



Welcome to Pitter Patter Playhouse Community.

Our primary responsibility is to nurture and support your child's development. A school needs to be a safe space, where children feel happy and valued. For growth to take place a school must always act in the best interest of the child, which includes challenging and guiding them when necessary. Once the environment of care is established, only then does real learning take place.

Our shared goal of seeing your child fulfil his/her potential as a student and a person unite us.

We take this opportunity to thank you for choosing us for your child's schooling. We hope you and your child have a fulfilling experience at Pitter Patter Playhouse.

Regards,

Alia Shahid and Nida Khuhro



PITTER PATTER PLAYHOUSE

ADMISSION FORM 2024-2025

PLEASE FILL THE FORM IN CAPITAL LETTERS

Form Number -
OFFICE USE ONLY

Attach
Passport
Size
Picture

I want to send my child for:

3 days a week (Mon, Wed & Fri)

5 days a week

PLEASE TICK ONE -

Parent & toddler

Transitional Pre- Nursery



Child's Personal Details

Child's Full Name:

Date of Birth:

Gender:

Place of Birth:

Nationality:

First Language:

Other Language:

Health Conditions:

Other Information:

Allergies:



Residential Address & Family Information

Address:

Mother's Name:

Father's Name:

Occupation:

Occupation:

Contact Number:

Contact Number:

CNIC:

CNIC:

Emergency Contact:

Relation to Child:

Contact Number:

PLEASE ATTACH A PHOTOCOPY OF YOUR CHILD'S IMMUNIZATION CARD

AS PARENT/GUARDIAN OF SAID APPLICANT, I DO HEREBY GRANT PERMISSION FOR MY CHILD TO BE ON SOCIAL MEDIA

YES

NO

AS PARENT/GUARDIAN OF SAID APPLICANT, I DO HEREBY GRANT PERMISSION FOR MY CHILD TO PARTICIPATE IN ALL SCHOOL ACTIVITIES, WHICH FORM PART OF THE DAILY ROUTINE

Parent Signature

P3 Signature (OFFICE USE ONLY)



POLICIES & PROCEDURES

1. Parents are advised to stress on punctuality and regularity. Both these factors are crucial to your child's progress.
2. Please send a healthy, easy-to-eat snack and water bottle with your child to school. All items must be labelled.
3. Parents are required to leave an extra set of clothes and a few diapers (labelled and sealed in a bag). These will be used for any unforeseen emergencies.
4. As a health and well-being safety precaution parents are requested to refrain from sending unwell children to school.
5. Your child's hair should be checked regularly for lice. Lice are easily transferred and must be treated immediately.
6. For your child's safety, please inform the school if someone other than the parents is responsible for picking up your child.
7. The school should be informed promptly of any change in contact numbers or address.
8. In case of an emergency, please contact the school. Teachers will not reply to messages or answer phone calls from parents during school hours.
9. Stationery will be provided by the school.
10. Students will be photographed from time to time in the school premises to be used across various social media platforms. If you would not like your child to be photographed, please inform the school in writing.
11. If you wish to celebrate your child's birthday at school, please inform the teacher at least one day in advance. Parents may bring bite sized cupcakes and small packets of chips.
12. A fee voucher will be sent on the first working day of every month. Fees must be paid by 7th of each month or a surcharge will be added.
13. If your child's fees are outstanding for more than 2 months, you will be required to make alternative arrangements for his/her schooling.
14. If you intend to withdraw your child in the middle of an academic year and would like to avoid being charged for the following month(s), please inform the school in writing at least one month prior to your date of withdrawal.
15. School Leaving Certificates will be issued to those students who have attended Pitter Patter Playhouse for a minimum of six months subject to their dues being cleared.

I, _____ parent of _____
agree to the above-mentioned policies and procedures.

Parent's Signature

Date



STUDENT ADMISSION PACKAGE

1. ENROLLMENT

- a. **Enrollment:** The Student, _____, age ____ is hereby enrolled in the Pitter Patter Playhouse for the academic year _____.

2. SCHOOL FEES AND SECURITY DEPOSIT

- a. **Admission Fees:** The Parent/Guardian agrees to pay a non-refundable one-time admission fee of **PKR 40,000/-** in cash when enrolling their child.
- b. **Monthly School Fees.** The monthly School Fee of **PKR 27,000/-** in cash shall be paid by the Parent/Guardian by the Due Date. The school reserves the right to revise the monthly School Fees at its discretion as and when required upon prior intimation to the Parent/Guardian.
- c. **Security Deposit:** The Parent/Guardian agrees to pay a one-time Security Deposit of **PKR 27,000/-** in cash at the time on enrolling the student. This deposit will be held by the school for the duration of the student's enrollment and will be refunded upon the student's withdrawal from the school, provided that there are no outstanding fees and/or damage to School property. **(If you intend to withdraw your child in the middle of an academic year and would like to avoid being charged for the following month(s), please inform the school in writing at least one month prior to your date of withdrawal)**
- d. **Late Payments:** In the event that the Parent/Guardian fails to make the said payment within the Due Date, the School has the right to impose a late fee charge amounting to **PKR 300** per day (including holidays) till the School Fees are cleared.
- e. **Due Date:** The School Fees shall be due by the 7th day of each month.
- f. **Refund Policy:** If the Student withdraws from the School before completing at least six 06 months, the Security deposit will be governed by the School's refund policy, a copy of which has been provided to the Parent/Guardian.

3. SCHOOL POLICIES AND RULES & REGULATIONS

The Student and their Parent/Guardians shall strictly adhere to the School Policies and Rules & Regulations at all times as outlined in the "**Pitter Patter Playhouse Handbook**", which has been provided separately to the Parent/Guardian.

4. EMERGENCY CONTACT

The Parent/Guardian agrees to provide the School with up to date emergency contact information for the Student. This emergency contact includes:

a. **Primary Emergency Contact:**

Name:

Relationship to Student:

Phone Number



b. **Secondary Emergency Contact (if primary contact is unavailable):**

Name:

Relationship to Student:

Phone Number

In the event of an unforeseen circumstances, the School will first attempt to contact the primary emergency contact. If the primary contact is unreachable, the School will then contact the secondary emergency contact.

5. **TERMINATION**

- a. **Termination by School:** The School reserves the right to terminate this Contract if the Student fails to adhere to the School's policies or if tuition fees are not paid by the Parent/Guardian in a timely manner.
- b. **Termination by Parent/Guardian:** The Parent/Guardian may terminate this Contract by providing the School with 30 days' prior written notice.

6. **GENERAL PROVISIONS**

- a. **Amendments:** The School reserves the right to amend any terms and conditions of this Contract and shall inform the Parent/Guardian promptly of any changes.
- b. **Unforeseen Circumstances.** We understand that circumstances beyond the School's control can impact our ability to provide the services to students. In such unforeseen events, which includes but are not limited to natural disasters, war, terrorism, pandemics, strikes/riots etc. We want to assure you that the School is committed to working through these challenges. While these events may cause delays or disruptions, the School's priority is always the well-being and education of the students.

PARENT/GUARDIAN

Name: _____

Date: _____



Tuition Fee Policy for Summer Vacations

Tuition fees for summer vacations are applicable to all enrolled students.

- A. • Students withdrawing before the new academic term begins are required to pay the tuition fee for June along with the May fee.
- B. • Students continuing into the next academic year must pay the June fee along with the May fee and the July fee along with the August fee.

This policy ensures a smooth transition between academic sessions while maintaining the quality of educational services.

I, _____ parent of _____
agree to the above-mentioned policies and procedures.

Parent's Signature

Date

Documents Requirement

One Passport Size Photograph

Copy Of Birth Certificate Or bay From

Copy Vaccination Card