**Aftercare Registration Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHILD’S DETAILS** | | | | | | | | | | | |
|  | | | | | | | | | **Child’s Name** | | |
| ** Male  Female** | | | **Gender** | | |  | | | **Nationality** | | |
|  | | | **Date of Birth (dd/mm/yyyy)** | | |  | | | **Enrolment Date** | | |
|  | | | | | | | Child’s Spoken Languages | | | | |
|  | Work Phone Number | | | | Father’s Name, Occupation & Company Address | | | | | | |
|  | Work Fax Number | | | |
|  | Mobile Number | | | |
|  | Mobile Number | | | |
|  | Work Phone Number | | | | Mother’s Name, Occupation & Company Address | | | | | | |
|  | Work Fax Number | | | |
|  | Mobile Number | | | |
|  | Mobile Number | | | |
|  | Emergency Numbers | | | |  | | | | | Email Address | |
| Doctor’s Name, Address & Tel. No. | | | | | | | | | | | |
| Summarize your child's: pre-existing health problems / on-going medication / allergies / special needs / fears / food restrictions / special diet / etc, if any: | | | | | | | | | | | |
| Please indicate below the time you will collect your child from JINS | | | | | | | | | | | |
| Thursday | | Wednesday | | Tuesday | | | | Monday | | | Sunday |
|  1:00 pm | |  1:00 pm | |  1:00 pm | | | |  1:00 pm | | |  1:00 pm |
|  1:30 pm | |  1:30 pm | |  1:30 pm | | | |  1:30 pm | | |  1:30 pm |
|  2:00 pm | |  2:00 pm | |  2:00 pm | | | |  2:00 pm | | |  2:00 pm |
|  2:30 pm | |  2:30 pm | |  2:30 pm | | | |  2:30 pm | | |  2:30 pm |
|  3:00 pm | |  3:00 pm | |  3:00 pm | | | |  3:00 pm | | |  3:00 pm |
|  3:30 pm | |  3:30 pm | |  3:30 pm | | | |  3:30 pm | | |  3:30 pm |
|  4:00 pm | |  4:00 pm | |  4:00 pm | | | |  4:00 pm | | |  4:00 pm |
|  4:30 pm | |  4:30 pm | |  4:30 pm | | | |  4:30 pm | | |  4:30 pm |
|  5:00 pm | |  5:00 pm | |  5:00 pm | | | |  5:00 pm | | |  5:00 pm |
| Collection Point: (Time, School Name, Class Number/Name and Teacher’s Name) | | | | | | | | | | | |
| Terms & Conditions of Registration:  Aftercare fees are due at the start of every month. No refunds will be given in case of absences or illness. In case of an accident or injury to my child, I allow the school to take necessary action to insure appropriate medical treatment of my child by the Nurse or at a government hospital / clinic, if I cannot be reached at the emergency numbers. I waive all claims against the Nursery, its owners and employees, and agree to abide by the Nursery’s policies, terms and conditions.  **ACCEPTANCE OF THIS APPLICATION DOES NOT IN ANY WAY GUARANTEE A PLACE FOR YOUR CHILD** | | | | | | | | | | | |

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Father’s Name / Guardian Mother’s Name / Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Signature Date Signature Date

**Indemnity Form**

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| --- | --- |
| **CHILD’S DETAILS** | |
|  | **Child’s Name** |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of P.O. Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  hereby agree:  That the Nursery, or any supervisors, teachers, assistants, officials, voluntary helpers or owners, shall have no responsibility of whatsoever nature in respect of my child:  1) Prior to actual delivery of the said child into the custody of the said teachers or officials inside the Nursery grounds, or after the child has been collected from the Nursery grounds by a person authorized by me to do so, on a normal Nursery day. 2) Whilst on Nursery grounds outside the official opening times. 3) At any other time, unless the said child is in the direct custody or control of one of the said teachers whilst on a recognized outing or function arranged by the Nursery. 4) Unless the injury is caused by or has resulted from a neglectful act or omission of any employee, Nursery Supervisor or Nursery Assistant or Helper authorized to act for or on behalf of the Nursery.  I hereby agree:  a. To keep the Nursery, or any of its supervisors, teachers, or officials, or voluntary helpers, or owners, absolutely harmless, fully and effectively indemnified against all actions, claims, liabilities, damages, expenses, costs, charges, fees (including medical, judicial and attorneys’ fees), whatsoever, which are suffered by the Nursery as a consequence of any accidental injury or contraction of any virus / disease by the child. b. To indemnify and keep indemnified the Nursery in respect of any loss or damage to the property belonging to or in the custody of the Nursery caused by my child.  I, the undersigned, lawful parent or guardian of the child hereby accept and agree that in case of an accident or injury occurring to or virus / disease being contracted by the child, the Director, Nursery Manager, Assistant Managers, Nurse or any person in charge of the Nursery, shall have full authority to take the necessary decision to ensure appropriate emergency medical treatment of my child by the Nursery Nurse or if necessary at a government hospital / clinic, if I cannot be reached at the emergency numbers.  This form is deemed valid for the entire duration of your child’s stay at Teddys Inn Nursery. | |

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**\_\_ **\_\_\_\_\_\_\_\_\_\_**

**Signature Date Signature Date**

|  |  |
| --- | --- |
| **CHILD’S DETAILS** | |
| **Class:** | **Child’s Name:** |

**I/We authorize the following persons to collect my child from the Nursery.**

|  |  |
| --- | --- |
| PHOTO ID | Name: |
| Relationship |
| Mobile Number: |

|  |  |
| --- | --- |
| PHOTO ID | Name: |
| Relationship |
| Mobile Number: |

|  |  |
| --- | --- |
| PHOTO ID | Name: |
| Relationship |
| Mobile Number: |

|  |  |
| --- | --- |
| PHOTO ID | Name: |
| Relationship |
| Mobile Number: |

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**Signature Date Signature Date**

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| --- |
| **After Care Rules & Regulations** |
| Collection of Children    The following guidelines must be adhered to at all times to ensure the safety of the children:  a. The Director is to ensure that the authorized pick-up list for each child is kept up to date.  b. No child will be released into the care of any persons not known to staff. If staff does not know the person by appearance, the person must be able to produce some form of identification to prove that they are the person authorized to collect the child on the enrolment form. (e.g. Driver’s License with photograph).  c. Parents must give prior notice where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. In an emergency situation, and complete a change of details form at the front desk. The person nominated by the parents must be able to produce some form of identification, e.g. Driver’s License with photograph.  d. Children are not to be released into the care of persons not authorized to collect the child, e.g. Court orders concerning custody and access.  e. Parents must give prior notice of any variation in the person picking up the child. If notice is not given, and staff cannot contact the parent, the child must not be released into the care of that person.  f. No child will be released into the care of a person under the age of 18 years unless special arrangements have been made with the Nursery Manager.  g. If the person collecting the child appears to be intoxicated or under the influence of drugs, and staff feel that the person is unfit to take responsibility for the child, the staff is to bring the matter to the person’s attention before releasing the child into their care. Wherever possible, such discussion is to take place without the child being present. Staff is to suggest that they contact the other parent or emergency numbers from the enrolment form, inform them of the situation and request that they collect the child as soon as possible. If the person refuses to allow the child to be collect by another authorized person, staff is to inform the police of the circumstances, the person’s name and vehicle registration number. Staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek an alternative arrangement if they feel the parent is not in a fit state to accept responsibility for the child.  Guidelines stating the above procedure should be on display for the parents and included in the Parent Information Book.  Non-Custodial Parents  Non-custodial parents will not be given access to children under any circumstances. The Nursery must have a copy of the court order, in Arabic and English, with the stamp of the Court to verify custody in the child’s file and all staff should be made aware of its existence. Strict adherence to this policy must be maintained. |