input type="checkbox"/>
Copy of parent's CNIC	<input type="checkbox"/>	Term fees	<input type="checkbox"/>

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TERMS AND CONDITIONS

Please read and sign agreement of the Terms and Conditions below, which are applicable to your child's enrolment at Little Pandas EIC.

Age of Admission

We accept children from one year to four years of age, at the start of the academic year.

Nursery Timing

Little Pandas EIC is open from Monday to Friday from 9:00am to 9:00pm.

Registration Fees

Registration fees are payable upon registration and apply to enrolment of the specific child. The registration fees are non-refundable and non-transferable.

Tuition fees

Tuition fees are to be settled in full before the start of the new term, or by the first week of the term at the latest. If starting in the running term tuition fees will be due in full upon registration. The Centre will not be able to offer 'make up days' due to illness, public or family holidays. During the Holy Month of Ramadan, we are not able to discount any missed weeks.

Late pick up Fee

The amount of 100PKR will be charged if child is picked up 15 minutes later than the booked session timing.

Arrivals and Departure of Children

Little Pandas EIC is committed to ensure the safety and welfare of all our children, therefore please ensure upon arrival your child is handed over to his/her teacher. Also children must be collected by the named person/persons on the registration form. If you are unable to collect your child please contact the Centre so we can ensure the appropriate care is provided for your child.

Withdrawal Notification

If you wish to withdraw your child from the Centre, we request three months / one term's written notice. Once your child is enrolled, it is assumed that they will continue until the end of the current academic year, unless informed otherwise in writing

Illness

Children who are sick are requested to stay at home until their health improves. Little Pandas EIC will not allow children to enter the Centre until they are symptom free. If your child develops a fever, rash, diarrhea, vomiting, conjunctivitis, head lice or other contagious conditions, you are requested to keep your child at home until a Dr's clearance letter can be provided.

Confirmation

I/We understand the conditions of admission and agree to abide by the same. In signing the admission form I/We are acknowledging the protocols set by the Centre and accept the same as being the final declaration of admission for my child and his/her welfare and well-being.

Parents Name: _____

Signature: _____

Date: _____