



I Details of Child

First Name:	Last Name:
Date of birth: (dd/mm/yy)	Gender: Male / Female
Child's preferred name: (If different)	Nationality :
Home address:	

II Details of parent/guardians

	Detail of parent/guardian	Detail of parent/guardian
Name	First Name:	First Name:
	Last Name:	Last Name:
Relationship to child		
Home address (if different from child's address above)		
Employer and address		
Home Tel No		
Mobile Tel No		
Work Tel No		
Email address 1		
Email address 2		

III Child Health and Safety

Does your child have any special conditions, disabilities or allergies?	Yes / No
<i>If yes, please describe:</i>	
Any other relevant information about the welfare of your child?	
Does your child require regular medication or have an allergy?	Yes / No
<i>If yes please give details :</i>	

Has your child been immunised against:

Diphtheria Yes/No	Whooping Cough Yes/No	Tetanus Yes/No
Polio Yes/No	MMR Yes/No	

Please nominate 2 local emergency people to collect your child if you are not able to collect them (in the event of illness they may need to collect your child within one hour) and give their details below.

Please note: we will require a photograph of each emergency contact to ensure we are releasing your child into safe hands. Children will only be released into the care of a responsible adult over 18 years old.

IV Emergency Contact 1

First Name:	Last Name:
Address:	
Home Tel No:	Mobile No:
Relationship to child:	

Emergency Contact 2

First Name:	Last Name:
Address:	
Home Tel No:	Mobile No:
Relationship to child:	

If we are not able to contact anyone, and If we think for safety reasons the child must be bring to an hospital, (Please tick your preference)

The parents/ guardians authorise Chin Chok Club to bring the kid to :

Name of hospital: _____

Address: _____

Phone Number: _____

Doctor's name: _____

allowed Chin Chok Club staff to bring the child to Angkor Children Hospital by the way they think the more appropriated.



Detail of Chin Chok Club required

Requested date of admission to Chin Chok Club ___/___/___.

In order to register your child at the nursery and daycare a non-returnable registration fee of US
Please see our Fee Structure sheet for our terms and conditions.

****Please tell us how you heard about Chin Chok Club ;



Chin Chok Club - Terms and Conditions



1. Child protection

If nursery staff are concerned about a pre-existing injury on a child they have a duty to talk to the parents about it. If there are continuing grave concerns about a child's welfare the nursery reserves the right to contact local authority and/or child protection services without permission of the parents in line with our statutory responsibilities to maintain the health and welfare of each child. We are unable to legally deny access of a child to either parent/guardians unless there is an active restraining order notified and on our file.

2. Chin Chok Club Social Media – Photograph Using

The marketing team who is working to promote Chin Chok Club requires to have a right to take pictures of children groups during their fun and educational activities to be posted on our social media such as website, facebook, Instagram, blog and newsletter. In case we have selected a picture of individual or child alone we would like to use, we will request parents/ guardians approval before using it.

3. First aid

Trained first aiders are on site at all times to ensure the safe and appropriate treatment of the inevitable minor cuts and bruises that are part of childhood. Every accident that needs treatment is recorded and staff will ensure you are informed of the circumstances and treatment at the end of the day. If a child has any injury to the head you will be informed immediately as it may be necessary to collect your child early.

4. Sickness and Medication

Children should not be brought to Chin Chok Club whilst they are suffering with sickness, diarrhea or any other infectious illness until their symptoms have been clear for 48 hours. If a child becomes ill whilst at Nursery, a member of our team will contact you by telephone to ask you to collect your child immediately. If we are unable to contact you or other parent/guardian we will call the emergency contacts refer in IV, Emergency Contacts 1, 2.

5. Special requirements

If your child has an ongoing medical condition or allergic reaction to certain textures or food you must inform staff and complete the appropriate nursery medical forms. It is your responsibility to keep staff informed and updated so that relevant and appropriate action can be taken where necessary.

6. Dressing for Nursery and Lost property

We ask that children wear normal day clothes to attend the Nursery and we recommend that children aged 0-3 years bring a daily change of clothing in a labelled rucksack. The Nursery does not accept liability for the loss of property, unless we have acted negligently, as all items brought in with your child should be clearly labelled.

7. Fees/Registration/Enrollment

If you would like to register your child please complete our registration form and sign to confirm your agreement to the terms and conditions stated therein. Submitting the registration form does not guarantee you a place at the nursery. Should we be able to mutually agree the sessions (which are subject to availability) this enrollment form is to be fully completed and signed by both parties.

8. Changes to Sessions or cancellation of your nursery place

If you would like to arrange additional sessions at any stage please contact the manager for availability. We ask for one calendar months' notice in writing (excluding holiday periods,) if your child is leaving nursery or wishes to reduce sessions, otherwise fees will be charged in full.

9. Late collection

If your child is still at nursery after the closing time you will be contacted, along with authorised collectors to make emergency arrangements for your child's collection. Staff will remain on site with your child for a reasonable time until collection. We may charge you US\$4 pro-rata per hour, per child, if you are more than 10 minutes late collecting your child/children or if you are repeatedly late.

10. Notice of termination

We reserve the right to terminate a child's place with immediate effect if a serious breach of the parental contract has taken place, for example, unacceptable behavior towards another parent, child or staff member, frequent late collection without permission or non-payment of fees. Fees are payable monthly in advance on the first day of each month. Invoices shall be provided to parents and it is their responsibility to pay on time each month.



11. Refund for non-attendance

While the management team will at all times seek to keep the nursery open during the year to promote continuity of care for the children we will not refund any fees if a child is absent due to sickness or on holiday. In addition the nursery will not refund fees if the nursery has to close due to “acts of God” infectious diseases, epidemics, environmental factors (such as flooding, storms, extreme heat), emergency repairs or any other situation outside of the nursery control. .

12. Data Protection

The nursery is required to obtain and process personal and sometimes sensitive information about children and families as part of its registration process for childcare services. The information kept is to support development, monitor progress and provide appropriate care for each child in our nursery.

Before signing this registration form you acknowledge the following:

1. You have read the terms and conditions contained within this form
2. You understand the need for the sharing of information with another setting our child attends if appropriate
3. You give your consent for the nursery to hold and process pertinent information about your child

Please sign below to prove you have read and agree to abide by all terms and conditions set out in the registration document:

Date: _____

Full name: _____

Full name: _____

Signature: _____

Signature: _____

