



CONTRACT
ACADEMIC YEAR 20__ - 20__

Child's Information				Passport Photo	
First Name:		Nick Name:			
Surname:		F	M		Blood Group:
Social Insurance Nos.		Passport Nos.			
Date of Birth:	Age:	Place of Birth:			
Nationality:		Native Language(s):			
Home Address:		Home Telephone Nos.			

Mother	Name:		Father	Name:	
Date of Birth:	Nationality:		Date of Birth:	Nationality:	
Employer and office address:			Employer and office address:		
Occupation:			Occupation:		
Mobile Nos.			Mobile Nos.		
Office Nos.			Office Nos.		
Home Address (if different from Child)			Home Address (if different from Child)		
Contact e-mail address:			Contact e-mail address:		
Office e-mail address:			Office e-mail address:		

Siblings

	Name;		Date of Birth:
1		M F	
2		M F	
3		M F	

Emergency Contacts (if parents are not available)

	Name;	Relation	Tel.
1			
2			

Paediatrician

	Name;	Address:	Tel.
1			

Important Information

Food Allergies	NO	YES	
Medicine Allergy	NO	YES	
Special Conditions:	NO	YES	
If Yes, state the condition:			
Special Diet:	NO	YES	

Person(s) authorised to collect my child.

	NAME	Relation	Tel.
1			
2			
3			

I hereby confirm that the above information is complete, true and correct.

.....
Signature of Parent:
.....
Signature of Director:

.....
Name in Print, Date:
.....
Name in Print, Date:

Admission Policy

Woodsviv International Nursery and Pre-school Istanbul welcomes children of all nationalities including those for whom English is a second or third language. Woodsviv accepts children from 2 to 6 years. Children are placed in to classes according to their age on 1st September of the academic year they attend.

Recognition

Woodsviv welcomes children from all ethnic groups and backgrounds. All our children are treated equally. Children will NOT be placed in the year above their chronological age. We accept children throughout the academic year if and when there is a space.

Special needs

Woodsviv International Nursery and Pre-school needs to be made aware of any disability, illness or special educational need, which may affect a child's ability to take full advantage of the curriculum provided by us. However, if a special need becomes clear after admission, the director will contact the parents about any reasonable adjustment that may allow the child to continue at the school. The school is NOT responsible for providing a shadow teacher when one is necessary. This is the responsibility of the parent or guardian; the cost will be met by the legal parent or guardian.

Diet

The school is not responsible for providing special dietary meals for children with allergies or for any other reason that he/she does not eat from the menu provided. Only in such cases the parents will be expected to take responsibility for their own child and are allowed to provide a packed lunch.

Curriculum Development Policy

The overall aim of our Nursery and Pre-school is to offer a range of activities, opportunities and experiences that enable all children who attend, to develop skills, confidence and independence. We endeavour to provide suitable materials and equipment, to enable our staff to prepare an integrated plan and carry it out effectively.

Activities

Activities provide children with the opportunity to work together. They can experiment with different materials, help with planning, preparing and clearing away. We also aim to encourage the development of language, co-operation, problem solving and self-esteem, and the opportunity to produce something to take home and to learn from.

Experiences

A variety of experiences help children make sense of the world around them. This is particularly important with very young children. Experiences include things like using natural materials, walks, story sessions and singing. Children learn through their senses. Therefore, we need to stimulate these as early as possible. It is essential that children learn through play.

Illness Policy

Parents are asked to keep their children at home if they have any infection or virus, and inform us as to the nature of the infection so that we can alert other parents if appropriate. If your child has a contagious infection or illness a courtesy telephone call on the first day would be appreciated. If your child is unwell and does not come to school, we would appreciate a telephone call on the second day of absence.

If your child should require emergency treatment on or off the premises whilst in our care, we will presume permission to treat as appropriate and the Nursery/Pre-school may call any available physician to examine.

Children with the following conditions are not allowed to attend the nursery/pre-school:

Diarrhea and/or Vomiting	Parents are asked not to bring into Nursery/Pre-school any child who has been vomiting or had diarrhea until a period of at least 48 hours has elapsed since the last attack. If a child arrives before the 48-hour period is up they will be refused admission.	!
Conjunctivitis/Pink eye		
A doubtful rash		
Infectious illness	For example chicken pox, mumps or measles etc.	
Fever or temperature of 38° centigrade/101° Fahrenheit or over.		
Head lice		

Parental Involvement Policy

Parents are the first and primary educators of their children. The aim of Nursery and Pre-school is to support their essential work.

We will;	ensure that parents are informed about their child's progress when necessary or through a report twice a year.
	encourage all parents to have opportunities to contribute from their own skills, knowledge and interests.
	ensure that all parents are fully informed about meetings and training.

Parents who have any queries need to speak to Maresa Shahnoshi, Sharon Harding or the duty Psychologist avoiding direct communication with other staff. Management are better aware of many situations and can provide you with appropriate solutions that lead to your satisfaction.

We aim to keep in communication with parents regarding their child's progress and development on an informal basis. Parents will also have the opportunity to discuss their child's progress during Parents day during the Spring and Winter.

We will have at least one social evening during the year and we expect at least one parent, to join the event.

Payment:

- Fees must be paid prior to starting the nursery or pre-school.
- Once the fees are paid, they are non-refundable and non transferable unless the school has been informed in writing 60 days before the departure date.
- No refunds or reductions will be given in case of absence, illness or vacations.
- All fees are due to be paid on or before the payment date. If the payment is delayed more than 3 working days an additional 5% increase needs to be paid. Skipping payment dates will result in cancellation of registration.
- The school only accepts a bank transfer.
- If a written receipt is required please inform the office before 1st August of the coming academic year.

Financial Policy

- All fees are quoted in dollars and are inclusive of textbooks and EFL classes.
- The school does not provide special needs teachers but will advise and accept a special needs teacher into our school only if your child needs assistance and if recommended by a qualified psychologist.
- The fees of a special needs teacher are the responsibility of the family. If your child needs assistance and if recommended by a qualified outside psychologist, the school will except an aid.
- The school serves lunch and two snacks per day.
- Trips are for full-time pupils unless otherwise stated and only for the older children NOT the nursery.
- Extra activities by branch teachers, such as yoga, theatre and music are included in the curriculum.
- After school activities are separate and the fees are separately covered.

Children Leaving the School by the End of the Term

- There will be no reduction in school fees for children finishing early and no remission of fees for periods of absence through illness or for any other reason.
- Full refunds excluding the registration fee plus a retainer fee in case of a company transfer. A school transfer will be paid on presentation of documented evidence from the company if the administration is informed by 1st August before the coming academic year.
- For notifications received after this date refunds will be calculated pro-rata, with an additional 20% deducted from the payment.
- The retainer fee is non-refundable and non returnable.
- No refunds after 1st February of the following year.
- Sixty (60) days written notice must be given if you no longer require a place in Woodsvew International Nursery and Pre-school.

Late Starters

Fees will be charged in full until the 31st December of the academic year. Should a child enter after 31st December the tuition fee will be quoted pro-rata with an additional 10% of the total added.

Authorisation

1. I give full authorisation for Cinar Gunduz Bakimevi for parent and child data to be stored and used as part of regular school procedures.
2. I give authorisation for my son/daughter's photographs to be used in Cinar Gunduz Bakimevi and any Woodsviw International Nursery and Pre-school, Woodsviw GmbH brochures, advertising or publications for an indefinite period of time, unless a written letter states otherwise.
3. I give authorisation for my son's/daughter's photos to be placed on the Cinar Gunduz Bakimevi, Woodsviw International Nursery and Pre-school Facebook/Instagram page. Woodsviw International Nursery and Pre-school Istanbul/Vienna Woodsviw GmbH takes no responsibility for hackers or intruders and will NOT be liable under any circumstances.
4. I give full authorisation for my son/daughter to be collected from school by another parent/adult at any time. The authorisation must be supported by a telephone call from a parent or guardian prior to school leaving time.
5. I understand and accept that Woodsviw International Nursery and Pre-School is not authorised to administer medicine to my child unless supported by a letter of authorisation.
6. I give authorisation for a member of staff or a duty teacher to apply antiseptic cream/arnica cream/savlon cream if necessary and clean a wound or abrasion.
7. My child is not allergic to plasters or even had any kind of allergic reaction to them.
8. I give authorisation for the school to use face paint during school activities.
9. My child has never had any allergic reaction to face painting in the past.
10. I give authorisation for my child to participate in any field trips or outside trips arranged by the school/with the school during the school year.
11. I understand and accept that whilst every care is taken, the school is not responsible for any illness, accidents or injury, which occur during field trips or on the premises.
12. I understand and accept the financial policies and requirements of Woodsviw International Nursery and Pre-school.
13. I understand and accept that Woodsviw does not take responsibility for any accidental loss or damage of valuable items children bring to the nursery or pre-school. All items or personal belongings should be clearly labelled with the child's full name. We discourage jewellery to be worn in school and take no responsibility for injury or accident through personal items.
14. The decisions of the management are final.

Unless this form is signed your child is not registered with us.

I have read and understood the above and hereby agree and accept the conditions for the academic year 20__- 20__.

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Date: Name in Print: Signature of Parent: Signature of Director: