

APPLICATION FORM

PODO CLUB



A PLACE FOR HAPPY,
GROWING KIDS

STUDENT INFORMATION

Applicant Full Name :

Date of Birth:

M

M

D

D

Y

Y

Y

Y

Gender :

Male

Female

Nationality:

Overseas Living Experience: YES

City/ Country

The PODO Club

Level of English : Fluent

Intermediate

Beginner

Address:

PARENT INFORMATION

Father/Guardian's Full Name :

Nationality :

Occupation:

Mobile Phone Number:

E-mail :

Mother/Guardian's Full Name:

Nationality :

Occupation:

Mobile Phone Number:

E-mail :

Emergency Phone Number beside parents:

Signature

Signature Of Applicant's parent/ Guardian

PERSONAL MEDICAL RECORD

PODO CLUB



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EMERGENCY

Applicant Full Name :

ARC# or 주민등록번호 or Passport# :

Full Name

ARC# or 주민등록번호 or 여권번호

*Please list the names of people to call if student is injured or becomes ill at school. List in the order they are to be called. Persons authorized to pick up the child or to notify in case of emergency. Include name, phone number, and relation to student.

Guardian's Full Name :

Mobile Phone Number: 010 -

Emergency Contact :

010 -

Doctor's Name: Dr.

Relation to Child :

Father/ Mother/ Grandparent

Name of Clinic :

Phone Number:

Allergies or Illness in Detail:

Religious Background :

AUTHORIZATION

I/We understand that while 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 PODO Club believes there to be an emergency. I/We also hereby 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

- 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:

- Does your child have any of the following conditions? Please Check.

Allergies ☐ Asthma ☐ Frequent sore throats/colds ☐ Epilepsy/Seizures ☐ Diabetes ☐

Speech, Visual, Hearing Issues ☐

Ear Aches ☐

Nothing ☐

Other:

*If 'Yes' answered to any above, please provide additional information:

- Please provide additional information or special instructions that will help the person caring for your child.

Signature

Signature Of Applicant's parent/ Guardian

PERMISSION FORM

PODO CLUB



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STUDENT INFORMATION

Applicant Full Name : Parent's Initials

Classrooms with children 2 to 6 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 permission for my child (name)
to be photographed for the purpose of PODO Club's website.
- I do ☐ do not ☐ give permission for my child (name)
to be video-taped for the purpose of PODO Club's website.
- I do ☐ do not ☐ give permission for my child (name)
Home address or parents' phone number to be included on the class lists.

Others:

Signature

Signature Of Applicant's parent/ Guardian

PERSONAL INFORMATION

PODO CLUB



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INTEREST

1

***#1 Only for the White, Green, Orange, Purple, & Grey Classes**

What is your child's current daily sleeping schedule?

Morning wake-up time: _____ Evening bedtime: _____

Does your child still nap? (Y/N) _____

(3~4years old) Has your child begun potty training?(Y/N) _____

2

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

3

How does your child react to strangers?

What upsets or frightens your child?

4

How does your child handle separation?

5

List the food your child enjoys eating.

List any food your child strongly dislikes.

6

What activities does your child enjoy doing?

7

What activities or actions make your child the happiest?

ADMISSION AGREEMENT

PODO CLUB



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CONTRACT

*** Need copies for parents and Podo Club

Applicant Full Name :

Parent's Initial

- **Enrollment:** Children ages 12 months 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:** Tuition payments are used to provide the highest possible quality of care, education, and environment for your child(ren). The first month tuition is due at the time of registration. After the first successful month, each child will receive an invoice for the next three months, in which payment will be due a week before the new month begins. If the payment day falls on a holiday, it is due the day before the holiday.
- **Policies for Payment**
 1. You will receive a monthly invoice indicating your payment information.
 2. All **tuition** payments are to be paid **in advance** or on registration day. (a week before the following month)
 3. If your child is absent for any reasons other than the paid, scheduled school vacations, you are responsible for the full tuition as contracted. These include sick days, days off, extra vacation days you may have, and the like.
 4. Assessment fees: A non-refundable set-up fee of 400,000 won is charged upon registration of each child.
 5. If you wish to withdraw your child, the school needs a notice a month before the termination of our childcare services. If not, you will be responsible for the payment for the monthly tuition.

BANK Account Information
Wooribank 1005-104-496879 podo club
우리은행 1005-104-496879 포도클럽학원

- Payments may be made by cash or credit card (W2 Form will be ready for your tax return). Please contact **The P.O.D.O. Club** if you have any questions regarding our payment policies. You may find the details regarding tuition and after-school fees on our separate tuition policy.
- **Paid Vacations:** The school will be closed for two paid vacation weeks during the year. These vacations will usually occur once in the summer and once during the Christmas holiday. See the 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. If you request a refund of the tuition already paid before your child's start date, the full amount of it should be returned except the application fee. In case the request comes after the first day, refunds will be made based on the policy below. **6 days of attendance -2/3 of tuition is refunded (excluding shuttle bus and catering)/9 days of attendance - 1/2 of tuition is refunded/ More than 10 days of attendance - no refund**
- **School Hours:** Monday through Friday, 9:00am-2:30pm. For Yellow Class 9:00am~3:10pm and for Blue Class and Navy Class 8:30am-4:00pm. Please ask our staffs for information on After School Programs and Hours.
- **Sign In & Out:** All children must be checked in and out daily with authorized adult (Classroom Teacher/Staff). 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/staff to arrange pick up for your child at the end of their day.**
Please do not leave 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. Therefore clear and direct transfer of information to a teacher is necessary.

Signature

Signature Of Applicant's parent/ Guardian

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WHAT YOU NEED TO BRING

- **Forms:** For your child(ren) 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:** If you sign up for the catering service, The PODO Club provides morning & afternoon snacks and lunch each day from a reliable catering service. All children should be given nutritious meals, consisting of such foods: Vegetables, main course (rice with side dishes), fruit and milk.
- **Health Policy:** The Podo Club 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 authorize the Podo Club 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 administer 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 from the original container. (Under Parent Permission from Kidsnote).
- **Photography:** The parent/guardian gives the Podo Club permission to photograph and/or video their child during Club and at Club events for classroom and Club use only (Please Refer to Permission Form).
- **Parents Conferences:** As part of its commitment to good communication, the podo club 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 request 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 resolve it with the help of the director.
- _____ **(Initial)** I have received and read the Class booklet.

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

Signature

Signature Of Applicant's parent/ Guardian

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1. KidsNote

- Accept the Invitation link on the first day.
- Download the App "Kidsnote".
- Check the following information:
 - a. The PODO Club announcements.
 - b. Daily notes
(only for White, Green, Orange, Purple, Grey)
 - c. Activity pictures
 - d. Use the daily notes to communicate.
 - e. Monthly Calendar / Meal Plan



2. KaKao Group Chat

- You will be invited to the classroom group Chat.
- Purpose of the Chat:
 - Short announcements
 - Messages from teachers
 - Reminder of upcoming events
- Short term students are not invited to the Chat.

3. The PODO Club KaKao Plus Channel

- Search "PODOCLUB" on KaKao talk and Add as a friend.
- All inquiries can be asked through Kakao channel at anytime from 9am-6pm.



4. Materials /Belongings

- Please write the student's name on everything.
- Please allow the student wear school uniforms on the promised dates. ex) Gym and Field Trip

5. Calendars

- Monthly calendar will be uploaded on Kidsnote.
- Special events can be found on the calendars.

6. Field trips

- Field trips are scheduled once a month.
- Please send back the signed consent letter with cash if required.
- Students must wear gym clothes on the field trip day.
- Field trips may get cancelled if the air quality is bad due to micro-dust or the level of the COVID regulation

1. 키즈노트

- 등원 첫날 키즈노트 초대문자 발송.
- 앱 설치 후 초대 승인해 주시고 가입완료.
- 키즈노트를 통해 아래 내용들을 확인 가능.
 - a. 원내 공지 사항
 - b. Daily알림장 (1-3세) White-Grey
 - c. 아이들 사진
 - d. 선생님께 질문이 있으실 때도 키즈노트 알림장을 이용
 - e. 캘린더 및 급식표



2. 단체 카톡

- 등원 첫날 반의 단체 카톡방에 초대.
- 목적:
 - 중요한 공지 -키즈노트에 상세내용 확인가능 (원, 반)
 - 행사 공지
- 단기 학생은 단톡방에 초대는 되지 않습니다.

3. 포도 카톡채널

- 카톡채널에서 "포도클럽" 을 검색하시어 친구초대
- 궁금하신 점이 있으시면 포도클럽 카톡채널을 통해서 문의해 주시면 더욱 신속히 답변 드리겠습니다.



4. 준비물

- 모든 물건에는 꼭 아이들 이름을 적어서 보내주세요. (*준비물 리스트 별첨)
- 교복/체육복 은 꼭 정해진 날짜에 입혀서 보내주세요.

5. 캘린더

- 키즈노트를 통해 업로드 되는 매월 캘린더에는 그 달의 중요한 행사들을 확인 하실 수 있습니다.

6. 소품

- 큰 행사 (설날, 추석, 크리스마스 등)이 없는 달에는 항상 소품
- 소품 전 발송해 드리는 레터 확인하시어 싸인 후 소품비(현금)와 함께 아이편으로 보내주세요.
- 소품날은 체육복을 입혀서 보내주세요.
- 미세먼지 및 코로나 레벨이 높을 시 소품 당일 아침 취소 될 수 있습니다. (취소 시, 정상수업진행)

Signature

Signature Of Applicant's parent/ Guardian

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7. Meal plan / Snack plan

- Meal plans will be uploaded on Kidsnote every month.
- For children who have any food allergies, check the allergy list.

8. After classes (Group)

- All after classes: 4 classes are considered as a month.
- After class fees will be charged with regular tuition terms.
- Please contact the office for all inquiries about after classes. (at least 1 week prior to intended enrollment)

9. Morning drop off / Afternoon pick up

- All drop offs and pick-ups are done at the PODO Club front gate.
- If you need to pick up your child earlier than usual, please let the office know.
- If you park your car on the road, free parking is allowed for up to 5mins.

10. Shuttle Bus Policy

- All shuttle bus teachers will message/ call parents 5mins before arrival.
- Pick up time **MUST** be promised.
- If your child is not taking the morning shuttle, you **MUST** let the shuttle teacher know in advance.

11. Tuition

- First tuition invoice will be made for a month (4 weeks).
- From the second month, tuition will be charged every 3 months.
- All tuitions are based on <**PODO Club Tuition Calendar**> (Please take a look at <**Refund policy**>)
- When wiring/transferring tuition to the PODO Club bank account, the transfer name must be under your child's name.

7. 식단표

- 키즈노트를 통해 점심 식단표, 아침, 오후 간식메뉴 확인
- 업체 : 베스트 푸드키즈 (www.bestnfood.com)
사이트에서 업체 정보 및 그날 당일 조리 음식 확인하실 수 있습니다.
(왼측에서 배식 사진을 따로 업로드 하지 않습니다)
- 혹시 알려지가 있는 아이가 있으면 알러지 리스트 따로 배부

8. 방과후 수업

- 방과후 수업은 월 4회기준 그룹수업이며 원비 Term과 동일하게 청구
- 사무실을 통해서 수업 신청. (최소 일주일전)

9. 등,하원

- 등/하원은 정문에서 합니다.
- 일찍 픽업하실 때는 픽업시간을 미리 사무실로 연락 주시어 정문에서 픽업하시면 됩니다.
- 주차장은 개방되지 않으며 원 옆 Jue(주에) 레스토랑에 주차가능.
주차가능시간: 오전 8~11시 / 오후 2:30~4:30분.
길가에 주차하시에는 주차단속 카메라는 주차차 시점에 한번 촬영되고 5분안에 차량을 빼셔야 단속에 걸리지 않습니다. "주정차단속알림서비스" 앱 설치 권장

10. 셔틀 관련 방침

- 셔틀가능 지역은 사무실과 꼭 먼저 문의 후 최소 일주일전 신청
- 셔틀은 항상 도착 5분전에 셔틀 선생님께서 연락.
- 셔틀 픽업시간은 반드시 지켜주시기 바랍니다.
아이마다 2~3분이 지체되면 마지막 아이는 10분을 기다리게 됩니다.
- 오전 셔틀을 탑승하지 않을 경우 셔틀 선생님께 사전 연락
- 오후 셔틀 탑승하지 않을 경우 오피스로 사전 연락 .
- 셔틀은 미리 상의/지정 된 장소에서만 승,하차 가능.
- 일회성 셔틀 탑승 및 노선 변경은 불가능.
- 하원담당 가족 및 이모님이 바뀌었을 때 꼭 셔틀 선생님 또는 오피스에 알려주시기 바랍니다.

11. 원비

- 첫 한달(4주)결제이며 이후부터는 3개월단위로 결제하시게 됩니다.
- 인보이스 한달 기간은 <**Tuition Calendar**> 기준으로 책정이 됩니다.
- <* 퇴원 시 환불 규정은 별첨>
- 모든 계좌 입금 시에는 꼭 아이 이름으로 보내주세요.
- 장기 휴가 및 결석일 경우 자리 확보는 원비 50%결제입니다.
(식비, 셔틀제외)

Signature

Signature Of Applicant's parent/ Guardian