



LCWU DAY CARE CENTRE CHILD ADMISSION BOOKLET

Institution Name:

Lahore College for Women University

Child's Registration No.:

Date of Admission:

CONFIDENTIAL — FOR OFFICIAL USE ONLY

INSTRUCTIONS TO MOTHERS

Mothers are requested to read the following instructions carefully before completing this booklet:

- Fill in this booklet completely and accurately. All sections must be filled honestly, as concealing or misreporting any information is a serious violation under the Code of Conduct.
- This booklet must be reviewed and updated at least once every six (6) months.
- You must immediately inform the management and update the relevant section of this booklet whenever there is any change in the child's information, including but not limited to: home address, contact numbers, emergency contacts, authorized pick-up persons, medical conditions, medications, allergies, or vaccination status.
- All updates must be made in writing, dated, and signed by mothers, and verified by day care staff.
- Registration of a child shall remain valid from the age of 45 days until the child reaches 4 years of age. The registration shall automatically stand cancelled upon the child attaining the age of 4 years.
- Attach all required supporting documents listed in Section 8. Photocopies must be clear and legible.
- All rules, regulations, requirements, and procedures prescribed in the Day Care Centre Policy shall be strictly followed.

Section 1 — Child's Personal Information

Full Name of Child		PHOTO <i>(Passport Size)</i> <i>Affix Here</i>
Gender	Male / Female / Other	
Date of Birth	DD / MM / YYYY	
Age	_____ Years _____ Months	
Blood Group		
Religion		
Home Address		
Contact No:		
B-Form / Birth Certificate No.		

Section 2 — Parents Information

Mother's Information

Full Name	
CNIC No.	
Designation	
Department	
Office Address	
Mobile No.	
Office Phone No.	
Email Address	

Father's Information

Full Name	
CNIC No.	
Designation	
Department	

Office Address	
Mobile No.	
Office Phone No.	
Email Address	

Section 3 — Attendance & Schedule

Days Attending Per Week	
Regular Arrival Time	
Regular Departure Time	

Section 4 — Emergency Contact Information

Primary Emergency Contact

Full Name	
Relationship with Child	
Mobile No.	

Secondary Emergency Contact

Full Name	
Relationship with Child	
Mobile No.	

Section 5 — Food & Dietary Information

Food Allergies	Yes / No	If Yes, provide details:
Food Intolerances (Lactose, Gluten, etc.)	Yes / No	If Yes, provide details:
Medical Dietary Restrictions	Yes / No	If Yes, provide details:

Breastfeeding (Infants only)	Yes / No	
Bottle Feeding (Infants only)	Yes / No	
Preferred / Regularly Eaten Foods		
Foods Child Refuses / Dislikes		
Feeding Schedule (Infants)		
Special Dietary Instructions		

Section 6 — Medical & Health Information

Physical Disability / Limitation	Yes / No	If Yes, provide details:
Any Known Mental / Psychological Issue	Yes / No	If Yes, provide details:
Any Other Chronic Condition	Yes / No	If Yes, provide details:
Wears Glasses / Hearing Aid	Yes / No	If Yes, provide details:
Current Medications (Name, Dose, Timing)		
Previous Surgeries / Hospitalizations		

Vaccination Record

Vaccine Name	Date Given	Complete?	Next Due
Immunization / Vaccination		Yes / No	

Section 7 — Consent & Declarations

☐	I consent to photographs/videos of my child being taken for DCC official records only	Initials: _____
☐	I consent to my child participating in outdoor/field activities organized by the DCC	Initials: _____
☐	I consent to emergency medical treatment being administered to my child if I cannot be reached	Initials: _____

☐	I confirm that all information provided in this booklet is accurate and complete	Initials: _____
☐	I have read and understood the Code of Conduct (Section 11) and agree to abide by it	Initials: _____

Signature of Parent / Guardian: _____ Name: _____ Date: _____	Verified & Received By (DCC Staff): _____ Name: _____ Date: _____
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Section 8 — Documents Attached

✓	Document	Verified By
☐	Child's B-Form / Birth Certificate (Copy)	Verified by: _____
☐	Father's CNIC (Copy)	Verified by: _____
☐	Mother's CNIC (Copy)	Verified by: _____
☐	Child's Recent Passport Size Photograph (2 copies)	Verified by: _____
☐	Vaccination Card (Copy)	Verified by: _____
☐	Doctor's Medical Letter (if any known medical condition)	Verified by: _____
☐	Disability Certificate (if applicable)	Verified by: _____
☐	Psychologist / Therapist Report (if applicable)	Verified by: _____
☐	Parent's Employment Proof at University	Verified by: _____

Section 9 — Code of Conduct & Grounds for Termination of Admission

All mothers are required to read, understand, and comply with the following Code of Conduct. Violation of any of the provisions below may result in termination of the child's admission.

A. Misrepresentation & False Information

- Providing false, incomplete, or misleading information at the time of admission or thereafter.
- Concealing any known medical, psychological, or disability-related condition of the child.
- Submitting forged or tampered documents (CNIC, B-Form, vaccination card, medical certificates).

B. Privacy & Media Violations

- Taking photographs, videos, or audio recordings of any child, staff member, or DCC premises without prior written permission from DCC management.
- Sharing, posting, or publishing any content related to the DCC, its children, or staff on social media, print, or electronic media without authorization.
- Leaking any child's personal, medical, or family information to media or third parties.
- Making defamatory, false, or misleading statements about the DCC and university publicly or on social media.

C. Premises & Security Violations

- Entering any restricted area of the day care centre or university premises beyond the designated reception/drop-off zone.
- Allowing unauthorized persons to pick up the child without prior written intimation to DCC management.
- Tailgating or bypassing security/entry protocols.
- Threatening, intimidating, or verbally/physically abusing any day care centre staff member or other parent.

D. Non-Compliance with DCC Rules

- Sending a sick child (with contagious illness) to day care centre despite written warnings.
- Ignoring repeated communications from day care centre staff regarding the child's behavioral or health issues.
- Non-payment of day care centre fee for more than 10 days without written justification.

E. Legal & Ethical Violations

- Filing a false complaint against DCC staff with malicious intent.
- Attempting to bribe or influence DCC staff in matters of admission, daily care, or reporting.
- Any act that puts the safety, dignity, or well-being of other children or staff at risk.
- Any conduct that brings the name of the university or DCC into disrepute.

Termination Procedure

In case of any violation of the above Code of Conduct, DCC management reserves the right to issue a written warning. Upon a second violation, or in cases of serious misconduct (privacy breach, false documentation, security violation), the DCC Management Committee may terminate the child's admission with immediate effect after approval from the Competent Authority. No fee refund shall be applicable in case of termination due to misconduct. The parent/guardian shall be given an opportunity to present their position before a final decision is made.

ACKNOWLEDGMENT OF CODE OF CONDUCT

I, the undersigned, hereby declare that I have carefully read and fully understood all sections of this Child Admission Booklet including the Code of Conduct. I agree to abide by all rules and regulations of the DCC and acknowledge that any violation may result in termination of my child's admission.

Signature of Parent / Guardian:	Received & Approved By (DCC Incharge):
Name:	Name:
CNIC:	Stamp:
Date:	Date: