



I, the undersigned, parent or legal guardian, hereby applies for admission of the child mentioned below:

DETAILS OF THE CHILD APPLIED FOR		
Name in full :	Surname :	
Preferred Name :	Date of Birth :	
Gender :	Language :	
In case of an emergency, when you may not be available, kindly provide us with the names of alternative persons whom we may contact:		
A. Name:	Tel:	
B. Name:	Tel:	
MEDICAL INFORMATION OF THE CHILD(Specific where applicable)		
Previous serious illness:		
Previous operations:		
Any speech, hearing or sight impediments:		
Any allergies:		
Mental or psychological defects:		
Name of attending paediatrics:	Tel	
DETAILS OF PARENTS/ LEGAL GUARDIAN		
MOTHER		
Name:	Surname	
Tel: Home	Mobile	Centre's Extension
In Service? (if yes, Name of Organization with telephone no.) :		
FATHER		
Name:	Surname	

Tel: Home	Mobile	Centre's Extension
In Service? (if yes, Name of Organization with telephone no.) :		

The original completed application has to be submitted at the time of enrolment.

By signing this letter, you accept the terms and conditions of Kishlay - the Crèche, enclosed herewith when your child is accepted into Kishlay the crèche.

Signature (Mother/Guardian) with date

Signature (Father/Guardian) with date

Name: _____

Name: _____

**Terms and conditions of availing 'Kishlay' the Crèche facilities at S. N. Bose
National Centre**

1. Admission & Fees:

- Monthly charge at Rs.1500/- may be recovered from monthly salary/ stipend/fellowship paid to the concerned employee/ student/ fellow.
- Security Deposit (Rs. 1500/-) would be due at the time of admission. The said Security Deposit will be recovered from salary/ stipend/ fellowship of the concerned employee and refundable on one month's prior notice in writing before leaving. Failure to do so will result in the forfeiture of this deposit.
- A fee of Rs. 100 per hour will be charged for late collection of children (maximum upto 7 pm).
- Parents are liable for fees whether or not the child has attended the full month's quota of days. There will be no rebate for missed days.
- A calendar month's written notice is required should the parents wish to withdraw their child from Kishlay.

2. Kishlay Age, Times & Holidays:

Upto 6 years of age

9:00 – 18:00

Kishlay is closed on Sundays and all Centre's Holidays.

3. Illness & Injuries:

Please attempt to make alternate arrangements for children with a bad cough, sore throat, vomiting, loose stomach, high temperature, rash or open sores, fever, persistent cough, breathing difficulty, conjunctivitis, head lice, pallid yellow skin and/or eyes, chickenpox, measles, mumps, diarrhoea, jaundice, etc. This is for your own child's well being as well as for the others. Please notify us when your child is sick and will not attend.

When we notice a child becoming ill, we observe and take temperature readings. After an hour we phone the parent for permission to treat and to advise on whether the child should be taken to the doctor.

Minor injuries, such as small wounds are cleaned, bandaged and recorded in child's message book for parent's information.

In the unlikely event of a serious injury, first-aid will be administered and parents will be informed immediately. (For extreme emergencies, Kishlay will arrange for paramedics/ambulance and parents will be notified straight after)

4. Collection of child:

No child will be allowed to leave Kishlay premises with any person, if there is no written permission to do so. A register will be kept to record arrival and departure of the child.

5. Personal Items:

Please mark all clothing, bedding and bags clearly with your child's name. Kishlay will not take any responsibility for any loss of, or damage or destruction to any property of whatever nature. We do not accept any liability for loss of personal items. We request that no personal toys be brought to Kishlay.

6. Attire and clothing:

Clothing should suit the weather conditions. The child may carry or deposit sufficient number of additional set of clothing's in Kishlay, in case of accidents or wetting.

7. Diapers:

Though the child will be potty trained but still parents are advised to send adequate number of diapers either on a daily or monthly basis.

8. Food and drink

Parents are strictly advised to send food for each day. Filtered, boiled water is available at Kishlay. The child should carry a clean napkin in the lunch bag each day.

9. Accessories and Jewellery

Parents are advised to ensure their wards wear no jewellery. Kishlay absolves itself of all responsibility in case they do.

10. Toys

Kishlay will provide an array of toys, books and activities with which to play. Do not send any toys or any other personal items to Kishlay, including pets or animals of any kind. If the child brings other toys from home, it may be taken away as it causes tension amongst your children. A special "lovey", however, may be brought for naptime.

11. Naptime

Children will take a nap after lunch. Alternatively, they may be provided with quiet activities to do while lying on their mats.

12. Discipline:

Should there be disagreements, Kishlay shall try to diffuse the situation and encourage the children to apologise to each other. Kishlay will use the time out/naughty corner method of discipline.

13. Child's likes/dislikes

Every parent should inform Kishlay about the child's favourite games, hobbies, etc. Also inform if the child has any special routine for naptime, fears (i.e. scared of the dark, shut doors, etc) or anything else about the child's likes and dislikes (such as foods) that the parent may feel would be helpful. Kishlay would like to do whatever is possible, within reason, to make the time spent by the child here more comfortable and fun. The more Kishlay knows about the child, the better Kishlay can help him or her adapt to a new situation.

14. Permission to have pictures taken:

Kislay would enjoy capturing the children's play on camera to share with the parents and them. The Centre also has a website and would like to post some of the photos in the gallery.

15. Copies that needs to be provided:

- Copy of child/children's birth certificate,
- Copy of both parents photo ID card

It is the parents duty to change their contact details in writing should it change.

Acknowledgement

I/We, the legal parent/guardian of the child take full responsibility of enrolling our child Kishlay - the crèche. I/We have read and understand the terms and conditions and agree to abide by them and that may be adopted from time to time by Kishlay. Kishlay reserves its rights to terminate the enrolment, should it be deemed necessary. I/We hereby assume absolute responsibility for the payments of fees as a result of the child attending Kishlay and acknowledge that the amount may be recovered from my salary/ stipend/ fellowship. I/We shall advise the crèche in writing of any changes to my personal details. All information given is true and correct and done to the best of my ability.

Signature (Mother/Guardian)

Signature (Father/Guardian)

Name: _____

Name: _____

Date :

Place