



Registration Form Full time students

Child's Name:..... Nick name:

Date of Birth:.....Passport number: Birth Certificate:.....

The First contact: Parent / Guardian ' Name:.....

Parent's E-Mail:.....

Parent contact number:..... WhatsApp Number:.....

Start Date:.....

** Admissions agreement subject to change with notice

- Enrolment Eligibility: Children ages 18-month-old (must start to walk)– 6 years old
- An enrolment of a minimum of 3 months
- Eligibility: All children entering our program must be potty trained.
- Children must be accident-injuring free or contagious illness free for the 1 week prior to enrolling.
- Fees: o Registration 3,000 THB (non-refundable) your child will receive uniform from us.
o The deposit: 5,000 THB per kid. And for sibling every additional child at 3000 THB. The deposit is refundable if a two-month advance notice is given). It will be applied towards your last month of care.
- First Months tuition: The 1st and Last month will be prorated based on 20 calendar days.
o Special fee: If you child has special diet (intolerance or other medical need that our centre needs to provide extra supply. The Special fee maybe applies. Topics to be discusses during the process of enrolment)
o Tuition is due on the 1st weekday of each month. Payments received after the 5th of each month are considered late and will be charged a late fee of 200 THB per day. No credit is given for holidays or days absent due to illness or vacation.

Parent/Guardian Signature _____ Date _____

Busy Bees Preschool Phuket owner: Mrs. Onphilat Oines : Contact: 064-6099245

PERSONAL IDENTIFICATION, HEALTH, AND EMERGENCY INFORMATION

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	MIDDLE NAME	FAMILY NAME	SEX	DOB

Allergy (Food-Medical specific need)	Please attached confirmation from a doctor's certificate or lab report

We provide daily nutritional meals. If your child has food allergies or specific dietary requirements, please inform us. Specific requests can be discussed, and there may be additional charges.

Special diet due to religion or believe

Special Education Need (such as ADHD, Dyslexia etc)	I am not sure, but I have doubt	Confirm with doctor certificate

We are committed to inclusive care for all children, but please be aware that our centre may have limitations in providing special education services. If your child has special needs or shows signs of requiring extra support, we will do our best to accommodate them, which may involve additional costs. If we can't provide the necessary support due to our limitations, we may need to unenroll your child. Your deposit will be fully refunded. We prioritize the well-being of every child and will work with parents to find suitable solutions.

PHYSICIAN'S REPORT (TO BE PRESENTED WITH THE REPORT BY PHYSICIAN IF ANY)

Problems of which centre should be aware:

- Hearing: Vision:
- Insect stings:..... Developmental:.....
- Language/Speech:..... Asthma:.....
- Other (Include behavioural concerns):.....

RISK FACTORS FOR HEALTH IN CHILDREN:

- Have a family member or contacts with a history of confirmed or suspected TB (Tuberculosis)?
- Have, or are suspected to have, HIV infection?
- Live with an adult with HIV seropositivity?
- Live with an adult who has been incarcerated in the last five years?
- Have your child have abnormalities on chest X-ray suggestive of TB?
- Have your child received Hepatitis B vaccine?

We want to ensure your child's well-being. Your information is kept confidential and only for the purpose of health concern. It's important for us to maintain confidentiality and uphold ethical standards in all healthcare interactions to ensure the best care and support for individuals and their families.

Parent/Guardian

Signature _____ Date _____

CONSENT FOR EMERGENCY MEDICAL TREATMENT

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO Busy Bees Preschool Phuket TO OBTAIN ALL EMERGENCY MEDICAL CARE to

Children name:

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED ABOVE.

Details of CHILD if HAS THE FOLLOWING MEDICATION ALLERGIES:

1.....

2.....

3.....

4.....

In case of an emergency, please transport my child by ambulance to [Specify your preferred hospital, and I will cover the expenses]. Please indicate the priority hospital you prefer for your child.

..... Dibuk Hospital

..... Phuket International Hospital

..... Bangkok Hospital Phuket

Another hospital or clinic

Does your child have insurance coverage? Please provide details to the administration office for your child's well-being

Yes No

Please give a copy of insurance card of your child at the office.

.....

I acknowledge that the centre provides the best care and safety for my children. In unforeseen circumstances, such as a serious pandemic, illness, or life-threatening situations involving my child, I will waive any legal action against the centre.

Parent/Guardian

Signature_____Date_____

Parent / Guardian

FATHER'S/GUARDIAN'S NAME	
FAMILY NAME	
PASSPORT ID	
Residential Address 1	
Address continue	
Telephone Number	
WhatsApp Number	
Email Address	

MOHER'S/GUARDIAN'S NAME	
FAMILY NAME	
PASSPORT ID	
Residential Address1	
Address continue	
Telephone Number	
WhatsApp Number	
Email Address	

GUARDIAN'S NAME	
FAMILY NAME	
PASSPORT ID	
Residential Address1	
Address continue	
Telephone Number	
WhatsApp Number	
Email Address	

I authorize the guardian listed above to pick up my child from the centre. Any changes in pick-up authority will be communicated to the administration office with 3 working days' notice.

Family Information: Parents status

Married Divorced Single parent

In relationship with new partner's name.....

Do you have any legal childcare issues that require our awareness? Please provide official documentation from the relevant authorities.

Your personal status is kept confidential, solely for assessing your child's well-being and family relationships to benefit them. We aim to prevent any misunderstandings regarding parental rights.

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

Name	ID Care number / Passport	Telephone	Relationship

CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN

AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE

Permission Form "Photograph/Video/Film"

I give my permission to Busy Bees Preschool Phuket and their legal representatives for myself and my child/children to be photographed, videotaped, or filmed at various times/ occasions at Busy Bees Preschool Phuket.

- I consent to Busy Bees Preschool Phuket to use of my or my child's/children's likeness and voice in those media in Busy Bees Preschool Phuket publications, promotional and advertising materials and on any website (whether in their original or an altered form) for any lawful purpose and acknowledge that those media are the sole property of Busy Bees Preschool Phuket.
- I consent to Busy Bees Preschool Phuket to use of my or my child's/children's likeness and voice in parents' private group of communication platform to update daily activities in Busy Bees Preschool Phuket only.
- I waive any right to originals or copies of those media and to inspect or approve the media and their use by Busy Bees Preschool Phuket. I also waive, in consideration of my child's/children's participating in the event, any claim I or my child/children may have, whether now or in the future, against Busy Bees Preschool Phuket or any third party relating to their use of the media, including any right to payment, royalty or any other compensation.

Names of Children: 1:
 2:

Parent/Guardian:.....

NAME (PLEASE PRINT) and FULL SIGNATURE/ DATE:.....

By signing below, I represent that I am at least 18 years old and that I have read this form and fully understand its contents, meaning and impact.

Busy Bees Preschool Phuket Health Policy

Symptoms of Illness Notification

Child's Name _____ Date _____

Rules: 1. If a child is put on antibiotic therapy, the child must be on medication for a full 24 hours, and no longer contagious before returning to the centre.

2. Doctor Note info: To return to the centre, all doctor's note must state that your child is Not Contagious and or when child can return to the centre.

No.	SIGNS AND SYMPTOMS	GUIDELINES FOR RETURN TO SCHOOL
1	<p>FEVER of 37.8 degrees or above taken under the arm or in the ear (add a degree if taken under the arm.) Parent will be Notified Immediately. Child's temperature will be taken two more times during the next 30 minutes. If fever rises above 38.5 degrees parent is called to pick up child within one hour.</p> <p>Time:.....Temp:..... Time of notified parent: Time:.....Temp:..... Time:.....Temp:</p> <p>Time to notified parent to pick up </p> <p>By staff name:.....</p>	<p>May return to school only when child's temperature has been normal for at least 24 hours (without a fever reducing medication) and if all symptoms are gone</p>
2	<p>CONJUNCTIVITIS/PINK EYE: Runny eyes, watery, yellow or green discharge. After being cleaned up once, if symptoms reappear, child is sent home.</p> <p>NOSE: ANY volume and continuous nasal discharge-clear, white, yellow, or green child is sent home.</p> <p>MOUTH: Sores, blisters, weepy or scaly, child is sent home.</p>	<p>May return to school after a full day of antibiotics, and if symptoms are no longer contagious per doctor's note.</p> <p>** See doctor's note info above</p> <p>May return after at least one full day following the day the child went home and when symptoms are gone.</p> <p>May return after at least one full day following the day the child went home and when symptoms are gone and are no longer contagious.</p>
3	<p>SKIN RASH/SORES: Red, itchy, welts, circular, raised, ringworm OR any undiagnosed rash or sore on any body part, child is sent home.</p>	<p>May return to school after at least one full day following the day child went home after All symptoms are gone and only if sores are crusted over and dried and are no longer contagious per doctor's note.</p>

4	<p>VOMMITING: Any vomiting, a child will be separate with other children. If there is any repeating vomiting within 30-minute administration staff will call parents to pick up immediately.</p> <p>ABDOMINAL PAIN: First complain is observed. If it continues and increases in severity for the next 30 minutes, child is sent home.</p>	<p>May return to school after at least one full day following the day the child went home and after ALL symptoms are gone and the symptoms are no longer contagious.</p>
5	<p>LICE/HAIR INFESTATION: (any sign of nits or eggs in the hair) child is sent home immediately.</p>	<p>May return after at least one full day following the day child went home and ALL signs of infestation are gone and are no longer contagious.</p>
6	<p>RESPIRATORY: Coughing or sneezing, difficulty breathing, wheezing, child is sent home.</p> <p>STIFF NECK: CHILD IS SENT HOME IMMEDIATELY!</p> <p>CHILD IS BEHAVING ILL: Lethargic, sleepy, headache, stomach-ache. Child is pulling the ear, or ear is draining, or any other symptoms of illness child is sent home.</p>	<p>May return after at least one full day following the day child went home and after ALL symptoms are gone and are no longer contagious.</p>
7	<p>DIARRHEA: that occurs twice (parent will be called for pick up). After first bout of diarrhoea teacher will look for symptoms of flu, cold, etc. If symptoms are present after the first bout parent will be called for pick up. Diarrhoea that does not make it to the toilet, parent will be notified for pick up.</p>	<p>May return to school when child has been diarrhoea free for a period of 24 hours, and or if symptoms for cold, flu, etc., are no longer present.</p>
8	<p>Chickenpox: The chickenpox is a varicella-zoster virus. Chickenpox is highly contagious, which means it is very easy to catch. It can be spread by having direct contact with the person who has chickenpox, especially by touching the liquid from the blisters. Chickenpox is also spread by the fluids that are coughed or sneezed into the air. However, it can still be passed on for a few days after the spots have crusted over.</p>	<p>The daycare policies require children with chickenpox to stay home until the rash has crusted over or cleared at least minimum 2 weeks' time or more depend on each child. If we have doubt of accepting your child back to the centre, doctor note may require for confirmation upon return.</p>
9	<p>Cold, flu, and other not-so-fun bugs!!! If you're a parent, you probably aren't looking forward to the first morning your child wakes up not feeling well and you must</p>	<p>Keep your child home if they:</p> <ul style="list-style-type: none"> Are having trouble breathing. Have consistent drainage from their nose.

	<p>decide if they should stay home from school or not.</p> <p>Persistent Cough: Coughing spreads germs and can be distracting for a child and their classmates. Keep your child at home if they have a persistent cough that’s causing mucus (a productive cough) or shortness of breath.</p> <p>Running nose: If your child’s nose is dripping nonstop or they frequently need to blow their nose, they’ve probably got a cold or another respiratory. If your child is constantly using tissues, those little germ balls are going to get spread around the classroom—and so will the illness.</p>	<p>Have discoloured mucus</p> <p>May return to school when child has been free symptoms for cold, flu, etc., are no longer present.</p> <p>A running nose is not acceptable for leaving your child at school, as we must prioritize the well-being of all families. Staff will contact you for pick-up if this occurs, and this policy should not be a subject of conflict later.</p> <p>Important Health & Safety Notice</p> <p>Children may only return to preschool after fully recovering. Please note: Doctor certificate with droplet precautions alone (e.g., wearing a mask or using alcohol gel) are not considered sufficient for return. Full recovery is required.</p>
10	<p>Must follow Public Health Officials Hand Foot Mouth (HFMD) After contact with HFMD, Children need to stay home for at least 7 days. Children with widespread blisters may need to stay home until the blisters dry up.</p> <p>It’s crucial to take immediate measures to control the spread. If more than 2 children infected in the same class within one week. This includes closing the affected classroom for at least 5 working days to thoroughly clean and disinfect surfaces that may have been touched by sick children. Additionally, notifying public health officials is important for tracking and controlling the spread of the disease.</p>	<p>Doctor Note info: To return to the centre, all doctor’s note must state that your child is Not Contagious and or when child can return to the centre.</p>

COVID / other Pandemic will strictly follow Ministry of Health rules and regulation upon announcement. Please note that doctor’s certificates indicating “droplet precautions” are not sufficient for a student to return to school if the child is still showing signs of coughing or other contagious symptoms.

In line with our health and safety policy, we reserve the right to not accept a student back into the classroom until they are completely symptom-free to ensure the well-being of all children and staff.

We appreciate your cooperation in keeping our learning environment safe and healthy for everyone. I have read this form and fully understand its contents, and I am accepting and will follow the policy strictly for child safety.

Parent’s Name:

Signature: Date:

Busy Bees Preschool Phuket's Parents Handbook

- Food: Busy Bees will provide breakfast, lunch, and afternoon snacks. We do not allow outside food or snack unless children have (intolerance or other medical need) – (If you have specific milk please leave at our administration office-nutritionist to take care). School menu is subject to change without notification. Menu is available upon request.
- Holidays: We follow Thai Public Holidays and observe the Christmas-New Year Holiday. Tuition fees are charged at the normal monthly rate. Thai Public Holidays may occur throughout the year, and you can refer to our calendar for information on closure days. The Centre is open all year round.
- Due to Health Policy, The centre must follow Public Health Officials regarding Hand Foot Mouth (HFMD) disease. If the childcare centre must temporarily close due to public health protocols related to HFMD, tuition fees may still apply. To compensate for lost time, we may offer two extra days of extracurricular activities on the weekends within the same month or the following month. The rest of illness policy parent must follow strictly for the whole centre wellbeing.
- Vacation / Emergency HOLDS: Apply for an: Exclusive guaranteed fee”.

If your child will be absent for a family vacation (outside our announced holidays), we offer a courtesy hold for a maximum of 20 working days (within 1 month) with 40% fee charge to reserve child space. If the absence exceeds mentioned period, charges will be prorated. If you do not submit a vacation by written to show your intention to keep the space, please note that space upon return is subject to availability, and we appreciate your understanding of our space limitations.

Family Emergency-Serious Health issue please discuss with administration office regarding tuition fee.

- Sick leave: Parents are required to agree that sick leave taken by their child will not be considered for a discount on the tuition fee for the following month. This agreement is necessary to prevent any conflicts between the centre and parents in the future. However, we understand that wellbeing for the whole centre is importance, and we have strict rule to follow. If your child has taken continually more than 2 weeks sick leave with doctor note. It will be considered 15% discount credit for the next bill.
- Bedding: We will provide bed for each kid. However, parents must provide mattress – pillow – blanket -bedsheet set for your own specific need. If you are doing potty training and wish to have your child train for no diapers during nap time, please provide their personal mattress from home. There will be return the bedding set to parents on Friday for laundry. We do have spare set-in case of any dirty stain. Or if you wish to leave spare set with us for your child you are very welcome.
- Hours of Care/Late Pickups: We are open Monday- Friday from 8:00- 15.30 Hrs. The fee is including services and 3 meals. (15:00-15:30 Hrs. is the schedule time of the afternoon snack and free play waiting for pick up)

Pick up time is between is between 15:30-16:00 Hrs.

Remark: Late pick up the first 15 minute (4:00-4:15 PM.) will be charge at 50 THB

after 4:15 pm will be charge full hour 4:00-5:00 PM. fee at 250 THB.

It is important and necessary for you to pick up your child on time. A child whose ride is late experiences great anxiety and worries.

We understand that emergencies happen. If an emergency occurs, take time to give us a call. It is necessary for us to make sure we can arrange the nanny for their working overtime to do nanny service to your child.

Please refrain from leaving voicemails for late pick-ups. In case of an emergency, contact our administration office directly via phone. For nanny service if you cannot make the pickup on time, please make sure you contact the centre 30 minute before your pickup time. We care for your child wellbeing as much as we do respect our staff working hours. We would like to make sure our staff can arrange the time to support you child during needed.

Your child's safety is our top priority, and we take it seriously. Busy Bees Preschool Phuket provides a Parent Handbook with more information.

There is fee to reassure that you leave your child with a good care during your necessary time.

Late pick up the first 15 minute (16:00-16:15 Hrs.) will be charge at 50 THB

16:00 – 17:00 Hrs. is THB 250 charge for the first child / the second sibling is THB 150 charge.

17:00-18.00 Hrs. is THB 350 charge for the first child / the second sibling is THB 250 charge.

17.00 Hrs onward are required confirmation of availability from school.

After 18:00 Hrs. is THB 450 charge for the first child / the second sibling is THB 350 charge.

(After 18:00 Hrs. your child will be provided a light meal before parents to pick them up)

- Sign in & Out: All children must be signed in and out daily with a full signature of an authorized adult. When enrol your child in, please state who will be picking up your child if other than you. Your child will not be released to anyone who is not on the emergency form and with proper ID. No exceptions.
- Drop off: Establishing a routine for drop-off at preschool is indeed crucial for children's security, understanding, independence, and adjustment.

Building Independence: Gradually transitioning from drop-off to independent play encourages children to become more self-reliant. This is an important skill for their development.

Facilitating Adjustment: While it's natural for children to feel some initial difficulty adjusting to a new environment, a structured routine can help them settle in more easily over time.

Absolutely, cooperation between preschools and parents regarding the drop-off policy is crucial. When both parties are aligned and understand the rationale behind the policy, it can create a smoother transition for the children. Clear communication about the expectations and reasons for the drop-off routine can help parents support their children's adjustment and help the preschool staff provide the necessary care and guidance during this transition period.

- Pick up: Once signed out from the administration office, your child is under your care. If you wish to extend playtime from 15:30 to 16:00, please ensure your supervision and responsibility during that period.

I have read, understand, and agree to abide by all or the above policies and conditions.

Parent/Guardian

Signature_____Date_____