



## REGISTRATION FORM

## FOR OFFICE USE ONLY

Registration No.		Receipt No.	
Class		Starting Date	
Payment Details		Received By	

PASSPORT  
PHOTO

## CHILD'S INFORMATION

First Name		Family Name	
Date of Birth		Gender	Girl / Boy
Nationality		Religion	
Language Spoken		Native Language	
Home Phone Number		Emergency Number	

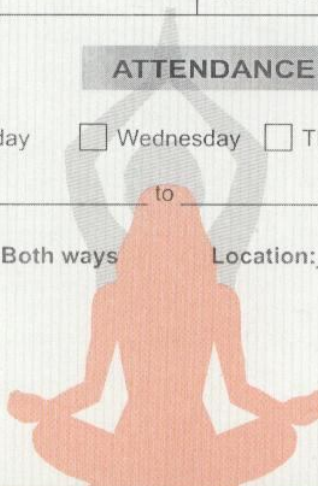
## FAMILY INFORMATION

Father's Name		Mother's Name	
Nationality		Nationality	
Company's Name		Company's Name	
Office Number		Office Number	
Mobile Number		Mobile Number	
Email Address		Email Address	

## ATTENDANCE

 Days ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Timings Preferred \_\_\_\_\_ to \_\_\_\_\_

 Bus ☐ One way ☐ Both ways Location: \_\_\_\_\_






### EMOTIONAL CONDITIONS

1. Are there any emotional conditions connected with the child we should be aware of?  
Divorced or separated parents/adopted child or siblings/ Deceased parent/others) Please give details.

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2. If your child has attended previously Nursery/Play School, please give the name and details.

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### ACADEMIC YEAR & SCHOOL HOURS:

- The academic year runs from June to March in three terms: Term1- June to September . Term2 October to December. Term3- January to March.
- School holidays include a short Winter break, Summer break and all the government public holidays.
- During the winter and summer Breaks, we provide fun-filled activity camps at a separate cost.

***I have read and accept the terms & conditions. I waive all claims against the play school, its owners and employees. Incase of any accidental injury to my child, I agree to abide by the Play School policies, terms and conditions.***

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

Signature: \_\_\_\_\_







## PLAY SCHOOL POLICIES

At Gurusthanam Play School we value the close involvement of parents and work hard to develop a strong relationship with the family of our students. We encourage mums and dads to visit us occasionally and participate in our family programs.

**We believe communication is vital** - we are always available should there be any concerns or suggestions. At the same time, we need parents to keep the school well informed of any changes or circumstances that may affect your child. Open communication with parents is important for your *child* to develop emotionally and socially.

**VERY IMPORTANT:** You must notify the office if you are unable to collect your child, as he/she will NOT be allowed to leave the Play School without unidentified person.

- Please inform the office if your child is absent, due to illness or for any other reason.
- Please keep your child at home if he/she is unwell.
- Administration will call either parent to collect your child if they have fallen ill at the **Play School**
- A doctor's clearance **certificate is required** after **your child has had** any infectious disease.
- **Please** inform the office of any change in your family environment or status which may affect your child
- For the safety of our children, please do not hold back staff for personal chats.
- Teachers are available for meetings, from 1 pm to 1.45 pm - please make an appointment with the office.
- Should you wish to enquire about your child at any time during **Play School** hours, please feel free to call the office.
- Rs 100/- per hour will be charged at accumulated time for late pick up or early drop-off .
  - Drop-Off is between \_\_\_\_\_
  - Pick Up is between \_\_\_\_\_
- A circular will be emailed every term, about the activities planned
- Parents are requested not to send any expensive jewellery or toys to the Play School, as **we do not** take any responsibility for **loss or damage**.
- Please do not send personal toys or belongings to school as we have found it causes fight amongst the children.
- All articles, bags of clothing, clothing (including socks & underwear) must be clearly marked with your child's name.
- Please do not send any chocolates, fizzy drinks, sweets, chewing/bubble gum or any food that will melt or cause a problem for your child.
- Parents will be informed of any changes in staff/system of work, but management does not take responsibility for any staff leaving due to personal reasons. Staff leaving will be replaced adequately and promptly

*I have read and accept/ abide the Play School Policies.*

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

Signature: \_\_\_\_\_





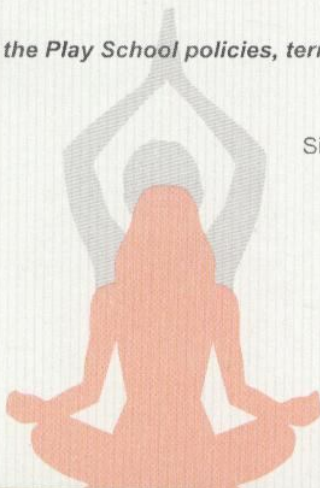
### TERMS & CONDITIONS

- All fees must be paid in advance at the time of registration. Delay in payment will not be accepted.
- Cash/ Current dated cheque for the Registration and First term fees must be paid upon registering your child. Deposit will be forfeited if discontinuation notice is not given in advance (1 term).
- Fees once paid are neither refundable nor transferable.
- Method of payment: Credit/Debit Card, Cash, Cheque or Direct bank deposit. If direct bank deposit is made, we request a copy of the deposit slip/ confirmation to be provided to the accounts department.
- If a child joins during a term and his/her place has been held from the beginning of the term, the full amount of term fees must be paid.
- No refunds will be given in case of absence, illness or holidays.
- In the event of missed days, fees will not be refunded, days are not interchangeable.
- Partial term fees are non refundable inclusive of transport, reduction in hours or child leaving the Play School.
- If you wish to withdraw your child during after registration, the Registration, medical and activity fees are non-refundable.
- If you wish to withdraw your child during the existing term the Registration, medical, activity and current term fees are non-refundable.
- A full term's written notice is required prior to cancellation of space for your child from the play school. Failing such notice, a full term's fees are payable.
- Returning students will be allowed to attend the play school only after all fees, previously owed have been received by the play school.
- If payment is not received 30 days prior to the beginning of the New Term, your child's place cannot be guaranteed.
- The play school reserves the right to add, modify and/or amend the above terms from time to time at its absolute.
- The play school reserves the right to exclude any child who might need additional support which play school cannot provide.
- Financial transactions can only be dealt with the Accounts department via emails.
- Medical and activity fees include weekly medical examination, field trips, gifts, parties, picnics, culinary activity and annual group photographs.
- Fees are revised at the beginning of the new academics year in June.
- A re-registration fee will be charged if your child returns to the play school after a missed term or long break

*I have read and agree to abide by the Play School policies, terms and conditions.*

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

Signature: \_\_\_\_\_





Foundation for the Future . . .

www.gurusthanam.guru

TOLL FREE  
1800 200 9311



#### REGISTRATION DOCUMENTS RECEIVED

- |   |   |
|---|---|
| <input type="checkbox"/> Registration Form            | <input type="checkbox"/> Child's Aadhar Card/Passport/Ration Card     |
| <input type="checkbox"/> Medical Information          | <input type="checkbox"/> Father's Aadhar Card/Passport/DL/Ration Card |
| <input type="checkbox"/> 4 Color Passport Photographs | <input type="checkbox"/> Mother's Aadhar Card/Passport/DL/Ration Card |
| <input type="checkbox"/> Copy of vaccination form     |   |

#### OTHER FORMS RECEIVED

- |  |   |
|--|---|
| <input type="checkbox"/> Know the Child Form | <input type="checkbox"/> Transport Consent Form |
| <input type="checkbox"/> Parent Consent Form | <input type="checkbox"/> Medical Form           |

