



Pre-school/ Crèche -Primary School - Learning Hub - *Please circle Student Number:*

Last name	Given names	Nationality	M/F	First language
Date of birth	Address		Lives with	Siblings
First parent Relationship		Phone Number	Nationality	First language
Telephone	Email		Employer / Position	
Second parent Relationship		Phone Number	Nationality	First language
Telephone/ <i>Telefone</i>	Email		Employer / Position	
Do you have financial assistance ? If yes please provide company details including name, address and NUIT. If not please supply your personal address and NUIT.				
Special dietary requirements (Yes or no) or Allergies If yes, please explain:				

Parent or guardian	JCM schools	Date:	Please attach your child's photo here.
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Parent Authorisation

Child's Name	
Date of birth	
Identification No.	

Emergency contact other than the parents/ *Contato de emergência que não sejam os pais*

Name _____

Identification No. _____

Relationship _____

Tel: _____

Email: _____

I, the undersigned, authorise the following people to drop off and/or pick up the child named above

Name	Relationship	Identification No. Drop off or pick up

Photocopies of the ID documents of all persons authorised must be attached

	Parent or guardian Parent or guardian
Name	
Signature	
Date	

Medical Declaration

Child's Name:
Date of birth:
Identification No.:

Current medical issues and or allergies _____
Include any information that may be relevant in an emergency requiring medical treatment (see below)

Daily medication _____
Include any information that may be relevant in an emergency requiring medical treatment (see below)

Emergency medication _____
Include any information that may be relevant in an emergency requiring medical treatment (see below)

My child's vaccinations are up to date (Yes or No) _____

I, the undersigned, authorise *Jardim das Crianças de Maputo* to administer general first aid treatment related to minor injuries and incidents experienced by my child.

I, the undersigned, authorise *Medi-evac* emergency services and its trained medical professionals to administer emergency medical treatment to my child and transport him/her to hospital in the event of an emergency.

I, the undersigned, understand that it is my responsibility to always be contactable and available in case of emergency. If for any reason I am not contactable or available, I authorise the person identified as my emergency contact to assume my responsibilities.

In the event that I cannot be reached I, the undersigned, understand that my child will be taken to the hospital deemed most appropriate by *Medi-evac* medical professionals.

In the event of my absence upon arrival at hospital, I give permission for trained medical professionals to continue to administer emergency medical treatment to my child as necessary.

I assume full responsibility for all costs not included in the contract between *Medi-Evac* and *JCM*, and I do not hold *Jardim das Crianças de Maputo* responsible for any expenses, claims, losses or damages that may arise as a result of these actions.

	Parent or guardian Parent or guardian
Name	
Signature	
Date	

Medical Declaration/ *Declaração Médica*

Child's last name/ <i>Apelido da criança</i>
Child's given names/ <i>Nome da criança</i>
Date of birth/ <i>Data de nascimento</i>
Identification No./ <i>No. Identificação</i>

Doctor's declaration/ *Declaração do médico*

Please provide a signed declaration from a doctor or nurse indicating that your child is healthy and able to attend school.

Drs Name: _____

Drs Signature: _____

Date: Location: _____

Terms of Contract

Child's last name/ <i>Apelido da criança</i>	
Child's given names/ <i>Nome da criança</i>	
Date of birth/ <i>Nascimento</i>	
Identification No./ <i>No. Identificação</i>	

1. Hours of Operation

- 1.1 Jardim das Crianças de Maputo is open Monday to Friday from 7.30am to 2:00pm (primary) & 7.30am-5.00pm -Pre-school and creche.
- 1.2 The schools will be closed on weekends and during national holidays, as well as holidays decreed by the Government. See calendar for details.
- 1.3 The schools will also be closed during a mid-year break (July) and end of year (December to January) holidays. There is also a one-week mid-term break during March/April and October for the Primary School and Secondary learning hub. See calendar for details.

2. Registration and Fees

- 2.1 Parents must fill in a registration package for each child. Jardim das Crianças charges a non-refundable first time registration fee of \$750 upon admission of the child.
- 2.2 Fees are paid for a full term, regardless of absences by the child for sickness or holiday. Payment must be made before the start of each term, usually by the end of the previous term. Fees are dependent on the age of the child on the first day of the term.
- 2.3 In special circumstances, fees may be paid in monthly instalments at the discretion of the director. In which case fees are paid as follows: six instalments for term 1 and five instalments for term 2. Monthly instalments are due by the 5th of each month and a deposit equivalent to two months fees is required.
- 2.4 Monthly instalments are not dependent on the number of days the schools are open and are considered owed if the child attends any given day in said month (see below regarding the notice period for termination of enrolment).
- 2.5 Drop-in and part-time attendance is also sometimes offered, contingent on space availability. 2.6 Payment can be made by bank deposit, bank transfer or, in some instances, in cash. Parents must submit proof of payment to the director by the due date listed above.
- 2.7 Fees are listed in USD but payments can be made in either USD or Meticais. Invoices made in Meticais will reflect the current USD-MTS exchange rate of Standard Bank.
- 2.8 Late payment of fees will incur a penalty of \$25 per day until all fees (including any penalties) are paid in full.
- 2.9 Late payment of school fees is considered a violation of the contract between parents and JCM and constitutes a reason for dismissal of the child from the centre at the discretion of the Director. Please inform the Director if special circumstances prevent payment of fees on a timely basis.
- 2.10 Jardim das Crianças may from time to time increase its fees and will inform parents of any increases in advance of the payment due date.

3. Termination

- 3.1 Parents must give 60 days' notice in writing if they wish to terminate this contract and withdraw their child from the playschool.
- 3.2 Payment of fees is due for the notice period regardless of whether the child attends the Jardim das Crianças.
- 3.3 Any fees paid beyond the 60 day notice period will be reimbursed to the parents (subject to clause 2.4).

4. Consent

- 4.1 The undersigned(s) being the lawful parent(s) and/or guardian(s) of the named child, hereby consent to the participation by the child in all school activities conducted by Jardim das Crianças and to the use of all facilities and equipment related to these activities.
- 4.2 The undersigned(s) consent to the capture of images and video/audio recordings of the named child for the

use in Jardim das Crianças materials, publicity and newsletters.

4.3 The undersigned(s) agree not to personally post images or video/audio recordings of the Jardim das Crianças premises, staff or children on personal internet or social media websites (e.g. Facebook).

4.4 The undersigned(s) have read the programme and policies of Jardim das Crianças de Maputo and agree to the terms and conditions therein.

4.5 The undersigned(s) have read and signed the medical declaration and agree to the terms and conditions therein.

5. Liability

Jardim das Crianças provides safe and secure environments and the children are consistently well supervised. The undersigned understand that it is the express intent of Jardim das Crianças to provide for the safety and protection of their child while participating in the program and using its facilities. The undersigned(s) assume(s) all risk of injury or harm to their child associated with participation in the program and agree(s) to release, indemnify, defend and forever discharge Jardim das Crianças and its staff, employees and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child, or by the child, howsoever caused, arising or to arise by reason of or during the child's participation in the Creche, pre-primary, Primary School and High school Learning Hub.

	Parent or guardian/ Mãe ou encarregado de educação	Parent or guardian/ <i>Pai ou</i> encarregado de educação	Jardim das Crianças Representative
Name/ Nome			
Signature/ Assinatura			
Date/ Data			

Please return with the below documents;

Photo of student	
Copy of Student Identification	
Copy of Student Vaccination card	
Copy of Parents ID	
ID of Driver	
ID of Nanny	
Registration Fee of \$750	

Thank You.