

REGISTRATION FORM

PERSONAL INFORMATION

Child's Name: _____
Surname First Name Other Names

Date of birth: ____/____/____ Sex: Male/Female Pet Name: _____

Residential Address: _____

Languages Spoken: 1. _____ 2. _____ 3. _____

Religion: _____ Nationality: _____

PARENT'S DETAILS

Mother's Name: _____ Occupation: _____

Telephone Number 1: _____ Telephone Number 2: _____

Email address: _____

Father's Name: _____ Occupation: _____

Telephone Number 1: _____ Telephone Number 2: _____

Email address: _____

MEDICAL DETAILS

Hospital child attends: _____

Hospital Address: _____

Doctors Name: _____ Telephone Number: _____

Has your child received all of their vaccines up to date: Yes/No

Known Allergies: _____

Dietary Needs: _____

Any other medical details: _____

School Address: 18 Bujumbura Street, Off Libreville Street, Wuse II, Abuja

Tel: +234 (0)8022951558, +234 (0)8081737970, **Website:** www.thekingfisherschool.com,

Email: info@thekingfisherschool.com

DESIGNATED PICK UP

Family members designated to pick up your child: (including mum and dad).

Name: _____	Contact details: _____	
Relationship: _____	Can be contacted in case of an emergency	Y/N
Name: _____	Contact Details: _____	
Relationship: _____	Can be contacted in case of an emergency	Y/N
Name: _____	Contact details: _____	
Relationship: _____	Can be contacted in case of an emergency	Y/N
Name: _____	Contact Details: _____	
Relationship: _____	Can be contacted in case of an emergency	Y/N

Other designated persons to pick up your child: (maximum of 2 persons).

Name: _____	Contact details: _____	
Relationship: _____	Can be contacted in case of an emergency	Y/N
Name: _____	Contact Details: _____	
Relationship: _____	Can be contacted in case of an emergency	Y/N

N.B: Please provide passport photographs of all designated persons as mentioned above.

We only allow authorised adults to collect your child with prior notice from you on the day in question. By providing us with their details, Kingfisher Nursery assumes that you give consent for collection of your child from the named substitutes above.

I hereby agree that all of the information mentioned above is true to the best of my knowledge. In the event of withdrawing my child from The Kingfisher Nursery, I agree to give notice of no less than **FOUR WEEKS** notice or **FOUR WEEKS FEE** in lieu of notice.

Name of Parent: _____	Relationship: _____
Signature of parent: _____	Date: _____

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FOR OFFICIAL USE ONLY

Class applying for:

- Crown Royal (4mths-12mths)
- Duke & Duchess (13mths-2 years)
- Prince & Princess (2 years-3 years)
- King & Queen (3 years-4 years)
- Royal Excellence (4 years-5years)

Term:

- Autumn Term
- Spring Term
- Summer Term
- Summer School

Session applied for:

- Session 1 Part Time 7.30am-1.30pm
- Session 2 Part Time 12.30pm-5.00pm
- Session 3 Full Time 7.30am-5.00pm
- Late pick up: 5.00pm-5.30pm

N.B: Please note a surcharge of N5000 will be incurred after 5.30pm.

Admission Number: _____

Date admitted to school: _____

Head Teacher's Signature: _____

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GENERAL TERMS AND CONDITIONS OF REGISTRATION

- Kingfisher School expects parents/carers to notify the Nursery of any change in registration details, including telephone numbers, and provide necessary information requested concerning their child's care.
- Kingfisher School have made me aware of the location, at the entrance of their Policies and Procedures. I understand I can request a copy at anytime, a small charge may apply.
- Parents/Carers are asked to accept that Kingfisher School Nursery will **NOT** use physical punishment in the discipline of their child but will follow our policies and procedures.
- Parents/Carers are requested to notify us of any accident or injury suffered by the child since the last attended session which will then be recorded by the nurse (please see child protection policy).
- Written consent will be required each time prescribed medication is to be administered by staff. Paracetamol/Calpol can be administered if parents/carers have given prior written consent or in emergencies verbal consent over the phone. All medication including calpol must be provided by the parent/carer and labeled with their child's name.
- Any parent/carer who is listed on the child's birth certificate will be allowed to collect their child from Kingfisher School unless we have confirmation of an injunction by the courts. Regardless of parental responsibility we will need to be informed if someone apart from the main carer is collecting a child. If we do not have confirmation of this we will ask the person collecting to wait in the lobby until we have informed the main carer on our registration form.
- The Registration Form gives Kingfisher School consent, if signed, to take your child on routine outings from the Nursery e.g. Park, Walk in the woods, Library etc. but a specific letter will be sent out to all parents/carers, in advance, to give specific consent for organised trips.
- The Registration Form gives Kingfisher School Day Nursery consent, if signed, for a member of nursery staff to transport your child to hospital or doctors surgery in the case of an emergency.
- The nursery will **NOT** accept children who are suffering from any contagious disease or who have had diarrhea or vomiting within the previous 48 hours.
- **All fees are invoiced one semester in advance, payment is to be made by cheque payable to 'The Kingfisher School or bank transfer and will be collected on or before the semester begins.** If the cheques are returned from the bank to us unpaid then parents/carers will incur relevant bank charges.
- Any extra sessions or hours will be added on a monthly invoice.
- A surcharge of ₦25,000 naira will be made for any payments not received by the set day. If payment is still not received within the week following this date then a fine of ₦5,000 per day will be made until payment is received or the space at the nursery will be suspended until the account has been settled. Please inform management in writing if fees will be paid late.
- Recurring overdue fees will result in the termination of registration without prior notice and action will be taken through a collection agency to recover any outstanding fees to the nursery.
- Kingfisher School will adopt the policy that the fee structure will be reviewed in July of every year.
- For late collection of children from the nursery a surcharge of ₦5,000 for up to every 15 minutes late will be incurred, with no exceptions, and added to the next invoice.
- If there are any absences, due to child or parent/carer illnesses or missed sessions, then the full contracted fee is still payable. Likewise, if the child is on holiday the full contracted fee is payable unless you have holidays due and have given a months notice.
- The Kingfisher School closes for Easter and Christmas and all the bank and public holidays.
- This agreement is subject to change in part or whole by Kingfisher School with one months notice. All parents will be notified via letter within two weeks. Kingfisher School will not be held liable for any unread notifications.

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PERMISSION/APPROVAL

- Do you give permission for your child to receive invitations addressed to him/her.
 - Yes No
- In case of an emergency do we have permission to seek medical advice for your child?
 - Yes No
- Do you give permission to disclose the name of the School to your workplace in case of an emergency?
 - Yes No
- We hereby give permission for Kingfisher School to take photos of our child to use within the nursery for displays, art work etc...
 - Yes No
- We hereby give permission for our child's photo to be used in advertising such as Kingfisher Website, local newspapers etc.
 - Yes No
- We hereby give permission for Kingfisher School to apply sun cream to our child.
 - Yes No
- We hereby give permission for Kingfisher School to apply nappy cream to our child if necessary.
 - Yes No
- We hereby give permission for staff to administer prescribed medication or calpol provided by the parent/carer with written consent.
 - Yes No
- We hereby give permission for Kingfisher School to allow our child access to the nursery's computer and internet facilities, with supervision from nursery practitioners. I understand that all internet sites will be suitable for the age range of the children in the room.
 - Yes No

Parent's Signature: _____

Date: _____

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THE KINGFISHER SCHOOL SETTLING IN FORM

Name of Child: _____

Class: _____

Parent filling in the form: _____

Date: _____

1. Has your child been away from you for long periods before?

2. How is your child in social groups?

3. What is your child's favourite play toy?

4. Does your child have any fears?

5. Does your child have any dietary needs?

6. Is your child potty trained?

7. How would you describe your child's nature?

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8. Are there any academic or holistic approaches you would like us to take with your child?

9. Does your child have any behavioural challenges we should be aware of?

10. What time do you expect to drop off your child and pick them up?

11. How have you prepared your child for school?

12. What is your child's favourite subject? (Royal Excellence only).

13. What is your child's favourite hobby? Swimming, playing, sports etc.

14. Any other information we should know about your child?

BANK DETAILS

The Kingfisher School accepts the following payment methods-Bank transfer, POS, Bank deposit or cheque. (Cash will not be accepted on the premises).

Please pay into the following account:

Bank-GTB

Account Name-The Kingfisher School Limited

Account Number-0245095187

Thank you,

The Kingfisher School Management.

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