



# REGISTRATION FORM

REGISTRATION NUMBER:

DATE:

FORM NUMBER:

CHILD'S PHOTO	MOTHER'S PHOTO	FATHER'S PHOTO
------------------	-------------------	-------------------

Please tick your preference for admission:

- Mother Toddler       Play Group       Play Nursery       Pre School  
 Extended Hours       Day Care       Extra Activities

## CHILD INFORMATION

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

Boy  Girl      Date of Birth: \_\_\_\_\_

Previously attended school if any:

Name of School: \_\_\_\_\_

City: \_\_\_\_\_ Dates: \_\_\_\_\_

## FAMILY INFORMATION

	Mother	Father
Name		
Occupation		
Designation		
Office Address		
Education Qualifications		

## PERSONAL INFORMATION OF PARENT FOR COMMUNICATIONS PURPOSE

	Mother	Father
Landline		
Mobile		
Email Id		
Current Address		

### IMPORTANT INFORMATION

1. Does your Child have any allergies? If yes, please mention.

\_\_\_\_\_

2. Has your Child been referred to any therapy? If yes, please mention.

\_\_\_\_\_

3. Is your child on any medication? If Yes, Please attach doctor medical prescription.

\_\_\_\_\_

4. Blood Group of your Child:

\_\_\_\_\_

5. Transportation:

Do you require school transportation? Yes/No

(Please fill separate annexure on transport)

6. How did you hear about Oxford Kids:

- Media      Website      School Expo      Preschool Guide  
Friends      Family      Campus Visit

To be submitted at time of admission:

1. 5 coloured photographs taken in the last 1 month of child and parent
2. Original or attested copy of child birth certificate
3. Proof of residence
4. Doctor certificate of Child Immunisation till date
5. Child Blood Group

# ANNEXURE FOR OXFORD KIDS DAY CARE ADMISSION



# OXFORD KIDS

Name of Child:

Age:

Registration Number:

## DAY CARE RELATED INFORMATION

### DROP OFF DETAILS AT OXFORD KIDS DAY CARE

1. How will your child reach us: \_\_\_\_\_

2. What time would your child reach us: \_\_\_\_\_

3. Contact details in case child has not reached us on time:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### PICK UP DETAILS FROM OXFORD KIDS DAY CARE

1. What time would your child be picked up: \_\_\_\_\_

2. Contact details of authorised pick up persons:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### PLEASE INDICATE DURATION

1 hour

3 hours

6 hours

### PLEASE INDICATE MEAL REQUIREMENT

Lunch

Mid Day Snack

Evening Snack

### IMPORTANT INFORMATION FOR PARENTS

1. Please label all belongings.
2. An extra set of clothes must remain at the school at all times.
3. Children will not be dispersed/handed over without an authorised Id card.
4. Withdrawal notice must reach school one month prior to date.

### SIGNATURES

Mother:

Father:

Name:

Name:

Date:

Date:





**OXFORD  
KIDS**

## **ANNEXURE FOR TRANSPORTATION**

Transportation requirement form

Terms and conditions:

- The child must be picked up and dropped only to the Oxford Kids halt location.
- Child will be handed over only to the person authorised at time of admission holding valid Id card
- The lost or stolen Id card must be reported immediately
- A charge of Rs 250/- to make an additional Id card

The child will be handed over to the person authorised by parent only:

1. Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_
2. Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Guidelines:

- Children using the school transport must reach the pick-up and drop off location as per timing given by the transport in-charge. In case of absenteeism, the driver must be informed by 8.00am. Any change in location of the drop or pick-up point must be communicated in writing to the school office.

**SIGNATURES**

Mother:

Name:

Date:

Father:

Name:

Date:



# TERMS & CONDITIONS

## FEES

- School fees is not refundable and non negotiable.
- School fees is subject to change every academic year.
- The fees must be paid by the 7th of April, July, October and December.
- Late Payment of fee and bounced checks are subject to extra charges.
- Fees can be paid in Cash or Cheque/DD/Pay Orders made in favour of "Oxford Kids".

## WITHDRAWAL

- The report card and transfer certificate will be handed over only after all accounts have been cleared.

## MEDIA RELEASE

- We reserve the right to use your child's photograph(s), videos, art, written work and voice in academic works, brochures or other promotional materials

## HOLIDAYS

- School will remain closed on public holidays and festivals. Please refer to the school calendar for the list of holidays.

## HEALTH POLICY

- Please do not send your child to school if he/she has had a fever in the past twenty-four hours or has a contagious ailment.

## SAFETY

- Children's safety is our topmost priority. No child should be left unattended at Oxford Kids. At time of pick up children will be handed over to authorised identification card holders only.

## OUTSIDE TRIP

- Oxford Kids arranges educational visits, outings, sports and extracurricular activities from time to time. Whilst teachers and staff will take every precaution to ensure the safety and well being of the child, the Management of Oxford Kids does not accept any liability in case of unforeseen accidents and the Parents will not hold the Management of Oxford Kids responsible or liable in any manner for such unforeseen accidents.

## TERMINATION

- Oxford Kids maintains the right to terminate the registration of a student at any time for any reason with immediate effect.

## NOTIFICATION

- In an effort to improve our overall communication with parents and specifically to enable notices to reach our parents in a timely manner, we will be sending notices to the Parents through emails and/or telephonic messages or diary at the last known email address and mobile number. Parents must inform the school of any change in communication address or phone numbers. All communication from Parent must be directed to the school email (oxfordkids.school@gmail.com) or through child dairy.

## EXCLUSIONS

- By signing the Registration Form the parents agrees that Oxford Kids will not be held responsible for the safety of the child or their attendants, or any other persons, or for the loss of, damage or destruction to any of their belongings, by theft, fire or other cause whatsoever, or for any loss or damage whatsoever by reason of any defect in the building, fire, storm, tempest, lightning, national emergency, labour disputes, strikes, lockouts, civil disturbances, explosion, inevitable accident, force majeure or any other cause not within the control of Oxford Kids. Oxford Kids reserves the right to amend any of the above terms and conditions from time to time.

## ACKNOWLEDGEMENT

- The undersigned declares to have received and have read the above-mentioned terms and conditions and to have agreed to the applicability of these terms and conditions.
- By signing below I agree to the above mentioned terms and conditions.
- We, certify that all the above information shared on the form is true and correct.

## SIGNATURES

Mother:

Father:

Name:

Name:

Date:

Date: