



evolution
childcare[®]
Children s Day Nurseries

Childcare
Registration form
BAHRAIN

Child Name:

Child ID :

Childcare Registration form



HELP AND ADVICE

Please ensure this form is completed in full. When completing the childcare registration form, you are providing us with important information, therefore please ensure that this information is accurate and correct. If you have any difficulty completing the registration form please contact the Nursery Manager who will be happy to assist you.

NURSERY DETAILS

Which nursery do you require?

Evolution Childcare @ SAAR Evolution Childcare @ ADLIYA

How did you hear about us?

Word of Mouth Media Article Direct Mail Other
Drive Past Google Recommended By A Friend / Family

Minimum Booking Pattern (TICK BELOW)

The booking pattern options are:

5 Days 3 Days

NURSERY TIMING & FEE

ADLIYA

Early Drop off:

6:30 – 7:00 BD 40 per term
7:00 – 7:30 BD 20 per term

FULL DAY (DAY): 7.30am - 12.30pm

Aftercare

Until 1:00 - BD 50 per term
Until 2:00 - BD 100 per term
Until 3:00 - BD 150 per term
Until 4:00 - BD 200 per term

PARENT 1 DETAILS

Name

Title (please tick one): Mr Ms Miss Mrs

First Name: _____ Middle Name: _____

Last Name: _____

Address

House Name / Number: _____

Address: _____

Town / City: _____

Country: _____ PO Box: _____

Telephone

(Emergency Contact 1)

Mobile:

Home:

Work:

Email

Personal: _____

Work: _____

Relationship to child (please tick one)

Mum Dad Other _____

Child Security

Do you have parental responsibility for this child (please tick one): Yes No

Collection Password:

PARENT 1 DETAILS

Your Age

- Under 25
- 26 to 30
- 31 to 40
- 41 to 50
- 50 and over

Employment Type

- Employee
- Self Employed
- House-wife
- Student

Employer Details

Company Name:

Address 1:

Address 2:

Address 3:

Town / City:

Country: PO Box:

PARENT 2 DETAILS

Name

Title (please tick one) : Mr Ms Miss Mrs

First Name: _____ Middle Name: _____

Last Name: _____

Address

House Name / Number: _____

Address 1: _____

Town / City: _____

Country: _____ PO Box: _____

EMERGENCY CONTACT 3

Name

First Name: _____ Last Name: _____

Telephone

Mobile:

Home:

Work:

Relationship to child (please tick one)

Mum	<input type="checkbox"/>	Aunty	<input type="checkbox"/>	Sister	<input type="checkbox"/>	Carer	<input type="checkbox"/>
Dad	<input type="checkbox"/>	Uncle	<input type="checkbox"/>	Brother	<input type="checkbox"/>	Foster Carer	<input type="checkbox"/>
Grand Parent	<input type="checkbox"/>	Guardian	<input type="checkbox"/>	Family Friend	<input type="checkbox"/>	Other	<input type="checkbox"/>

EMERGENCY CONTACT 4

Name

First Name: _____ Last Name: _____

Telephone

Mobile:

Home:

Work:

Relationship to child (please tick one)

Mum	<input type="checkbox"/>	Aunty	<input type="checkbox"/>	Sister	<input type="checkbox"/>	Carer	<input type="checkbox"/>
Dad	<input type="checkbox"/>	Uncle	<input type="checkbox"/>	Brother	<input type="checkbox"/>	Foster Carer	<input type="checkbox"/>
Grand Parent	<input type="checkbox"/>	Guardian	<input type="checkbox"/>	Family Friend	<input type="checkbox"/>	Other	<input type="checkbox"/>

MEDICAL RECORD

Child Illnesses and Immunisations Record

	Illness	Immunised
Chicken Pox:	<input type="checkbox"/>	<input type="checkbox"/>
Diphtheria:	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis A:	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis B:	<input type="checkbox"/>	<input type="checkbox"/>
Polio 2 Months:	<input type="checkbox"/>	<input type="checkbox"/>
Polio 4 Months:	<input type="checkbox"/>	<input type="checkbox"/>
Polio 6 Months:	<input type="checkbox"/>	<input type="checkbox"/>
Measles:	<input type="checkbox"/>	<input type="checkbox"/>
Meningitis C:	<input type="checkbox"/>	<input type="checkbox"/>
Mumps:	<input type="checkbox"/>	<input type="checkbox"/>
Pneumonia:	<input type="checkbox"/>	<input type="checkbox"/>
Rubella:	<input type="checkbox"/>	<input type="checkbox"/>
Scarlet Fever:	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus:	<input type="checkbox"/>	<input type="checkbox"/>
Whooping Cough:	<input type="checkbox"/>	<input type="checkbox"/>
Has Your Child Experienced	Yes	No
Visual Impairment:	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Problems:	<input type="checkbox"/>	<input type="checkbox"/>
Regular Medication:	<input type="checkbox"/>	<input type="checkbox"/>

Other Health Problems

Allergies

Special Dietary Requirements

Nurse Details

Name: _____

Telephone:

Surgery Name: _____

Address 1: _____

Address 2: _____

Town / City: _____

Country: _____

PO Box: _____

Doctor's Details

Name: _____

Telephone:

Surgery Name: _____

Address 1: _____

Address 2: _____

Town / City: _____

Country: _____

PO Box: _____

AGREEMENT AND CONSENT

Permissions and Consents

Medical	Yes	No
Panadol Infant	<input type="checkbox"/>	<input type="checkbox"/>
Administer Panadol Infant	<input type="checkbox"/>	<input type="checkbox"/>
Authorise Emergency Treatment:	<input type="checkbox"/>	<input type="checkbox"/>
Authorise Insect Bite Treatment:	<input type="checkbox"/>	<input type="checkbox"/>
Authorise Teething Gel:	<input type="checkbox"/>	<input type="checkbox"/>
Administer First Aid:	<input type="checkbox"/>	<input type="checkbox"/>
Apply Nappy Cream:	<input type="checkbox"/>	<input type="checkbox"/>
Pets and Outings	Yes	No
Care for Nursery Pets:	<input type="checkbox"/>	<input type="checkbox"/>
Off Premises Visits:	<input type="checkbox"/>	<input type="checkbox"/>
Online and Media	Yes	No
Photographs:	<input type="checkbox"/>	<input type="checkbox"/>
Website:	<input type="checkbox"/>	<input type="checkbox"/>
Social Media:	<input type="checkbox"/>	<input type="checkbox"/>
Additional Permissions	Yes	No
Child Observations:	<input type="checkbox"/>	<input type="checkbox"/>

Information Security

You agree to Evolution Childcare electronically recording and storing this information. All information is secure and will be encrypted using 256-bit encryption technology when recorded online.

Accurate Information

You confirm that the information you have provided is both complete and accurate and you understand that the giving of false information could invalidate your childcare contract terms and conditions.

Policies and Procedures

I have been taken through the Nursery policies and procedures by the Nursery Manager during settling in and fully comprehend the permissions authorised.

Confirmation and Signature

I confirm I have read the terms and conditions of the Nursery and agree to comply with them and any updated regulations and instructions where necessary.

Parent 1 Signature: _____

Date:

Parent 2 Signature: _____

Date:

Nursery Manager Signature: _____

Date:

Thank You for confirming your details.

Please note that all places are subject to availability.



Children's Day Nurseries

"Supporting Parents Nurturing Children"

TERMS AND CONDITIONS

1. General

Age of Admittance

4 months to 4 Years of age.

Hours of Opening

The Nursery is open Sunday to Thursday from 7.30am to 12:30pm, with an optional early bird and a late stay on request. These places are limited and subject to availability.

Settling In / Gradual Admissions

It is our aim to allow all children time for settling in, so that the child can form relationships with their carers and become familiar within the nursery surroundings. Each child and their needs differ so the length of time for settling in varies from child to child. We find this normally consisting of 1 week

We request that a parent attends the nursery with the child on their first day for settling in until he or she is happy to be left and so that parents can read all policies and procedures and staff can obtain the relevant child related information and consent to ensure a smooth transition into nursery.

Changes

We reserve the right to make amendments to the terms and conditions of your childcare contract without notice. The current terms and conditions are published online at www.evolution-childcare.com

Change of Details

You must immediately inform us of any changes to your contact details. www.evolution-childcare.com

Court order

You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

Nappies

Parents are asked to provide supplies of their preferred nappies and additional nappy changing materials when required. These will be tagged with each child's name.

Mobile Phone

To ensure the safety and wellbeing of all children who attend our nurseries we enforce a no personal mobile phone usage within our settings. Should you be on your personal mobile phone as you arrive at the nursery can we please ask that you conclude your phone call before entering the premises and do not use this again until you have left the nursery.

TERMS AND CONDITIONS

1. General

Nursery Closure

The Nursery is closed on public Bank Holidays. Please refer to the academic calendar published online at www.evolution-childcare.com

If the nursery that your child attends has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you.

If the closure exceeds 3 days in duration (excluding any days when the nursery would otherwise be closed), we will credit you with an amount that represents the number of days the nursery is closed in excess of 3 days.

Complaints or Concerns

Customer satisfaction is of paramount importance to us and any concerns/complaints will be reported to the appropriate Manager for investigation. If you have a concern or complaint if possible please speak to the nursery manager or alternatively you can email the Nursery Manager. If you have any concerns regarding the services we provide, please discuss these with your child's keyworker. If these concerns have not been resolved to your satisfaction please contact the Nursery Manager.

Employment or Solicitation of Staff

If, during this childcare contract and for a period of 6 months after the termination of this contract, you (directly or indirectly) employ or otherwise engage the services of any member of our staff who has had contact with your child under this contract then you will be liable to pay and you will be invoiced a fee of BD 100 as payment to us recruiting and training a suitable replacement member of staff.

Equal Opportunities

Evolution Childcare is an equal opportunities organisation, which makes decisions without regard to race, colour, sex, religion, national origin, age, disability, marital status or sex change status or any other factor protected by law.

TERMS AND CONDITIONS

2. Child Security and Protection

Child Protection

Any child who attends the Nursery, irrespective of their racial origin, gender, physical or mental impairment, class, religion or cultural background has a right to protection from neglect, physical, sexual or any other abuse and it is our priority to keep children safe from harm whilst in our care.

The Nursery has a full written policy on Child protection which is available from the Nursery Manager.

Delivery of children

Children should be delivered by parents/careers into the care of a Nursery Staff Member and entered into the attendance register.

Collection of Children

Children will not be released into the care of anyone other than those named on the childcare registration form unless authorised by the parents personally, by telephone or in writing. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care.

In addition, a personal visit of introduction by the parents, of anyone who will be collecting the child on occasions is encouraged so we are able to confirm their identity.

You are required to inform us immediately if you are unable to collect your child from nursery by the official collection time. All collections must be by an adult over 18 years of age.

Ministry of Social Affairs

It is our obligation to require or seek professional advice or actions from the local social services team if we suspect a child is suffering from harm. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

Behaviour Management

The Nursery has a written policy on behaviour management which is available from the Nursery Manager.

The use of any form of physical chastisement, verbal humiliation, or aggressive handling of a child is not acceptable at the Nursery.

3. Property and Premises

Personal Property

The Nursery does not accept responsibility for loss or damage of personal property brought on to the premises by children or parents.

Clothing

Parents are requested to send children in clearly labelled clothing which is appropriate to the weather conditions. The wearing of the Evolution Childcare uniform is compulsory for children in early learners and Reception. Please discourage your child from bringing items of value to the Nursery. Please provide a spare set of clothing for your child in case of an accident or the need for change of clothing

Car Park

Drivers are asked to drive at a very slow speed and be cautious before setting off. Any vehicle parked in the Nursery car park is parked at your own risk.

TERMS AND CONDITIONS

4. Food and Drink

Water

Fresh drinking water is available to all children throughout the day.

For the older children water is available for them to help themselves when thirsty, this promotes independence and self-help skills. For the younger children water will be available and offered throughout the day alongside designated snack and meal times in either beakers or cups depending upon the age and stage of development of the children.

All children will be encouraged by the staff to drink water throughout the day as part of our commitment to offering healthy food and drink options.

Snacks

Parents will provide two appropriate packed snacks each day.

Milk Feeds

Formula bottle feeds should be supplied prepared and labelled by parents and brought to the Nursery each day where they will be stored at the correct temperature until required. Bottles will be rinsed and sent home every day for sterilization.

Nut Allergy

As the number of children with nut allergies is increasing with parental support we aim to keep the nursery NUT FREE.

Parents are requested not to send food or empty food packaging materials containing nuts or nut traces into the nursery.

5. Medical Emergency

Treatment

Any child who attends Nursery and has an accident whilst in our care will be given basic first aid treatment by staff. This will include the treatment of minor cuts, bumps or bruises.

Any emergency treatment or medical advice will be permitted unless a parent states in writing otherwise. The Nursery does not accept any responsibility for treatment given against parent's wishes if we have not been informed otherwise.

Accident Forms

All Parents will be informed and required to sign an accident form. In the case of a more serious accident or incident a child will be taken immediately to a doctor or the nearest hospital and parents will be informed.

Sickness

The Nursery will make every effort to notify parents should their child become ill at the Nursery. Senior staff reserves the right to remove the child to hospital in an emergency. Please note minimum exclusion periods apply and must be adhered to; our policy and guidelines are available from the Nursery Manager.

Contagious Disease

For the benefit of the other children in the nursery, you must not allow your child to attend the nursery if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the nursery.

The Nursery reserves the right to refuse to accept children until the Nursery is satisfied they are not infectious. This is to protect other children from cross infection. The Nursery's exclusion policy is guided by the relevant local Authority.

TERMS AND CONDITIONS

5. Medical

If in doubt

If your child is suffering from a doubtful rash, sore throat, discharge from the eyes, nose, diarrhoea or any similar symptoms; please keep the child at home until the doctor has certified that the symptoms have disappeared.

You must inform us immediately if your child is diagnosed with any allergy or intolerance.

Antibiotics

If your child is prescribed antibiotics, please keep them at home until 48 hours dosage has been administered in case of adverse reaction to the medication. Antibiotics and medicines will only be administered by Nursery staff after the child has been taking them for more than 48 hours at home, and only then with written authorisation from their parent. All antibiotics must be prescribed by a doctor.

6. Your Education Fees

Calculation of Fees

Full days are calculated from 07:30am to 12:30pm.

Fees are calculated on a termly basis according to your booking pattern.

Schedule of Fees

Information regarding these fees is available from the nursery manager and available to view online at www.evolutionchildcare.bh

Registration Fee

An initial registration fee of BD 100 is payable when booking your child's space. The registration fee is non refundable.

Sibling Discount

Where parents have more than one child at the Nursery, a 10% reduction in fees is allowed for the second and subsequent children. This is applicable only on the booking pattern and does not include extra sessions or additional hours.

Absence

Fees remain payable for periods of absence (Holidays and Sickness) as the child's place is kept open and staff and associated costs continue to accumulate and be met by the nursery.

7. Change of Booking Pattern

To increase your booking pattern we require 24 hours notice subject to availability.

To decrease your booking pattern you must provide us with one terms notice in writing or by email to the nursery manager.

Should insufficient notice be given then you will be invoiced for the full childcare fees for the full terms notice from the date of any change as if the hours had not decreased.

TERMS AND CONDITIONS

8. Additional Services

Early Birds

Should you require additional childcare in the morning from 07.00am to 07.30am, then an additional half hour charge will be applied to your termly invoice. Places are limited and subject to availability and should be booked a week in advance.

Late Stays

Should you require additional childcare in the afternoon then an additional charge will be applied to your termly invoice. Places are limited and subject to availability and should be booked a week in advance.

9. Payment of Your Education Fees

Your First Invoice

We will create your first invoice from your child's first day of attendance until the end of the term. This invoice must be paid in advance before or on your child's first day of attendance.

Payment of Fees (Termly in advance)

Fees are collected by Cash, Cheque, Credit / Debit Cards or Online payment method and are paid termly in advance in accordance to your booking pattern. However, it is your responsibility to obtain a receipt from the nursery manager as your proof of payment. Fees are non-refundable and non-transferable.

TERMS AND CONDITIONS

10. Cancellation of Your Childcare Place

Termination of Contract

If you no longer wish to maintain your child's place at the Nursery you will be required to give thirty (30) days' notice in writing or by email to the nursery manager.

Evolution Childcare reserve the right to exclude a child from Nursery for any breach of the childcare contract. We may terminate your childcare contract if your child's behaviour at the nursery is deemed by us to be unacceptable or endanger the safety and well-being of other children at the nursery.

Non Payment of Fees

If the payment of nursery fees is outstanding for more than 14 days after the start of term this may result in the termination of your childcare contract and the loss of your childcare place.

Upon termination of this contract the child shall not be permitted entry to the nursery. This shall be regarded as a formal demand for all outstanding monies.

REGISTRATION FORM CHECKLIST (OFFICE USE ONLY)

Finance

Yes

No

Comments

Your first invoice raised:

Your first invoice paid in full:

Medical Record

Yes

No

Comments

Illnesses and Immunisations recorded:

Allergies recorded:

Special dietary requirements recorded:

Other Known Medical Conditions recorded:

Registration

Yes

No

Comments

Registration form signed and consent given by Parent:

Registration fee of BD 100 paid in full:

Settling In

Yes

No

Comments

Policies & procedures read and signed:

Settling in consent forms signed and obtained:

Settling In Start Date:

D	D	M	M	Y	Y	Y	Y		
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Childcare Place Approval

Approved

Waiting List

Declined

Has a childcare place been offered:

Proof of Identity & Medical Record

Two (2) current passport sized photographs of the child:

One (1) copies of the child's birth certificate:

One (1) copies of the child's passport and visa:

One (1) copy of the child's immunisation record:

One (1) copies of the father's passport and visa:

One (1) copy of the child's up to date medical record:

Actual Start Date:

D	D	M	M	Y	Y	Y	Y		
---	---	---	---	---	---	---	---	--	--



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