



**Childcare Registration and Agreement Form**

Please complete this form and return it with the registration fee (\$15) OR Tsh. 30,000

**This form must be completed by someone who has parental responsibility.**

**Family Details**

Child's full name			
Preferred or familiar name			
Date of birth			Birth Certificate presented?
Parents / guardian names	Mother		
	Father		
	Other (specify)		
Parent/guardian addresses  <i>Please provide names and Addresses for each parent and guardian known to the nursery (continue on separate sheet if required)</i>  <i>Please indicate your child's usual address</i>			
Other people allowed to collect your child?  <i>Must be over 16 years of age</i>		Names and addresses:	

### Contact Details

Telephone Home	
Mum Work	
Dad Work	
Mobiles	
Email address	

### Legal Responsibility and Contact Details

Who has Parental Responsibility for your child? E.g. the parent/guardian who is your child's main carer[s].	Name
Who has Legal Contact with your child? E.g. a parent who lives at a different address	Name

### Daytime Emergency Contact Details

Mother	
Name	Telephone no.
Father	
Name	Telephone no.
1 <sup>st</sup> alternative contact (required)	
Name and relationship to child	Telephone no.
2 <sup>nd</sup> alternative contact (required)	
Name and relationship to child	Telephone no.

### Health Information

Doctor's name, address and telephone no.
Health Visitors Name and telephone no.
Does your child have any special health requirements?
Any known allergies? (e.g. food, animals, plasters, medication, etc.)
Does your child have any special dietary requirements, preferences or food allergies?
<b>Are all childhood vaccination up to date?</b>

### Consent Information

Please sign that you are willing to give your consent for	Signatures:
Outings	
Holding personal information (paper and computer based)	
Sharing information with other professionals, e.g. Health Visitor or Speech therapist	
Photography to be used in-house only, e.g. photo observations for child's folder	
Photography to be used in nursery publicity material, including on the internet (children's names will NOT be used on any websites or in any publicity)	
First aid and emergency medical treatment, including the administration of <b>Calpol</b> should your child's temperature rise suddenly above 39°C	
Use of child's own provided sun cream or a named brand supplied by the nursery	
Use of plasters	

### Other Information

Other language used at home:
Ethnic origins:
Festivals celebrated at home:
Details of any other settings or childcare attended:
Details of any other agencies or professionals working with your child and their role:
Any other details or information it may be useful for us to know? E.g. <i>What your child likes, what their fears may be, any special words they use, what comforters they may need and when.</i>

### Childcare Requirements

Required Start date? .....	Please mark the days and any extra services you require below				
AM Session (7:30 – 12:45)	Mon	Tue	Wed	Thur	Fri
PM Session (12:45 – 17:30)	Mon	Tue	Wed	Thur	Fri
Full day (07:15 – 18:00)	Mon	Tue	Wed	Thur	Fri
Extended PM session (18:00 to 19:30)	Mon	Tue	Wed	Thur	Fri

### Other Information

How did you hear about St. Jacynthe's Int'l Day Care? Please tick appropriate box			
Magazine	Children's Info Service	SJIS's Staff Info	Flyer
Website	Recommendation	Sign outside	other
Did you look at any other nurseries?	Why did you choose St. Jacynthe's Int'l School?		

### Important

We ask that keep us informed of any changes to your details.  
Periodically we may ask you to confirm your details for our records.

## **Admission**

A completed Childcare Agreement Form and Registration fee and deposit are required to secure your child's place.

## **Registration Fee and Deposit**

The registration fee of \$15 or Tsh. 30,000 covers administration and settling sessions.

## **Fee and Invoices**

- i. Childcare accounts are payable monthly in advance for a calendar month of childcare.
- ii. Accounts are payable by standing order, card or cheque made payable to

### **ST. JACYNTHÉ'S INT'L EDUCATION CENTERS**

**Account Numbers - 3390696636 USD**

**- 3390696628 TZS**

**MPESA - +255 765 611 611 – St. Jacynthe's International Education Centers.**

**(Share the message and the name of the child via WhatsApp)**

- iii. A sibling discount is applied to the costs for the eldest child for the jointly attended sessions. Discount is applied to core childcare provision only and do not apply to extra sessions, nursery lunches or other services
- iv. Unless we are in breach of these terms and conditions all booked sessions must be paid for regardless of child's attendance. No refunds are given for sessions missed due to mild illness, holiday or unavoidable nursery closure. Be aware that the number of day childcare provided each month may vary.
- v. If you expect to be late collecting your child, please notify us as soon as possible. If notified, the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at a rate of \$15 or Tsh. 30,000 per hour to cover emergency staffing and other arrangements.
- vi. The day care is not responsible for collection of fees from any third parties except in the case of statutory nursery education funding allowance. The day care will give parents/guardians two months notice of increase/decrease of fees which will normally be reviewed in October.

## **Opening times**

The day care sessions run from 07:15 am to 6:00pm. The after-school activities are held from 12:45pm to 6:00 pm Monday to Friday. The day care is open all year except Easter, Christmas & New Year and occasional inset days.

## **Termination, cancellation and charge of sessions**

One month notice is required by either party for any change of sessions or termination of agreement. If parent chooses to leave prior to the end of their notice, fees are non-refundable. The minimum period for any permanent change of sessions is one month. If the notified start date is changed by the parent, we reserve the right from the original start date notified on the Agreement form.

The nursery reserves the right to terminate the Agreement with immediate effects in case of non – payment of fees, or if a parent, guardian or child display abusive, threatening or otherwise inappropriate behavior, or for any other reasonable **cause intimidation or abuse of our staff will not be tolerated and may result in immediate termination**. In all other cases the standard notice period of one month will apply.

## **Insurance**

The day care has extensive insurance cover for the daycare-based activities and outings. Details of the insurance may be requested from the manager. The Certificate is displayed in the Centre.

**Personal property and belongings**

The nursery cannot be held responsible for any loss or damage to any parent’s, guardian’s or child’s property or belongings. Every reasonable effort will be made by the staff to ensure that property or belongings of any parent or child are not damaged. Please ensure your child’s clothing is clearly labeled and we suggest that all toys, books and equipment are left at home.

**Liability**

SJIS accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the nursery being temporarily closed or the non-admittance of your child to the nursery for any reason. We accept no responsibility for children whilst in their parent’s care on nursery premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child’s or parent’s property, for any loss resulting from a claim made by any third party or for any special, Indirect or consequential loss or damage of any kind.

**Accidents and illness**

The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents immediately. If emergency treatment at hospital is required the nursery will make all reasonable attempts to contact the parents but if this is not possible, we are authorized to act on behalf of the parents and authorize any necessary emergency treatment.

**Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents and SJIS. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update / amend these Terms and Conditions at any time.

One month notice will be given of any changes made.

**I have read and understand these Terms and Conditions and agree to be bound by them.**

Signed (parent) .....

Name: .....

Date: .....