



Registration Form

PERSONAL INFORMATION

Child's full name: _____

Date of birth: _____

Nationality: _____

Date of enrollment: _____

Home phone number: _____

Home address : _____

Parents full name:

Mother: _____

Father: _____

Cellphone No. _____

Cellphone No. _____

Email address: _____

Email address: _____

Work address: _____

Work address: _____

Work phone No. _____

Work phone No. _____

Guardian/ayi's full name: _____

Cellphone No. _____

Name of a responsible person who can be contacted if parent / guardian/ayi cannot be reached and who is authorized to pick up child from school (If there are any changes to the parent/guardian picking up your child, we need to know in advance, if it is someone we do not recognize we will need to call you to confirm the identity of the guardian picking up the child, we will need to be able to reach you before we can release your child out of the care of the preschool)

Name: _____

Relationship to child: _____

Cellphone No. _____

LANGUAGE INFORMATION:

	Child	Father	Mother
First language	_____	_____	_____

KID'S PERSONAL HEALTH RECORD:

Please, indicate if your child has any physical condition that may require special attention (e.g. asthma) _____

Is the child allergic to anything? (e.g. penicillin, aspirin, peanuts, milk, insect stings)

CHILDREN'S HEALTH

All children must have a complete health evaluation form and up to date immunizations before enrollment in our preschool. This form **must** be issued by your local community health service center **only** 社区卫生中心 (Local Chinese vaccination center) See below for policy on sick children.

SICK CHILDREN

If a child becomes ill at school, the parents will be notified and expected to pick up the child. Under no circumstances should you bring your child to school sick (fever of 100°F /38 Celsius or higher), vomiting, diarrhea not contained in a diaper, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, etc.) If you are not sure your child is well enough to attend our preschool, please call and discuss it with us.

A sick child should be allowed to recuperate fully at home after an illness so that the other children and the teachers do not risk unnecessary exposure. If you are unable to stay home with your child, it will be necessary for you to make arrangements at your own expense. If your child is out ill, regular fees still apply.

Your child may be brought to the preschool if they have a common cold (which means a slight cough, clear runny nose, sneezing); however we will call you if your child feels very uncomfortable (whining, crying, repeatedly asking for you). Your child should not attend if they are not feeling well enough to participate in our daily activities.

Our regulations prohibit the admittance of any child that exhibits any of the following symptoms:

- Fever (100°F/38 Celsius or higher) – child needs to be fever-free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication
- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge –check with doctor
- Rash – check with doctor
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed before return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal school activities.

Your child may return to school 24 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. We are responsible for the health and well-being of many children so we will closely follow regulations when it comes to illness.

We understand and respect your need to be at work, but your cooperation is extremely important on this.

MEDICATION:

If your child is on antibiotics, he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to school until this time period has passed. Notice that we will not give your child medication of any kind unless you have written and signed a permission to administer notice. If your child needs medication while being at school, please let us know and put the signed notice in your child's school bag.

All medication must be in the original, labeled container with the child's name on it and the dosage and times to be administered.

MEDICAL INSURANCE:

Our school does not provide medical insurance for the kids. Every family with children enrolled in our preschool should have their own medical insurance service to cover expenses and fees regarding medical attention required for the kids in case of accidents or illness occurred in our school

MEDICAL ATTENTION:

Minor bumps and scrapes are inevitable, but we make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid. Notice that in cases requiring medical attention, we will contact you right away and will take your child to the hospital/clinic of your preference. Please, name the hospital or clinic:

If no hospital or clinic is named, your child will be taken to the **Children's hospital**, Beijing xi road, lane 1400, near Tongren road

MEDICAL EMERGENCIES:

If an emergency injury or illness occurs, we will contact the local **emergency service number: (120)** immediately and your child will be transferred by ambulance to the hospital assigned by the emergency center. You will also be contacted immediately.

HEALTH OF TEACHERS AND MANAGEMENT PERSONNEL

Each person working in our school must be in good health with no communicable diseases. Our preschool will require all teachers to complete a general health check and the reports will be placed in our school.

HOURS

Our school is open from 8:30 A.M. to 4:30 P.M. Monday through Friday and will be closed on all major Chinese holidays, and notification will be given well in advance of any other closed days, such as Christmas, Labor Day, etc. It is the parent's responsibility to find alternate care if needed during those times.

Please call and let us know before 9:00 A.M. if your child will be late or absent for the day.

FOOD SERVICE AND TREATS FROM HOME

We provide catering service for our students. For further details on the restaurant, fees and menu, please ask the management personnel.

For information on refund of food fee, see the Refund Policy section on the last page.

All snacks and treats from home will be held by the teachers and given to the kids at proper time. Lunch and snacks must be taken in the eating room only.

If your child requires a special diet due to allergies, medications, age and/or cultural or religious beliefs it will be the responsibility of the parent to provide lunch and snack for their child. No junk food, sodas, gum etc.

If you wish to send treats with your child to share for special occasions such as Valentine's Day, the child's birthdays etc., the items must be commercially prepared and individually wrapped.

PLEASE, NO GUM IS ALLOWED AT SCHOOL!! It is a choking hazard. It also gets into furniture and children have the tendency to "share it"!

All candies and sweets brought by the kids will be held by the teachers and given to the children to take them home. We do not wish to encourage our students eating sweets at school.

NAP TIME/QUIET TIME

All children will be required to lie down for a nap/quiet time each day from 12p.m. to 2p.m. We will not force your child to sleep but they must lie down quietly. If your child does not want to sleep and you agree to this, please let us know in order to arrange a teacher to take care of the child, although we strongly recommend for every kid to have a rest time.

SUPERVISION

Children will be under direct supervision at all times, free play time, class time, food time and sleeping time

Children under the age of 4 will be personally supervised while in the bathroom.

Children older than the age of 4 will be reminded and asked about toilet flushing and hand washing.

CHILD DISCIPLINE

We believe that encouragement, explanations, incentives and stimulation are great methods to help our students correct bad behavior. We are more than happy to discuss this with you and to reinforce any methods you may use at home such as a reward system etc.

Please, notice that we reserve the right of admission to kids that often display intolerable behavior like regularly hitting or biting other kids.

TOYS

We provide a wide variety of playthings. We ask that no toys be brought to school from home. Anything brought will be put up safely until the child is picked up but we will not be responsible if it gets lost or broken. We have children to care for and cannot keep track of play toys brought from home. This policy is for the concern of all children in our care. Often children have a hard time sharing the toys they bring from home.

The ONLY exceptions to this policy Are:

- A special blanket or stuffed animal/Doll to be used during Nap Time. This will be put up and ONLY used for the appropriate time. Please limit your child to one thing.
- Show and Tell. At times we will have a "Show and Tell" activity. We will inform you ahead of time when this may occur.

SCHOOL'S INFECTION CONTROL AND HYGIENE

All teachers and children will practice well hand washing habits. Hand washing is required after using the bathroom and before and after handling food. Clean towels and liquid soap will be accessible in the bathroom. Our school is also provided with personnel in charge of the cleanliness and hygiene of all spaces in our facility.

Lunch and snacks should be taken in the eating room only.

USE OF TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES

Use of the above items is prohibited in our preschool at all times for management personnel, teachers and parents of the children.

DAMAGES

Small repairs and accidents go with the territory when running a preschool facility. However, parents / guardians will be held financially responsible for damages that cannot be classed as accident or fair wear and tear. (Such as deliberate breaking of toys, poking holes in furniture etc.)

TUITION FEES AND LATE FEES.

All payments are due one month in advance. Payments are due in full every month if you are paying monthly, between the 25th and the 30th of each month. Note that we do not guarantee the space at school for **late payments** made after the 5th of each month.

If the child is accepted, all fees should be paid within one week prior the starting time.

Persistent late payments are grounds for termination of this agreement. No payment of tuition is required if the child is absent for the entire month from its first day to its last day but we will not keep the space for your child. In case you wish to re-enroll, you will be asked to pay the registration fee again. If the kid is absent for the entire month and you wish to keep his/her space at school, you will be asked to pay our lowest tuition fee (two days/week program) in order to cover the absence period, and regular fees will apply when your kid returns to school. Please ask the management office for details on tuition fees.

If the child is absent for 10 days, we will charge the amount of money equivalent to 12 days (3 days/week program- multiply by 4 weeks)

If the child is absent for 14 days, we will charge the amount of money equivalent to 8 days (2 days/week program- multiply by 4 weeks)

We also provide try out classes by times both, half day and full day programs.

School bus: This fee is paid monthly and it applies to all kids taking the bus both, half day and full day programs; as well as one way trip or round trip.

REFUND POLICY:

Food fee: Refunds are only made in case of absence. Be advised that due to administrative reasons, we do not offer refunds by times (e.g. 1 or 2 days of absence) and the minimum period of absence to be refunded is an entire week.

For other refunds, a formal written notice is necessary. All notices must be handed 30 days in advance explaining the reason of the withdrawal of the child and the amount of money to be refunded (please, check with us for specifics on this part regarding refundable fees)

For all refunds, you will be asked to give us back the receipt or fapiao issued by our school. Our refund policy is based on the payment system that we offer.

The fee of the school bus is not refundable

NOTICE OF TERMINATION:

One full month advance notice in writing is required to drop your child from our preschool. Melody Preschool reserves the right to terminate this agreement for any reason. Two weeks' notice will be given under usual circumstances. However we reserve the right to immediate termination of service under certain circumstances (e.g. non-payment.)

OTHER REGULATIONS:

Please keep us updated on any address, employment, phone number, email changes or any emergency contact information.

Students must not wear valuable jewelry to school. We are not responsible for the loss of such items. Parents are advised to leave valuables at home or keep them under direct supervision. Please do not put any **valuable items (e.g. money)** in the school bag of your child. Our school is not responsible for your personal items.

EMERGENCY AND DISASTER PLANNING

Our school is equipped with fire extinguishers on each floor and will train the staff for emergency response in case of fire, earthquake and intruders.

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF MELODY PRESCHOOL. THEY ARE PART OF MY REGISTRATION FORM. I UNDERSTAND THAT THIS FORM MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

(Parent/Guardian) _____

Date _____

(Parent/Guardian) _____

Date _____