



Little Bear Registration Form

Dear Parents and Guardians,

Welcome to Little Bear International Preschool!

We are happy to inform you that your child has been accepted into our school. This packet contains important information to be filled out and returned to the office before your child's enrollment. Please read through the material and fill out the forms.

This packet will include:

1. **Registration form (please fill out and return)**
2. **Emergency Contact Form (please fill out and return)**
3. **Persons Permitted to Pick up my child (please fill out and return)**
4. **Medical Information (please fill out and return)**
5. **A Copy of a Recent Health Check (please fill out and return)**
6. **Waiver Form and Discipline Policy (please fill out and return)**
7. **Payment/Fees**
8. **Yearly Schedule**
9. **Handbook (on the first day of school)**

Please bring ①②③④⑤ and the fee total on the Payment/Fees page to the Little Bear Preschool Office.

Please read over the handbook and keep it for your reference.

Best Regards,

Little Bear International Preschool

Please direct any inquiries that you may have to the manager Bryan Rock via email littlebear23@gmail.com or telephone 042-539-1222.



Little Bear Registration Form

Registration Form

Today's Date _____

Date of Enrollment _____

Enrolled Program _____

Student Information

Name _____
(Last) (First) (Middle)

Age _____ Date of Birth _____

Place of Birth _____ Nationality _____ Sex: Male/ Female

Address _____

_____ Zip Code _____

Male Guardian		Female Guardian	
Address		Address	
Home Phone		Home Phone	
Cell Phone		Cell Phone	
Email		Email	



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Emergency Contact

Guardian Name	Guardian Name
Phone Number	Phone Number
Email	Email
Address	Address

Alternative Emergency Contact

Guardian Name	Guardian Name
Phone Number	Phone Number
Email	Email
Address	Address

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies **only in the event** that neither parent/guardian can be reached in the case of an emergency.



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Parent's/Guardian's _____ Date _____

Persons Permitted to Pick Up My Child

Name	Phone Number	Cell Number	Email

Please keep contacts up to date and Inform the office if there are any changes to the contact information or if you would like to add a contact.



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Medical Information Copy of Health Insurance Card And/Or Baby Health Card
Health Insurance Card Copy
Baby Health Card Copy



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THE LITTLE BEAR INTERNATIONAL PRESCHOOL WAIVER FORM AND DISCIPLINE POLICY

We the undersigned authorize LITTLE BEAR INTERNATIONAL STAFF to take our child/children on out of class excursions i.e. Walks in the nearby neighborhood, playing in the parks and or any activity outside of Little Bear International Preschool. The Parent / Guardian agrees that LITTLE BEAR INTERNATIONAL shall not be liable for any personal injury or death resulting from any cause whatsoever and waives any claim with respect thereto.

Parent's Signature: _____

Date: _____

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The **LITTLE BEAR INTERNATIONAL PRESCHOOL Discipline Policy** reads as follows:
Within every preschool setting appropriate guidelines must be set to ensure the safety and well being of all children. Our intent is to provide a positive approach to discipline. The learning process involves teaching children to resolve their difficulty in a positive manner and develop self control. We encourage positive and appropriate behavior in the classroom. There will be occasions where a child will be having trouble controlling his/her behavior and will interfere with another child's work or disrupt a group's activity. At this time the teacher will attempt to redirect his/her attention in a firm, kind and flexible manner, by offering choices of other activities and/or behavior. If the child continues to misbehave, a discussion between teacher and child to discuss appropriate behavior will occur. If the child does not respond positively to the choices offered, the teacher will separate the child from the other children to a table and chair. The child will remain there until he/she has settled and he/she feels ready to rejoin the group. If a child has significant problems cooperating with peers or teachers, his/her parents will be contacted and a mutually satisfactory approach will be agreed upon. It is important to respect children's feelings and to be sensitive to the child's emotional state. Some children may misbehave due to illness, being over tired, or some event happening at home. We as teachers need to know of any problems arising in your child's life, which will affect your child's performance.

Discipline Policy Read and Signed: _____

Date: _____



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Payment/Fees

Enrolled Program	Care Bear	Baby Bear	Big Bear	After/Extension
Entrance Fee				
Yearly Tuition				
Yearly Maintenance Fee				

Monthly Payment	
¥	

Tuition Due Date

Payments must be made by the 20th of the month, for the following month. (e.g. February's tuition is due by Jan. 20th)

Leave of Absence/ Discontinuing Schooling

When an extended leave of absence is needed, please notify the school 3 weeks before the beginning of the leave. During the leave of absence, **1/2 of the regular tuition will be collected as a continuation fee**. If the school is notified **less than 3 weeks in advance**, the regular tuition will be collected in full.

When discontinuing schooling at Little Bear International Preschool, the school must be notified **1 month in advance**. If the notice is received less than 1 month prior to the last day of schooling, the tuition fee for the following month will be collected in full.

Refunds

The Entrance Fee is non-refundable under any circumstance.

If the tuition has been paid yearly or by term, the remaining amount can be refunded, with a 1-month advance notice. The maintenance fee is paid annually and is non-refundable

Name _____

Name _____

Date _____

Date _____



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Personal and Health Information

Family and Social History

Marital Status of Parents: _____

Living Together: _____ Stepfather: _____ Stepmother: _____ Separated: _____ Divorced: _____
Does the child have his/her own room? _____ If not, With whom? _____

Members of Household	Age	Relationship

Who has cared for the child other than the parents (state whether adults or children) _____

Developmental History of Child

Age at which child: Began toilet training _____

Named simple objects _____

Repeated simple sentences _____

Does your child have any learning disability that you are aware of? _____

Is the child left or right-handed _____?

Word used for urination _____ Bowl movement _____

Does the child have any eating problems? _____ Is Family vegetarians _____



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Cancellation of Contract

In the event of unavoidable circumstances, such as the closure or suspension of the classrooms, the school may terminate this contract with a three-month notice period to the guardians, after clearly stating the reasons in writing and explaining them orally.

In addition, if any of the following circumstances apply, the school may terminate this contract by notifying the guardian in writing.

- (i) In the event that the Guardian delays payment of the fees stipulated above and does not pay the fees even after a period of demand for payment of the fees has passed.
- (ii) In the event that the guardian commits a serious breach of trust against the operator, employees of the daycare center, or other users (guardians, infants, or toddlers).

Others

When using the daycare center, please comply with the items listed in the attached "Little Bear Hand Book".

The guardians and the school shall execute this contract in good faith. Matters not stipulated in this contract shall be determined upon consultation between the two parties in good faith, respecting the provisions of the Child Welfare Law and other laws and regulations.

In concluding the contract, the school shall explain the contents of the contract to the guardians based on the enrollment registration form, and the guardians shall be deemed to have agreed to the contents of the contract.

In order to certify the above contract, two copies of this document shall be prepared, one signed by the guardian and the other by the school, and both shall be retained by the guardian and the school.