



KID PRODIGY
KIDPRODIGY.CO.UK

REGISTRATION FORM

KINDLY FILL ALL THE INFORMATION IN THIS FORM AND
SIGN THE TERMS AND CONDITIONS BEFORE SUBMITTING IT.

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STUDENT INFORMATION

FIRST NAME

LAST NAME

DATE OF BIRTH

ADDRESS

SCHOOL
NAME

SCHOOL
YEAR

GENDER

SUBJECT INFORMATION

MATHS

DAY

TIME

ENGLISH

DAY

TIME

METaverse

DAY

TIME

PARENT INFORMATION

FULL NAME

RELATIONSHIP TO THE CHILD

EMAIL

MOB NO.

EMERGENCY CONTACT DETAILS

FOR OFFICE

START DATE

REGISTRATION FEE

MONTHLY FEE

TOTAL

HOW DID YOU
HEAR ABOUT US?

PARENT SIGNATURE

DATE



TERMS AND CONDITIONS

1. ON THE VISIT TO THE CENTRE

- 1.1 Each student will appear for initial assessment of the subject in order to make an assessment of the starting point.
- 1.2 A Consultation Meeting will be held with the parents subsequent to the initial assessment to discuss student's performance in the initial assessment.
- 1.3 Based on the discussions, starting point of the child will be established and child will be placed on the Level as mutually agreed with the parents.

2. AFTER THE FREE TRIAL:

- 2.1 Parents will be required to fill up the Registration Form with relevant details and will have to pay fee on enrolment see 5.1.
- 2.2 The Centre normally runs promotional offer in place for newly enrolled students. In this connection, please speak to the Centre Director / Manager to avail the promotion.
- 2.3 The child will be allotted with unique ID Code by the Centre which will be used on each visit by the student to the Centre for signing in and out of the Centre on the electronic tablet installed at the Reception.

3. REGULAR SESSIONS:

- 3.1 From this point, student starts regular coaching as per the days and time agreed by the parents.
- 3.2 Since it is an individual coaching, we request that child should arrive on time to avail full utilisation of allotted time.
- 3.3 Centre would consider any time or days change, if requested by the parents, and such a change would be allowed subject to availability of space in the relevant Group. It would be better if parents inform the Centre

4. ABSENCE AND REPLACEMENT SESSIONS POLICY:

4.1 ILLNESS OR EMERGENCY

In case of absence due to illness of any emergency replacement sessions can be offered subject to availability of sessions.

4.2 HOLIDAY

4.2.1 Leave of Absence form (available from Centre Manager / Director at the centre) must be filled and submitted at the centre. If the child does not return back to the centre at the return date he/she will be automatically terminated from the centre and treated as No Show (see 4.3). The child will then have to be re-enrolled and a new slot will be allocated subject to availability.

4.2.2 In case of planned absence such as holidays, booklets for those absent days will be provided which must be completed and submitted at the centre before the first session back. Alternatively replacement sessions can be organised subject to session availability at our Harrow branch during school term holidays.

4.3.3 Tuition and fees, once paid, are not refundable or transferable due to any form of absence.

4.3 NO SHOW

Any absence that has not been informed over two weeks may result in suspension from the Centre with a penalty of £80 plus any unpaid monthly fee. Any absence longer than 3 months will require the child to be re-enrolled as a new student. New charges of Registration fee and Monthly fee will be applied and a new initial assessment will be administered to assign a starting point.

4.4 You can claim up to 4 replacement session every month for the previous month. Any replacement sessions pending over a month will lapse if not claimed or agreed with the manager / director using the Leave of Absence Form.

5. HOMEWORK

- 5.1 All the assigned homework must be completed before the next session. Parents may check or mark the physical homework booklet but it should be submitted at the Centre to be marked.

6. FEE OPTIONS AND POLICY:

6.1 MAIN POINTS

- 6.1.1 Fee as agreed with be paid into Centre's Account on the first day of the month.
- 6.1.2 Enrolment fee can be paid in the form of Cheque, Cash, Bank Transfer or via GoCardless.
- 6.1.3 A standing order between ours and your bank account should be set up in order to pay the Monthly Fee.
- 6.1.4 Below are our types of fees:
Registration Fee: £35.00
Monthly Fee: £70.00 (or pro rata depending on the start date and programme type)
- 6.1.5 Necessary invoice will be issued to the parents based on the chosen payment method as above.
- 6.1.6 All members are entitled to Referral Discount or any other discount at the Centre Director / Managers Discretion.
- 6.1.7 Tuition and fees, once paid, are not refundable or transferable.

7. TERMINATING THE CONTRACT:

- 7.1 In case parents no longer wish to continue coaching with the Centre, a notice of not less than four weeks must be given in writing in order to complete the formalities as also to allocate the space for new children in waiting.
- 7.2 Fee till the last day of the child attending the Centre must be cleared before finally discharging the child from the Centre.

8. GENERAL NOTES:

- 8.1 Daily Risk Assessment of the Centre is carried out by the Centre Director with regard to safety of students in the Centre.
- 8.2 Centre's Safeguarding Policy is in place which is available in the Centre Office and is available for parents for reading.

9. CENTRE CLOSURE

9.1 The Centre will be closed on Christmas Day, Boxing Day and New Years Day and those Bank Holidays associated with these days, i.e. if Christmas Day, Boxing Day or New Year's Day is on a Saturday or Sunday, the relevant Bank Holiday(s) will be carried to Monday / Tuesday. For other Bank Holiday (s) during the year the Centre will be closed. The Centre may also be closed during training days or site maintenance days which will be notified in advance.

10. BEHAVIOUR MANAGEMENT

- 10.1 We may require parents to withdraw or remove their child from Centre in the event that the Centre Manager considers the child to be disruptive or displaying inappropriate behaviour.
- 10.2 We will not tolerate Centre staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a Centre place.
- 10.3 We have an obligation to report to the relevant authorities any suspicions we have that your child has suffered neglect or abuse, and we may do without your consent and/or without informing you.

11. INSURANCE

- 11.1 We have extensive Insurance cover - full details of the Insurance is available upon request, from the Centre Owner.

12. PERSONAL PROPERTY, BELONGINGS and EATABLES

- 12.1 We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the Centre staff to ensure the children's belongings are not lost or damaged.
- 12.2 We suggest that all toys, books or other equipment are left at home.
- 12.3 No eatables are allowed to eat in the Centre.

13. LIABILITY

- 13.1 We accept no responsibility for any loss suffered by parents, arising directly or indirectly, as a result of the Centre being temporarily closed or the non-admittance of your child to the Centre for any reason, this applies to absence due to sickness, holidays and Bank Holidays. We accept no responsibility for children whilst in their parents care on Centre premises, i.e. prior to arrival or after pick up.
- 13.2 We will not be liable to parents and / or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.
- 13.3 We will make reasonable endeavours to keep parents and / or children's property in good order.
- 13.4 Liability for damage of such property is excluded except where caused by our negligence.

**14. ACCIDENTS AND ILLNESS**

14.1 If the child becomes ill during the Centre session, the Centre manager will contact you or the emergency contact indicated on the entry profile. You must inform us immediately of any changes to these contact details.

14.2 We reserve the right to administer basic first aid and treatment when necessary. Please refer to our Medication policy for more details.

14.3 Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by Centre to contact the parents or emergency contact provided but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment.

14.4 We will administer prescribed medicines if parents complete a 'Medicine Consent' form; however, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day.

14.5 If the child has been sent home from the Centre because of ill health, he/she will not be re-admitted for at least 24 hours, depending on the reason on child was sent home. If the child is prescribed antibiotics, he/she will not be allowed to return to the Centre for 48 hours.

14.6 We may require parents to withdraw their child from Centre, in the event that they require special medical care or attention, which is not available or refused by parents or it is considered that the child is not well enough to attend Centre.

14.7 If we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the Centre may contract such a disease/infection that may lead to withdrawal from the Centre. We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the Centre if their child is suffering from any illness, sickness or allergies before attending Centre.

13.8 We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during Centre hours.

15. SECURITY

15.1 Under no circumstances will the child be allowed to leave Centre with anyone unknown to Centre staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the Centre will require the name, address and telephone number of the person permitted to collect the child and proof of identity will be required upon arrival at the Centre. A list of responsible adults who are authorised to collect the child should be given to the Centre Manager. The Centre may also use a password system for entry if necessary.

16. AGREEMENT

16.1 These Terms and Conditions represent the entire agreement and understanding between the parents and the Learning Centre. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update / amend these Terms and Conditions at anytime. Two months notice will be given of any changes made.

I have read and understood the terms and conditions and agree to it.

Signed _____

Parents/Carer Name _____

Date _____

17. PERMISSION FORMS**17.1 PHOTOGRAPHS**

Name of the child: _____

Date of birth: _____

I do/do not give permission for photograph of my child to be displayed in the Centre.

I do/do not give permission for photographs of my child to be used in Centre publicity material e.g. brochures, posters, flyers, etc.

I do/do not give permission for photograph of my child to be used on the Centre website or digital media for promotional reasons only.

I do/do not agree to my child being photographed and named in the press and on publicity material.

Signed _____

Relationship to Child _____

17.2- EMERGENCY MEDICAL CONSENT FORM

Name of the child: _____

Date of birth: _____

I give permission for a member of the Centre staff to administer liquid Paracetamol/Piritor/Nurofen if my child develops a temperature/Allergy while at the Centre and a parent can't be contacted.

Signed: _____

Parents/Carer: _____

Date: _____

18. Privacy Policy - Our GDPR Guidelines

The "General Data Protection Regulation" (GDPR) came into force on 25th May 2018. In essence, GDPR is about the way we collect, use and take care of the personal information about you and your child or children's work at the centre. Please ask the Centre Director to access the details of these guidelines. It's your right to know.

Signed _____

Relationship to Child _____