



Application

STUDENT INFORMATION

Picture	Full name		
	Nationality	Date of Birth	Month/Day/Year / / 20
	Gender	() Male	Age
		() Female	Siblings () years old
Overseas living experience	Yes () City/Country:		
Level of English	() Fluent () Intermediate () Beginner		
Address			

PARENT INFORMATION

Father/Stepfather/Guardian's full name			
Nationality	Occupation		
Mobile phone number	010 - -	E-mail	
Mother/Stepmother/Guardian's full name			
Nationality	Occupation		
Mobile phone number	010 - -	E-mail	



Personal Information Record for Preschoolers

Child's Full Name	(boy/girl) Date of Birth: / (month) / 20		
* Please list the names of people to call if student s injured or becomes ill at school. List in the order they are to e called. Persons authorized to pick up the child or to notify in case of emergency. Include name, phone number, and relation to student.			
Parent's Name		Mobile phone number	010 - -
Emergency contact number /Relation to child	010 - - father/mother/grandparent	Doctor's name & phone number	Dr. _____ 010 - -
Allergies or illness in detail			
Religious Background			
Authorization			
I/We understand that whilst the PODO Club will make all reasonable efforts to contact me/us in case of medical emergency, this is not always possible/ Therefore, I/We authorize The PODO Club to seek medical advice and treatment for the student if the POCO Club believes there to be an emergency.			
I/We also hereby authorize/do not authorize The PODO Club to give the student minor medications (e.g.paracetamol tablets) of deemed necessary by The PODO Club.			
Hospital Preference for Emergencies			
1. Has your physician approved the use of any non-prescription medications for your child such as acetaminophen, cough syrup, or ointments that can be given by the child care provider? No _____ Yes _____, as follows:			
2. Does your child have any of the following conditions? Please answer Yes or No. Allergies _____ / Asthma _____ / Epilepsy/Seizures _____ / Diabetes _____ Frequent sore throats/colds _____ / Ear Aches _____ / Speech, Visual, Hearing _____ Epilepsy/Seizures _____ / other: _____			
*If 'Yes' answered to any above, please provide additional information: _____			
3. Date of last tetanus booster:		Medications being taken:	
Please provide additional information or special instructions that will help the person caring for your child.			
Signature of Parent/Guardian _____		Date: _____ / _____ /20	



Personal Information

1. (2~4 years old child) What is your child's current daily sleeping schedule?

Morning wake-up time:

Evening bedtime:

Does your child still nap? (Y/N)

2. What does your child find soothing or comfort? (Example: pillow, blanket, a doll etc.)

3. How does your child react to strangers?

4. What upsets or frightens your child?

5. How does your child handle separation?

6. List the food your child enjoys eating.

7. List any food your child strongly dislikes.

8. What activities does your child enjoy doing?

9. What activities make your child the happiest?

10. (3~4years old) Has your child begun potty training?



Admission Agreement

Child's Name: _____ Parent's Name: _____

- **Enrollment:** Children ages 18 month until entrance to Elementary School are admitted to The PODO Club, No child will be refused enrollment because of gender, race, religion, or that of their parents.
Scheduled days: Part-time care cannot substitute scheduled days for holiday closures or vacations.
- **Payment due:** Payment for contract time is due before the 1st day of the Month.
There is no credit given for holidays or days absent due to illness, vacation, or otherwise.
You can find more information related to payment in the Parent Handbook.
- **Paid Vacations:** The school will be closed for two paid vacation weeks during the year. These vacations will usually occur 1 in the summer and 1 during the Christmas holiday. See calendar for more specific details. (Summer School will be available for students who wish to attend)
- **Withdraws & Tuition Refunds:** Thirty (30) days' written notice must be given to The PODO Club before withdrawing a child. The paid tuition is NOT REFUNDABLE.
- **School Hours:** Monday through Friday, 9:00-2:30pm. For Pre-Kindergarten 9:00am~3:30pm and for kindergarten 8:30-4:00pm. Please ask our staffs for information on After School programs and hours.
- **Sign in & out:** All children must be signed in and out daily with a full signature of an authorized adult (Classroom Teacher/Parents). When signing child in, please state who will pick up your child if other than you. **Your child will not be released to anyone who is not on the emergency form. No exceptions! If you think you cannot pick up your child and did not talk to a teacher when dropping your child off, you need to talk directly with a teacher** to arrange pick up for your child at the end of their day. Please do not leave a phone messages. We are not always able to pick up these messages right away. The safety of your child is very important to us and is not taken lightly and for granted. Therefore clear and direct transfer of information to a teacher is necessary.



WHAT YOU NEED TO BRING

- **Forms:** For your child/children safety, we must have the following forms completed before attending The PODO Club:
 1. Application Form
 2. Personal Information Record for Preschoolers (Emergency and Medical Record Form)
 3. Permission Form

MORE THINGS TO KNOW

- **Toilet Learning:** We will help as much as possible when your child is physically and emotionally ready and while they are in our care. During this time we will need extra clothes and will change children as much needed. This is a big step for children and we cannot rush the process.
- **Meals:** The PODO Club provides morning & afternoon snacks and lunch each day by reliable catering service. All children should be given nutritious meals, consisting of children like foods: Vegetables, main course (rice with side dishes), fruit and milk.
- **Health Policy:** The school strives to maintain a healthy, safe environment for our children. In that regard, **a child who is ill will not be admitted to the classroom.** If a child becomes ill during the school day, the parents will be notified and must pick up the child, or make arrangements for someone on the list to pick up the child, as soon as possible. By signing below, the parents authorized the school to obtain immediately. Such care may be from a physician or hospital other than the physician. A staff member will stay with your child until your arrival. Staff will not administrator medical treatment, other than emergency first aid. Any expenses incurred for such care will be borne by the child's family.
- **Medication Policy:** We will give your child prescribed medicine only under strictly controlled conditions and in original container. (Under Parent Permission)
- **School Roster:** The parent/guardian gives the preschool permission to list their child's name, their names, address, phone number and email address on the school roster, for distribution to school parents only. The parent/guardian agrees to use this roster for school purposes only.
- **Photography:** The parent/guardian gives the preschool permission to photograph and/or video their child during preschool and at preschool and at preschool events for classroom and school use only (Please Refer to Permission Form).
- **Parents Conferences:** As part of its commitment to good communication, the preschool will offer two parent-teacher conferences per semester for each child. Conferences are held to discuss a child's progress, well-being, and/or any concerns. The parent, teacher, or director may requests an additional conference at any time.
- **Dispute Resolution:** The PODO Club strives to assure that good communication is maintained between parents and teachers, and that each child receives the quality education he or she deserves. Occasionally, problems occur which cannot easily be resolved. Should such a situation occur, the parents will notify the director immediately and attempt to reach a resolution with the help of the director.
- _____ (Initial) I have received and read the Parent Handbook.
- Volunteering can be a fun experience: We ask that it be pre arranged to optimize your experience. What special skills or interests can you share with us?

I have read this Parent-Preschool Contract, understand it, and agree to abide by the policies and procedures it contains. Parents will receive a signed copy of this agreement.

Signature of Parent/Guardian _____ Date: _____ / _____ /20_____

The PODO Club

A place for Happy, Growing Kids

포도클럽어학원



Permission Form

STUDENT INFORMATION

Child's Full Name

Teacher and Class

Classrooms with children 3 to 5 years old may go on fieldtrips during the school year. A permission slip with all the information is always sent home before the field trip. The PODO Club makes every effort to contact parents if permission slips are not returned.

I do() / do not() give my child (name) permission to go on field trips.

I do() / do not() give my child (name) permission to administer sunscreen to my child.

I do() / do not() give my child (name) permission for my child to be photographed and/or video-taped for The PODO Club purposes of publicity.

I do() / do not() give my child (name) want my address or phone number included on the class lists.

Other:

Signature of Parent/Guardian _____ Date: _____/_____/20____



✚ PREPARATION STUFFS FOR WHITE, GREEN & ORANGE, and PURPLE & GRAY

- ① A bib, Spoon, chopsticks or fork
- ② Water bottle
- ③ A pack of diaper
- ④ A pack of wet tissue
- ⑤ A cup, toothbrush & toothpaste
- ⑥ Extra clothes
- ⑦ A blanket for napping
- ⑧ Indoor shoes

- **Monday:** Gym uniform

- **Diapers/Wipes (for White/Green/Orange kids):** Parents of children who are not toilet trained must provide disposable diapers and wiped. We request that they be brought in medium size quantities and left at school. We will mark them with your child's name and will be specifically used for your child only.
- **Extra Clothes (for all kids):** Shirt, pants, under pants and closed toe shoes, should be left in your child's bag. Please up date as needed, for season or child's growth.

✚ PREPARATION STUFFS FOR YELLOW, BLUE AND NAVY

- ① Spoon and chopsticks
- ② A Water bottle
- ③ A pack of wet tissue
- ④ A cup for brushing teeth, toothbrush & toothpaste
- ⑤ Indoor shoes
- ⑥ Extra clothes

- **Extra Clothes (for all kids):** Shirt, pants, under pants and closed toe shoes, should be left in your child's bag. Please up date as needed, for season or child's growth.
- **Monday:** Gym uniform
Thursday: Casual Day
Tuesday, Wednesday and Friday: School uniform