



PRESCHOOL REGISTRATION FORM

PLEASE PRINT CLEARLY AND COMPLETE BOTH SIDES OF REGISTRATION FORM

CHILD INFORMATION

Child's Name: _____
 Child's Birth date: _____ Sex: Male Female Race: _____
 Home address: _____

 Home Phone: _____ Cell Phone _____ Preferred? Home Cell
 Email: _____

FATHER

MOTHER

Name: _____ _____ Dad's Birth date _____ ID Number: _____ Address if different from child's _____ _____ Employer: _____ Occupation : _____ Work Phone: _____ Cellphone : _____ Email: _____	Name: _____ _____ Mum's Birth Date _____ ID Number: _____ Address if different from child's _____ _____ Employer: _____ Occupation : _____ Work Phone: _____ Cellphone: _____ Email: _____
--	---

Child lives with: Mother Father Both Grandparent Guardian Other: _____
 * * If Guardian: _____ Cellphone: _____
 Marital Status: Married Divorced Separated Single Living Together
 * If divorced, special arrangements: _____

SIBLING INFORMATION (please indicate those within the Wise Owl Group and those not in the Wise Owl Group)

Name: _____ Age _____	Name: _____ Age _____
Name: _____ Age _____	Name: _____ Age _____

Name: _____ Age _____	Name: _____ Age _____
Name: _____ Age _____	Name: _____ Age _____

EMERGENCY CONTACT INFORMATION

Name (Other than Guardian) _____ Relationship _____
 Phone # _____ home cell work

Name (Other than Guardian) _____ Relationship _____
 Phone # _____ home cell work
 Doctor's name _____ Phone # _____
 Medical aid name: _____ Member's name _____
 Member's Employer: _____ Membership # _____ Suffix _____

OTHER INFORMATION

Does your child have any fears, habits, experiences about which you would like us to know?

What should we know that might affect your child's physical or emotional well-being such as illness, accident, hearing loss, allergies, diet restrictions, etc. _____

Does your child have any special needs? _____

Is English the primary language spoken at home? Yes No * If no, what is the primary language? _____

How did you hear about us?
 Phone Book Google Newspaper Sign Facebook
 Referral (Name) _____ other (Please specify) _____

Date of Registration: _____ Signature _____

A \$150.00 NON-REFUNDABLE REGISTRATION FEE MUST ACCOMPANY THIS FORM WITH A PASSPORT SIZE PHOTO ATTACHED AND A COPY OF THE CHILD'S BIRTH CERTIFICATE

BEHAVIOUR SECTION

1. Is the child friendly or hostile towards strangers/ peers/ siblings?

Explain _____

2. Does the child have tantrums?

If yes, explain cause _____

3. Does the child take instructions well? Yes/No

YES

NO

4. Does the child share toys/equipment well with others? Yes/No

YES

NO

5. Does the child work well in a group/alone? Yes/No

YES

NO

Explain _____

6. Does the child respond well to being corrected or guided? Yes/ No

Explain _____

HEALTH SECTION

1. Is the child on Medication? Yes/ No

YES

NO

2. If Yes for above, give name of medication and side effects if any _____

3. Was the child delivered

A) Normal

B) Caesarian Section

C) Suction

Please tick where applicable

4. Were there any complications during child birth? Yes/ No?

YES

NO

5. Were there any abnormalities diagnosed after birth? Yes/ No?

YES

NO

6. If yes, elaborate _____

7. Were the child's developmental milestones normal/ delayed?

Explain _____

8. Did the child undergo any operations? Yes/No

YES

NO

If yes, explain _____

9. After the operation, were there major changes physically or mentally?

Explain _____

PARENT CODE OF CONDUCT

The Head teacher, Staff and Governors of Wise Owl Pre School, take very seriously their responsibilities for positive parental relationships. Together they have agreed the following Parental Code of Conduct Policy. At Wise Owl Primary we are very fortunate to have supportive and friendly parents. Our parents recognize that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/ carers to participate fully in the life of our school and their child's education. The purpose of the Parental Code of Conduct is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can flourish, progress and achieve in an atmosphere of mutual understanding.

Expected Parental Behaviour

We expect parents, carers and visitors to:

- Respect and be respectful of our caring school ethos
- Understand that both teachers and parents need to work together for the benefit of their children
- Demonstrate that all members of the school community should be treated with respect therefore set a good example in their own speech and behavior
- Seek to clarify a child's version of events with the school's views in order to bring about a peaceful solution to any issue
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour
- Approach the school to help resolve any issues of concern

In order to support a peaceful and safe school environment the school cannot and will not tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds
- **Communicating with the teachers or any other staff members apart from the administrators and the Head of the school about any issues.**

- Using loud or offensive language, swearing, cursing, using profane language or displaying temper towards members of staff, governors, other parents and visitors; and at any time on the school site
- Threatening to do actual bodily harm to a member of school staff, governor, visitor, fellow parent / carer or pupil regardless of whether behaviour constitutes a criminal offence
- Damaging or destroying school property
- Abusive or threatening emails or text / voicemail / phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils, parents, staff and governors at the school on Facebook or other social sites. Any concerns you may have about the school must be made through appropriate channels in line with our complaints policy, so they can be dealt with fairly, appropriately and effectively for all concerned
- Openly displaying disrespect to any member of school staff and governors
- The use of physical aggression towards another adult or child.
- Use of defamatory, offensive or derogatory comments in communication, either verbal or written to a member of staff or governor
- Threatening a member of staff or governor either verbally or with written comments
- Using equipment to record conversations with members of staff or governors
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.

Should any of the above behaviours occur on school premises the school will take a zero tolerance approach and will feel it necessary to contact the appropriate authorities and ban the offending adult from entering the school grounds.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

I the undersigned hereby accept and agree to all the terms and conditions for my child's enrolment and attendance at Wise Owl Learning Centre.

Name of Parent/ Guardian/ sponsor _____

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

NAME OF ADMIN WHO REGISTERED..... SIGNATURE.....

NAME OF ACCOUNTANT..... SIGNATURE.....

RECEIPT NUMBER.....

ENROLLMENT AGREEMENT CHECKLIST

Childs name	
Physical address	
Contact numbers	
Registration fee	
Copy of Childs Birth Certificate	
Passport size photo attached	
Registration form Completed and signed	
Transport form completed	
Added to class whatsapp group	
Added to bus group	
Ballet form completed	
Indemnity form signed	
Marketing form signed	
Rules form handed out	
Uniforms paid for and issued out	
Box file issued for paper work	
File opened for child	