



Registration Form

Formola Ta' Registrazzjoni

Date: ____/____/____

Data

Registration Number: _____

Numru ta' registrazzjoni

Location: Marsascala / Zebbug

Lokalita

Admission Month: _____

Xahar tad-dhul

Child's name _____

Isem u kunjom it-tifel/tifla

Date of birth ____/____/____

Data tat-twelid tat-tifel/tifla

Child's Identity Card number _____

Numru tal-karta ta' Identita tat-tifel/tifla

Nationality _____

Nazjonalita'

Parent's/Carer's details

Dettalji tal-genitur/min jiehu hsieb it-tfal

Mother/ Parent 1 _____

Omm

Address _____

Indirizz _____

Postal Code _____

Kodici Postali

Nationality _____

Nazjonalita'

ID _____

E-Mail _____

Mobile _____

Father/ Parent 2 _____

Missier

Address _____

Indirizz _____

Postal Code _____

Kodici Postali

Nationality _____

Nazjonalita'

ID _____

E-Mail _____

Mobile _____

Please state whether the child has any health issues:

Jekk it-tifel/tifla ibaghtu minn problemi ta' sahha, immarka liema huma:

Epilepsy

Epilepsja

☐

Eczema

Eczema

☐

Asthma

Azma

☐

Fits

Accesjonijiet

☐

Food Allergies

Allergiji tal-ikel

☐

Kindly specify which:

Specifika liem

Other allergies

Allergiji ohra

☐

Kindly specify which:

Specifika liem

Other health related problems:

Problemi ta' sahha ohrajn

In case that we cannot contact you on the contact numbers provided, please provide details of one or two person who could be contact. Kindly also attach a copy of the person's ID card.

F'kaz li ma nkunux nistghun sibukom fuq in-numri tat-telefon providuti, jekk joghgbok, aghti dettalji ta' persuna/i ohra li jista'/tista' tigi ikkuntattjata. Ehemmez kopja tal-karta tal-identita' mal-formola tal-applikazzjoni.

Name and Surname

Isem u Kunjom

Relationship with child

X'jigi/tigi mit-tifel/tifla

ID Number

Mobile

Name and Surname

Isem u Kunjom

Relationship with child

X'jigi/tigi mit-tifel/tifla

ID Number

Mobile

I declare that the above information is correct and that I will inform Little Treasure immediately of any changes.

Niddikjara li l-informazzjoni mghotija hija korretta u ninforma lill-Little Treasure b'kull tibdil minnufih.

Mother/ Parent/ Guardian 1's Signature

Firma tal-omm/minn jiehu hsieb it-tifel/tifla

Father/ Parent/Guardian 2's Signature

Firma tal-missier /minn jiehu hsieb it-tifel/tifla

Agreements and Guidelines

Little Treasure Childcare centre is open all year¹ (including summer months) from Monday to Friday between 6:30 am until 5:30pm.

Agreed attendance days: _____ Rate per hour: € _____	Agreed attendance hours: _____ Registration Fee: €100 (NON-REFUNDABLE)
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Attendance

The child must attend according to the above agreed hours, any changes in attendance/ drop-off/ pick-up should be reported to our management. Changes include:

- Sickness (**Medical certificate stating the child is fit to return must be presented on the day that the child comes back to the centre**)
- Intention of changing agreed hours of attendance
- A minimum of 30 hours must be booked per week

Pick-Ups

Children will not be allowed to leave with any person unless s/he is identified by the parent and a photocopy of their ID card has been presented to the childcare. Please note that children must be collected by **not later than 17:30** (if parents are later than 17:30 a charge of €30 must be paid on that day)

Meals

At Little Treasure we follow a **Healthy Eating Policy** and **we do not allow fizzy drinks, juices, chocolates, or other types of sweets**; as identified in our healthy eating policy. All drinking bottles must only be filled with **water/milk**, which can be warmed up or refrigerated as needed. Plain cakes without cream or chocolate are allowed during birthday celebrations.

Toilet Training

It is very important that toilet training is continuous from home to childcare centre and that it is kept consistent. Therefore, the childcare must be informed when the child is toilet training so that we can ensure that we remind the child to use the toilet.

Sickness and Medication

Children should not attend the childcare centre if they are sick for their own safety and that of other children. Please note that we take all the necessary measures and procedures to reduce the spread of infection and with your help we will be able to maintain a clean environment for all our children. Sick children will not be admitted into our centre and in cases where children fall ill while in our care, parents are requested to collect their child as soon as possible.

Our staff are not authorised to administer any form of medication to children.

Cancellations/ Transfers

In the event of parents wishing to cancel their child's enrollment, they must inform our management as soon as possible and allow at least one (1) month notice.

¹The childcare is closed on public holidays and other days that are listed on the calendar provided.

Fees and Payments

Fees are to be paid monthly in advance according to the agreed hours/day, at the established rate per hour which may also include additional days/hours. Parents will be invoiced at the beginning of each month and are required to be settled by no later than the 1st week of each month. Failure to settle an unpaid fee by the stipulated time will compromise the child's place at the centre. The childcare will have the right to replace a child's place if fees remain unsettled.

Important Notice: During days on which the center is closed due to a public holiday and other dates on which the centre is closed, the amount due will not deduct these days. This includes days in which the child is sick or on holiday. Payments are still expected to be submitted according to the total agreed days/hours.

If a child will not be able to attend the centre for a month, 50% of the total fee has to be paid to keep the child's place in the childcare.

Brief overview of Guidelines and Requirements:²

- All children over one year are expected to attend wearing our centre uniform.
- All belongings including clothing items should be labelled clearly with your child's name, our team is not responsible for lost/misplaced unlabelled personal items.
- Personal toys are not to be brought to the centre.
- An extra change of clothes should be provided in a labelled bag.
- Children must change into their clean, indoor shoes before entering the main play area.
- Upon enrollment, parents are kindly requested to bring an A3 pocket folder to neatly store the child's crafts.
- 2 boxes of tissues, 2 packets of wipes and a packet of disposable gloves per child must be supplied at the beginning of every month.

I/We parent(s) of _____ declare that I/we agree to the terms and conditions presented in this respective enrolment form. I/We also agree to the days of attendance and the hourly rate to be charged. I/We agree to settle fees a month in advance and that the amount due will be settled during the first week of the month.

Mother/ Parent/ Guardian 1's Signature

ID: _____

Date: ____/____/____

Father/ Parent/Guardian 2's Signature

ID: _____

Date: ____/____/____

² The full version of our guidelines can be accessed through our company's 'Policies and Procedures Manual' which can be accessed online through our website or by contacting our management for a hard-copy version.

Pick-Up Authorisation Form

Formola ta' Kunsens għall- awtorizzazzjoni tal-gbir tat-tfal

I, (parent/guardian's full name) _____, of ID number _____, parent/legal guardian of (child's full name) _____, hereby authorise the following individuals to pick up my child from Little Treasure Childcare Centre. I understand that this permission will be in place until I communicate a change in writing.

Kindly attach a copy of each individual's ID card.

Jien (isem u kunjom il-genitur/gwardjan legali)--, ta' numru tal-identita' --, genitur/gwardjan legali ta' (isem it-tifel/tifla) --, nawtorizza lil dawn il-persuni sabiex jigbru lit-tifel/tifla tiegħi minn Little Treasure Childcare Centre.

Nifhem li dan il-permess se jkun fis-seħh sakemm nikkomunika bidla bil-miktub.

Ehemez kopja tal-karti tal-identita' ma' din il-formola.

Name and Surname _____ <i>Isem u Kunjom</i> Relationship with child _____ <i>X'jigi/tigi mit-tifel/tifla</i> Mobile _____ ID Number _____	Name and Surname _____ <i>Isem u Kunjom</i> Relationship with child _____ <i>X'jigi/tigi mit-tifel/tifla</i> Mobile _____ ID Number _____
Name and Surname _____ <i>Isem u Kunjom</i> Relationship with child _____ <i>X'jigi/tigi mit-tifel/tifla</i> Mobile _____ ID Number _____	Name and Surname _____ <i>Isem u Kunjom</i> Relationship with child _____ <i>X'jigi/tigi mit-tifel/tifla</i> Mobile _____ ID Number _____

Parent/ Guardian 's Signature

Firma tal-genitur/gwardjan legali

____/____/____

Date

Data

Consent Form

I, (parent/guardian's full name) _____, of ID number _____, parent/legal guardian of (child's full name) _____, hereby authorise Little Treasure Childcare Centre;

Jien (isem u kunjom il-genitur/gwardjan legali)--, ta' numru tal-identita' --, genitur/gwardjan legali ta' (isem it-tifel/tifla) --, nawtorizza lil Little Treasure Childcare Centre;

- ☐ To take photos of my child and post them on the company's website and social media platform/s.
 - ☐ To take photos and share updates of my child on the Illumine App.
 - ☐ To allow my child to participate in physical activities.
 - ☐ To allow a student to assist my child in the presence of another carer during meal time and nappy changes.
 - ☐ To contact emergency services and request an ambulance in the event of an accident/emergency.
 - ☐ To refuse admission of my child if he/she seems unwell or without presenting a certificate stating that my child is fit to attend.
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- ☐ I understand that while I can download photos on the Illumine App, I cannot share such photos including other children with others or on social media platforms.
 - ☐ I understand that if the management or primary caregiver identifies any potential sign of physical/sexual/emotional abuse or neglect on the child, they are obliged to report their findings to Appogg.

I understand that this permission will be in place until I communicate a change in writing.

Nifhem li dan il-permess se jkun fis-seħh sakemm nikkomunika bidla bil-miktub.

Parent/ Guardian's Signature

Firma tal-genitur/gwardjan legali

____/____/_____
Date

Data