

PHOTO

# READ DAYCARE & PRE-SCHOOL REGISTRATION FORM

## Child details

Childs name..... Surname..... D.O. B.....

Physical address.....

.....

Sex.....Allergies.....

## Parent's details

### Mother's

Name.....Surname.....

ID/ Passport.....

Physical Address.....

Work Address.....

Contact: Work.....Cell.....

### Father's

Name.....Surname.....

ID/Passport.....

Physical Address.....

Work Address.....

Contact: Work.....Cell.....

Email Address.....

## People authorize to fetch the child other than parents

Name.....Surname.....ID.....

Name.....Surname.....ID.....

### Guardian

Name.....Surname.....ID.....

ID/Passport.....

Relation to the child.....

### **Health of the provider**

Each person working in READ must be in good health with no contagious diseases. Our care workers go for check up every six months.

### **Children's health**

Sick children must be kept at home especially those contagious diseases. All children must be up to date with their immunization before enrolment in the pre-school

### **Infection control**

Care giver and all children will practice good hand washing habits. Hand washing is required after using the toilet and before and after handling food.

Smoking, Alcohol, and illegal Substance

Use of the above items is prohibited in the pre-school at all times for both care givers and parent of the children.

### **Birthdays**

This is a special occasion in a child's life; parents are welcome to celebrate in the pre-school parent may bring all the snacks and cake however NO GUMS are allowed.

### **New comers**

Every child is different from the next, some throw fit and some are just quiet in a new environment. We therefore urge parent not to worry too much as this are perfectly normal and the child grow out of it and learn to trust other than his /her parent.

### **Mode of payment**

Payment must be done before the 3<sup>rd</sup> of each month

For those paying on the 15<sup>th</sup>, Payment must be done by the 16<sup>th</sup> of each month

Payments later than these days will have to pay penalty fee of R100

### Operating hours

The opening hours for the school is 06:00am and closing 18:00pm .Late coming after school hours result in a fine fee of R30 for every 5 minutes.

### Notice of the termination

1 month notice before taking your child out of the school in writing is required from the pre-school.

**READ** pre-school reserves the right to terminate this contract for any reason. Two

Weeks' notice will be given under such circumstance. However, we reserve the right to immediate termination of services under certain circumstances (i.e. Children who are threat to others, no payment etc.....)

### Fees

This is a flat rate and should **be paid in full regardless of the number of days attended**

A **full payment** is required for the month of **December (is compulsory)** no exception will be made for this month

I HAVE READ AND ACCEPTED THE POLICY AND PROCEDURED OF READ PRE-SCHOOL. THEY ARE PART OF MY CONTRACT. I UNDERSTAND THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISION / CHANGES AT LEATS 30 DAYS PROR TO ANY CHANGES / REVISION TO THIS AGREEMENT

Parent..... Date...../...../.....

Guardian..... Date...../...../.....

Principal.....Date...../...../.....

PARENT INTERVIEW

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Parents	Father	Mother
Name:		
Contact No:		
Home Address:		
Home Language		
Please tell me about your child:		
Date of Birth		
Normal /Caesarean birth/hours of labour/ On time/complications		
History: Development: sitting up / teething / crawling / walking / talking / language		
Habits: eating / sleeping / aggression e.g. Biting?		

Allergies?	
Discipline: Corrections / punishment?	
Siblings?	
Grandparents?	
Other people staying in the house?	
Occupation, Mother?	
Occupation, Father?	
Who will bring and fetch your child?	
Your expectations of the centre?	
Something else we need to know?	

Practitioners also need to share:

- About the specific age groups
- About teaching methods and the daily routine
- About class rules
- About communication and reporting methods
- About yourself