

KiGa Application Form



Name	<input type="text"/>	Address	<input type="text"/>
Surname	<input type="text"/>		<input type="text"/>
Date of Birth	<input type="text"/> d <input type="text"/> d <input type="text"/> m <input type="text"/> m <input type="text"/> y <input type="text"/> y <input type="text"/> y <input type="text"/> y	Town & Post Code	<input type="text"/>
Gender	<input type="checkbox"/> Girl <input type="checkbox"/> Boy	Email	<input type="text"/>
		Mother's Name	<input type="text"/>
		Father's Name	<input type="text"/>

Pick-Up Authorisation

Name the persons authorised to pick up your child. No other person will be able to do so without the parent/guardian's consent. (kindly include yourself)

Name & Surname	ID Card No	Relationship to Child
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Emergency Contact Details

Please ensure that you include the correct details of persons who may be contacted in case of emergency.

Name & Surname	Mobile Number	Fixed Line Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Medical History

Please answer all questions carefully.

- Does your child have any type of allergy? Yes No
If Yes, specify:
- Has your child ever had an operation/injury? Yes No
If Yes, please describe it:
If Yes, in which month and year did it occur?
- Does your child have any specific dietary needs? Yes No
If Yes, specify:
- Is your child currently taking prescription medicine? Yes No
If Yes, specify drug: Dosage:

5. Please describe any other health or physical/psychological condition of your child (or any other condition) about which we should be informed.

Yes No I/we declare that all information entered here was done accurately and truthfully.

Yes No I/we declare that I/we have read and accepted the Policies and Procedures laid down by Vista Coop for this services.

Yes No I/we authorise the operators of KiGa that they may take pictures of my/our child and have them published in the 'internal' newsletter

Yes No I/we hereby consent to that my/our child participates in spontaneous outings (including trips to the playground or park) from time to time taking place within walking distance from the premises of KiGa without a specific prior consent from me/us. This consent shall be valid throughout the time my/our child attends to KiGa unless I notify otherwise in writing. I/we understand and agree to a full and complete waiver and release of any and all liability on the part of KiGa carers, Tipico, Vista Coop and any of its group entities in relation to such outings.

Parent 1 Name

ID Card

Signature

Date

Parent 2 Name

ID Card

Signature

Date

Policies and Procedures

Introduction

In order to provide the utmost transparency with regard to the KiGa offer for the children of Tipico Services Malta Ltd employees in Malta we would like to give the following brief information:

To give you the possibility of taking advantage of an KiGa offer, Tipico Services Malta Ltd entered into an agreement with the following Kindergarden operator: Vista Coop, 228 Triq Misrah il-Barrieri, Sta Venera STV 1759 (registration: 77/03).

Tipico Services Malta Ltd reserves the right to revoke the offer at any time by observing a reasonable period of time.

To participate it was necessary to fill out an application form which was handed and collected by the internal KiGa team at Tipico Services Malta Ltd (Christiane Micallef Mey).

The data collected with this form was passed on to Vista Coop, 228 Triq Misrah il-Barrieri, Sta Venera STV 1759 to enables them to provide their services to you.

A copy of the registration data is kept by Tipico Services Malta Ltd for administration purposes in accordance with the Privacy statement regarding the processing of employee data within the Tipico Services Malta Ltd which is available here: <https://www.mytipico.com/hr-dp/>.

Vista Coop provides the services on its own responsibility. This also includes the further processing of personal data performed by them.

Our program

The KiGa program helps parents balance work and family commitments by providing care for school-aged children after school and during school holidays.

For parents, KiGa provides convenient and affordable childcare, enabling parents to work outside of school hours. For children, KiGa is a safe, fun and stimulating environment to take part in hands-on activities and to be able to relax and play after the school day, socialise and develop friendships independently.

The staff at KiGa are all fun, experienced, qualified and dedicated to provide the best care for our children.

Days & hours of operation

KiGa is open Monday to Friday, excluding public holidays, as follows:

- School days:
Oct-May - 13:00-19:00
Jun- Sept - 12:30-19:00
- School holidays:
08:00-19:00

The opening hours will vary according to the bookings made in advance by the parents as instructed upon the child's enrollment to the KiGa program. Parents are kindly asked to book monthly in advance (by the 20th day of the preceeding month) by sending an email to info@vista.coop and inform of any changes that may be required from time to time.

Daily Necessities

Your child should bring with him/her everyday a snack and/or a packed lunch and a bottle of water. You are asked to provide a box of tissues, packet of wet wipes and a bottle of dispensable hand soap to be left at the center and to replenish these throughout the year. When coming straight from school, we also recommend that you provide another set of clothes for your child, so that he/she may change out of the uniform.

ALL your children's belongings MUST be clearly labelled with their name and surname.

From time to time, you may be asked to send in various items for crafts and activity supplies. We will always notify you of this in advance.

Shoes policy

Since little hands touch our floors, we ask everyone to leave their shoes at the door. Children, staff and visitors entering KiGa are asked to change into a pair of indoor shoes or remain in socks before entering.

Enrolled children

The carer will give a warm and friendly welcome to each child on arrival. Parents will be asked to sign the attendance sheet when picking up their child, assuring themselves that the time sheet has been entered correctly.

Medicinals

If the parent/guardian requests the child to be administered medicine during the day, this request must be handed over in writing (together with clear instructions and a doctor's prescription) to the staff member, who will, in turn, ensure that the medication procedure is followed.

Information requested

Parents/guardians of children starting at KiGa are asked to provide specific information which is contained in the KiGa Application Form.

Parents/guardians are kindly requested to update their contact information such as mobile numbers and address should there be any changes.

Child pick-up

For the protection of the children at KiGa, if a child is not to be collected by the parent/guardian or another authorized person, parent/guardian needs to notify KiGa in advance and deliver a copy of the collector's ID. In the event that this hasn't happened, we will contact the child's parent/guardian before the child is permitted to leave. The child will be kept within the center until proper authorization has been provided by the parent/guardian.

Late or uncollected children

If a child is not collected at the end of the day, the staff at KiGa will take action by the following procedures:

- The register/diary is checked for any information provided by the parent/guardian of the child about changes to the normal collection
- All reasonable attempts are made to contact the parents/guardians from information on file
- In the event that the staff member is unable to contact the parent/guardian or any of the other persons authorized to pick up the child within one hour, the person in charge will contact Administration in order to advise them of the situation.
- Member of staff will stay together with the child until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times
- An incident report shall be drafted including the date and time, attempts made in order to contact the parent/guardian and other authorized persons and how the situation was resolved.

Communication with parents

At KiGa we welcome the presence and involvement of the parents throughout the time the child is in our care. The center recognizes that working in partnership with parents is of major value and importance to provide a happy, caring and stable environment for children and their parents. We aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents.

In order to establish a strong partnership with the parents, we shall always follow the procedures listed below:

- The key carer in charge is always available for discussion with parents upon departure.
- Information provided by parents about their children will be kept confidential and treated on a strict need to know basis.
- Information regarding the children's activities throughout the day is always available to parents on a daily basis through verbal communication and through the monthly newsletter which is sent via email to the parents.

- If we have any concerns about a child's well-being during the day, every effort will be made to contact the parents or their emergency contact.
- Parents are requested to keep us informed of any changes to personal circumstances which may have an effect upon a child, e.g. change of address, telephone number, doctor, emergency contact.
- The staff ensures that the children feel included, secure and valued. They build positive relationships with the parents in order to work effectively with them and their children.

Complaints procedure

We at KiGa believe that parents are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes. We hope that at all times you will be happy with the service provided and that you might like to voice your appreciation to the staff concerned. We will also deal with complaints professionally and promptly to ensure that any issues arising from these complaints are handled effectively to ensure the welfare of the children.

If you have any concerns as a parent/guardian, it is important to us that you feel able to come and speak to us. If you require use of a confidential space, this will always be made available and confidentiality will be upheld at all times.

At KiGa we welcome any suggestions from parents on how we can improve our services. We will give prompt and serious attention to any concerns that you may have by following our complaints procedure as outlined below:

- Stage 1: If any parent should have cause for complaint or any queries regarding the care or early learning provided by KiGa, they should, in the first instance, take it up with the key carer on duty.
- Stage 2: If the issue remains unresolved or parents feel they have received an unsatisfactory outcome, these concerns must be presented in writing to the key carer on duty. The key carer will bring the issue to the attention of Vista Coop (as operators) and the KiGa board. They will investigate the matter and report back to the parent. If the complaint concerns the key carer on duty, you may write to: info@vista.coop and copy: kiga@tipico.com

- Stage 3: If the matter is still not resolved, a formal meeting will be held between the operators, KiGa board and parents to ensure that the matter is dealt with comprehensively. A record of the meeting will be made signifying the conclusion of the procedure along with the documented actions. All parties present at the meeting will review the accuracy of the record, sign to agree and receive a copy of the record. A record of complaints will be kept by KiGa. Parents will be able to access this record if they wish to, however all personal details relating to any complaint will be stored confidentially and will only be accessible by the parties involved.

Sick child policy and accident management

We respectfully request that you do NOT bring your child to KiGa if he or she is unwell. If a child becomes ill during the day, their parents/guardians will be contacted and asked to pick up their child as soon as possible. During this time, the child will be cared for in a quiet, calm area with the key carer. KiGa has the right to refuse admission to a child who is unwell.

The following procedure shall be followed in the event of an accident:

- All staff members at KiGa are trained first aiders. In the event of a child suffering an accident or injury, staff member will administer the most appropriate first aid treatment, and decide on further actions depending on the injury.
- In the event of a minor injury or accident, the key carer or manager will inform parents on the accident upon collection of the child.
- If the injury requires urgent medical treatment, the key carer will contact the emergency services in the first instance and the parents thereafter. Whoever comes first will decide the next plan of action.
- In any case, the incident report will be fully completed including the date and time of the injury, details of the injury and any first aid or medical treatment given to the child. The incident report will be signed by the key carer and the parent/guardian. The key carer shall inform the administration on the incident and provide a copy of the incident report. The reports shall be kept confidential and treated on a strict need to know basis.

Tipico Services Malta Ltd

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