



# Application — Form —

# Introduction

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All registrations are received and reviewed in a first come, first serve basis. Upon filling all open spots, all additional submissions will be added to our waiting list.

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Please fill every detail required, and feel free to add other details and instructions regarding your child.

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For more detailed information or enquiries on our Day Care Nursery, and infrastructure kindly visit our website below.

[www.tinyhandsdaycare.vip](http://www.tinyhandsdaycare.vip)

# Terms & Conditions

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## Attendance Fees

If you are paying monthly, one month's fees are required to be paid on your child's first day at the nursery. But the rest of the month must be paid by the end of the first month at the nursery. All subsequent nursery fees may be made either 2 weeks in advance or 1 month in advance. If your child has not started their placement at the end of the 2 months, you will lose your spot.

All fees are paid regardless of absence, sickness, holidays, and nursery closures for inset days and nursery outings.

## Nursery Closures

Parents will be informed of holiday dates in advance.

## Children Under Two

Parents are required to provide their children's food, clearly labelled with the child's name and information on feeding instructions for the child's key worker. Meanwhile, the school will provide fruits as snacks.

In addition, parents / guardians are to provide their child's nappies, wipes, beddings and spare clothing clearly labelled with the child's name.

## Period of Notice

A two weeks' notice period is required in writing for a permanent change in sessions or days and termination of a place. Charges are reviewed annually and may increase with reasonable notice.

If a Parent/Guardian is going on holiday for a long period of time (2 weeks or more) they will need to either, pay full fees to guarantee holding their spot, or, withdraw their child completely. If the Parent/Carer would like a spot when they return from holiday, they will need to go through the registration process and will only be offered a place if one is available. They can be added to our waiting list, if a spot is not available. A Parent/Carer cannot re-register before going away on holiday.

### **Collecting Your Children**

If someone other than yourself is collecting your child you must inform the nursery of their name and relationship to the child. You will need to give us a password and give the same password to the person; they will be asked for this when they come to collect your child. We will not release your child to anyone under the age of 16. (they will need to bring proof that they are 16 or over with them if they are young)

### **Lateness**

Parents/Guardians of children who are not collected by the agreed collection time will be charged a late collection fee of GHC 20.00 for every 30 minutes that the person collecting them is late. If the child has not been collected for more than one hour and the nursery has not been informed, then the procedure for an abandoned child will be followed. (If you are not able to make it on time to collect your child and you send someone else instead, you will need to inform the nursery and follow the procedures above for “collecting your children”)

### **Settling In**

The initial settling in of your child will be a gradual process over a period of 3 days the parent is expected to stay as long as the child needs, when the Parents/Guardians do leave during the settling in process, they must make sure that the nursery can contact them and they must be prepared to pick up their child if necessary.

The first day child will stay for 1 hour. The second day they will stay for 2 hours and the third day for three hours. These settling in days are free of charge. All paperwork MUST be completed before a child starts nursery.

**Please read and sign terms and conditions.**

### **Uniform**

The nursery has a compulsory children's uniform. Please visit the Administration for extra purchase of uniforms.

### **Babysitting**

We do not permit our staff members to do any private babysitting for Parents/Carers at any of our nurseries. Staff members will only look after children within the nursery, during nursery hours as part of their usual working day/shift. We ask that you please respect our wishes and do not ask a member of staff.

### **Nappies & Wipes**

If a child runs out of their own nappies and/or wipes, the nursery will supply some until the Parent/Carer has replenished them. The Parent/Carer will need to pay for any nappies and/or wipes supplied by the nursery. These are at a cost of GHC 10 for each nappy and GHC 5 for wipes.

### **Children's Jewelry**

We ask that you do not send your child to nursery wearing jewelry, as this can be a danger to themselves or other children. The nursery will not take responsibility for any loss or damage to jewelry that a child has worn to nursery.

### **Complaints**

Tiny Hands has a complaint policy. If a Parent/Carer would like to make a complaint, the administration is opened and welcome any compliant and suggestions.

I agree to the above Terms and Conditions:

Name of parent/carer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Child Information

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Expected Start Date

Departure Date

Class/Stage Entry

## CHILDS INFORMATION

FIRST NAME

MIDDLE NAME

LAST NAME

**GENDER**

**BIRTH DATE**

**AGE**

**CHILDS CONTACT DETAILS**

**HOME PHONE**

**AREA CODE**

**STREET ADDRESS**

**CITY**

**COUNTRY**

**HEALTH CARE NUMBER/ID**

**DOCTOR'S NAME**

## PARENT/GUARDIAN

NAME

PHONE

WORK PHONE

eMail

ADDRESS - SAME AS CHILD?

YES

NO

DIFFIRENT ADDRESS

CITY

COUNTRY

## PARENT/GUARDIAN 2

NAME

PHONE

WORK PHONE

eMail

ADDRESS - SAME AS CHILD?

YES

NO

DIFFERENT ADDRESS

CITY

COUNTRY

## EMERGENCY CONTACT OTHER THAN PARENTS OR GUARDIANS

NAME

PHONE

WORK PHONE

eMail

ADDRESS - SAME AS CHILD?

YES

NO

DIFFIRENT ADDRESS

CITY

COUNTRY

**OTHER DETAILS**

**WOULD YOU LIKE YOUR CHILD TO BE IN A CLASS WITH A FRIEND?**

YES  NO

**IF YES, PROVIDE THEIR NAME AND AGE**

**IS YOUR CHILD IMMUNIZED?**  YES  NO

**DOES YOUR CHILD HAVE ANY ALLERGIES?**  YES  NO

**IF YES, PLEASE LIST, INCLUDING ANY FOOD OR DRUG ALLERGIES**

**DOES YOUR CHILD HAVE ANY MEDICAL CONDITION?**

YES

NO

**IF YES, PROVIDE DETAILS OF CONDITIONS**

**DOES YOUR CHILD REQUIRE ANY MEDICATION?  
IF YES KINDLY LIST THEM.**

YES

NO

**DO YOU AUTHORIZE US TO ADMINISTER THE  
MEDICATIONS LISTED ABOVE?**

YES

NO

**PLEASE LIST THE PEOPLE AUTHORIZED TO PICK UP YOUR CHILD  
& THEIR PHONE NUMBER**

**DOES YOUR CHILD HAVE ANY SIBLINGS?**

YES

NO

**IF YES, WHAT ARE THEIR AGES?**

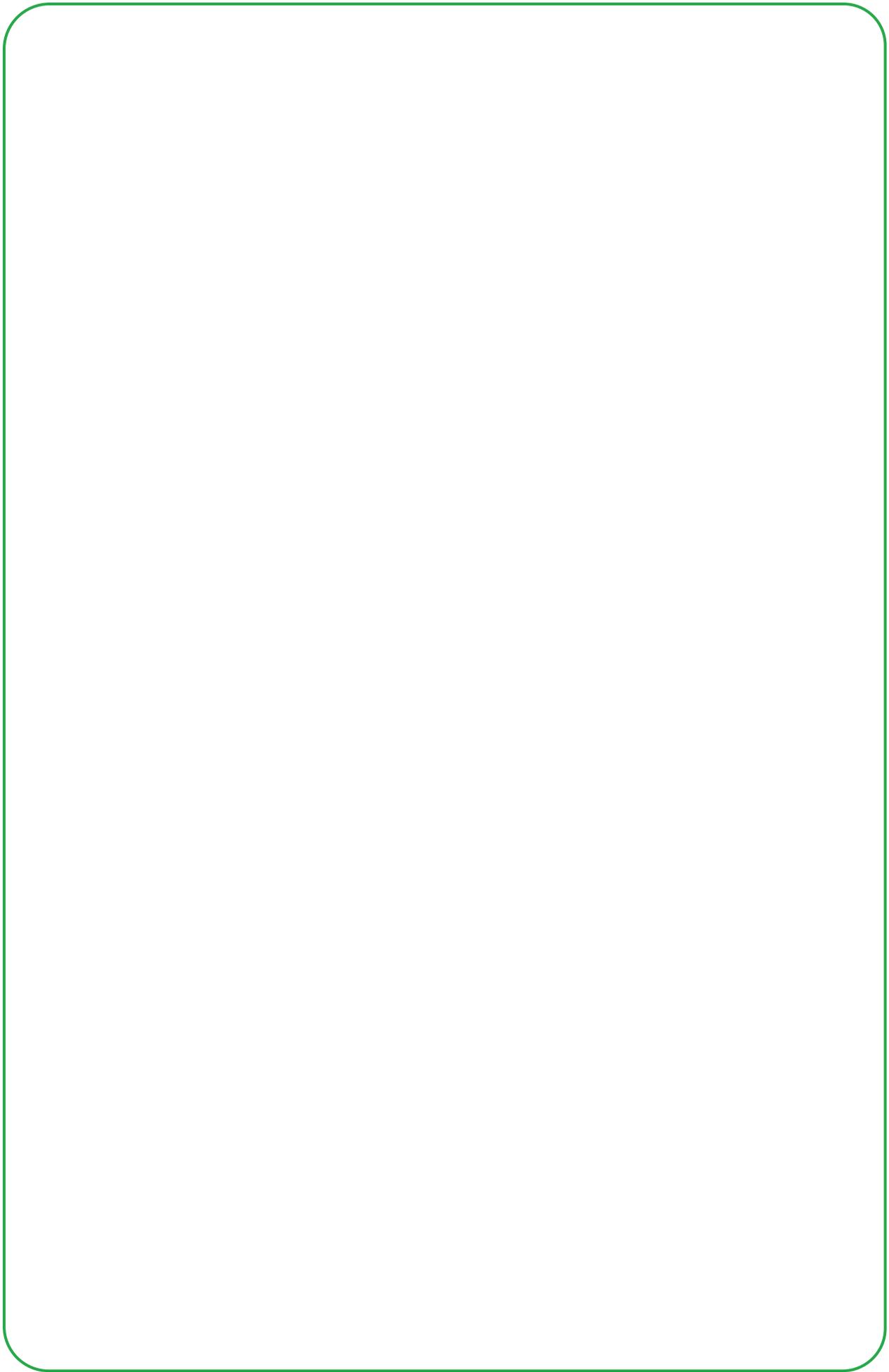
**COMMENTS**

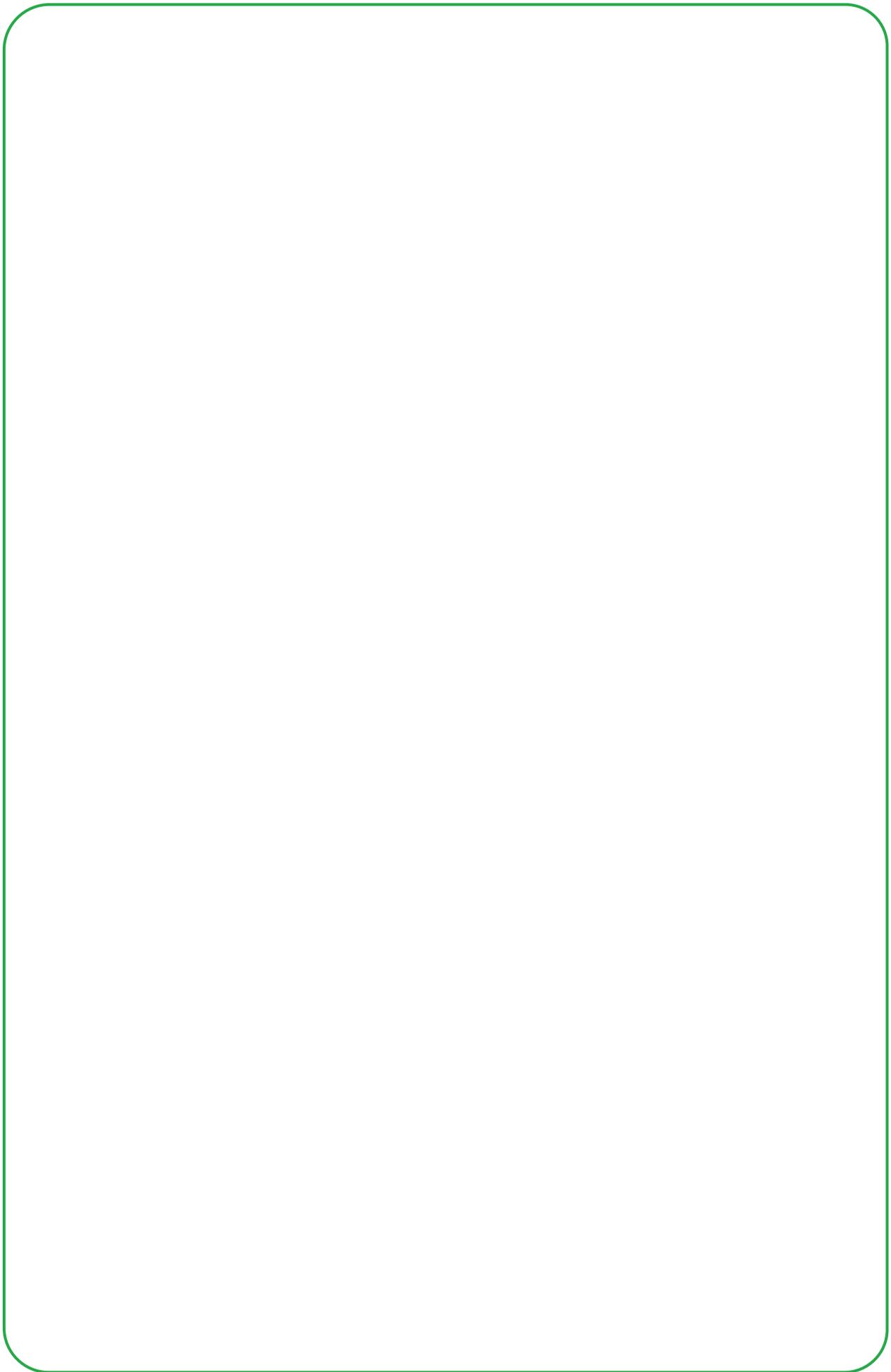
# Child Care Manual

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Kindly provide us with much information to care  
and nourish your child on your behalf.

THIS SHOULD BE TYPE OR PRINTED  
AND ATTACHED TO THIS FORM.





Parents/Guardians please complete all the information below, if applicable. We cannot stress how important it is that we have all relevant information for any external agency that is working with you and your child, having this information will enable us to work alongside the external agencies involved in your child's life and to give you and your child as much support as we can.

**Does your child have regular contact with a Health Visitor?**

Yes  No

If yes, please give details below:

Name: .....

Contact number: .....

Address: .....

.....

Post code: .....

**Does your child have a Physiotherapist?**

Yes  No

If yes, please give details below:

Name: .....

Contact number: .....

Address: .....

.....

Post code: .....

**Do you or your child have a Social Worker?**

Yes  No

If yes, please give details below:

Name: .....

Contact number: .....

Address: .....

Post code: .....

**Is there any other external agency involved in your or your child's life?**

Yes  No

If yes, please give details below:

Who? (for example, speech & language therapist)

.....

Name: .....

Contact number: .....

Address: .....

.....

Post code: .....

# Staff Use Only

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**HAS REGISTRATION BEEN PAID?**

YES

NO

**HAS DEPOSIT BEEN MADE?**

YES

NO

**IS A HOME VISIT REQUIRED?**

YES

NO

**IF YES, PROVIDE VISIT DATE**



# We Are Here To Help!

✉ [info@tinyhandsdaycare.vip](mailto:info@tinyhandsdaycare.vip)

☎ **0538824755 • 0538824384**

[www.tinyhandsdaycare.vip](http://www.tinyhandsdaycare.vip)

