



## ENROLLMENT FORM

Placement of an applicant in a particular class is determined by their age and ability at January 1<sup>st</sup> of academic year.

| Age              | Class    |
|------------------|----------|
| 9 months- 3years | Pearls   |
| 4 years          |          |
| 5 years          | Emeralds |
| 6years           |          |
| 7 years          |          |
| 8 years          |          |
| 9 years          |          |

### Requirements:

- Enrolment form and registration fee (non-refundable)
- Photocopy of applicant's birth certificate
- Evidence of compliance with immunization requirements for pre-schoolers (e.g bukana ea ngakeng)

SOW RIGHT, REAP RIGHT



**CHILD**

Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age by January: \_\_\_\_

Nickname: \_\_\_\_\_ Gender: male  female

Date of Admission: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Level of enrollment: Preschool  Primary

Mother: Alive  Deceased  Unknown

Father: Alive  Deceased  Unknown

Parents are: living together  separated  Divorced

Payer of school fees: organization  mother  father  both parents

Address: \_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS SCHOOL INFORMATION**

Name of school: \_\_\_\_\_

Date attended: from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Class/ Grade: from: \_\_\_\_\_ to: \_\_\_\_\_



**ADULT CONTACT INFORMATION**

| Names (Full) |        | Mother | Father |
|--------------|--------|--------|--------|
| Contact      | Home   |        |        |
|              | Work   |        |        |
|              | Cell   |        |        |
|              | E-mail |        |        |

Residential Address: \_\_\_\_\_  
 \_\_\_\_\_

**Details of Additional Care-Giver**

| EMERGENCY CONTACT     |      |           |
|-----------------------|------|-----------|
|                       | MAIN | SECONDARY |
| Full Names            |      |           |
| Relationship to Child |      |           |
| Cell Phone            |      |           |
| Work Phone            |      |           |
| Home Phone            |      |           |



If parents are divorced or separated, who is the custodian parent?

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Your child will only be released to an authorised person listed on this form. In case of an emergency or an unforeseen circumstance, please indicate the name, address and phone number of any other person who you authorise to pick up your child on your behalf. A verbal authorisation from parent/guardian for pick up must be received before your child will be released to anyone not listed here. If not received, and we cannot notify you by phone, the child will not be released.

## ALLERGIES AND MEDICAL INFORMATION

### Allergies, Illnesses, Medications

Please list any special needs that your child has such as allergies, existing illness, injuries and hospitalizations during the past 12 months, medication prescribed for long-term use and any other information of which care-givers (including Kiddie Care) should be aware of. If none, please write N/A

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### \*AUTHORISATION FOR MEDICAL ATTENTION

In the event that I cannot be reached to arrange emergency medical care, I authorise the person in charge (Kiddie Care) to take my child to:

#### Physician/Doctor

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

#### Emergency Medical Care

Name of Facility: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_



I give my consent for the facility to secure any and all necessary emergency medical care for my child.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\*Does the child carry any kind of social, emotional problems or disabilities? Please explain and expand.

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

### PARENTAL AUTHORISATION

Please tick (X) Yes or No

|   | Yes | No |
|---|-----|----|
| I have read the entire school handbook for the current year           |     |    |
| My child may be included in field trips                               |     |    |
| My child may be included in water play                                |     |    |
| My child's photograph can be used in Kiddie Care Academy publications |     |    |
| My contact information may be used in classroom directory             |     |    |



## Discipline and Guidance Policy

Discipline and guidance is:

- Individual and consistent for each child
- Appropriate to the child's level of understanding
- Directed towards teaching the child acceptable behaviour and self-control
- Teachers use positive discipline and guidance to encourage self-esteem, self-control and self-direction. These include:
  - Praising and encouraging positive behaviours
  - Reminding learners of behavioural expectations, using clear positive statements
  - Redirecting behaviour using positive statements

I understand that positive and redemptive disciplines are used and there is no harsh, cruel or unusual treatment of any child at any time.

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**Signature of Parent/Guardian**

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**Date**