TINY TOTS
International Pre-school and Kindergarten

2026-27 SCHOOL YEAR
APPLICATION FORM

2026-27 School Year starts on September 1, 2026. If you wish to start on a different day, please state below:
(YYYY)___ _____(MM)_____(DD)_____

CHILD AND PARENT INFORMATION			
Child's Name		Known As	
Nationality		Passport Number	
Gender	☐ Male ◉ Female	Date of birth	(mm)____(dd)_____(yyyy)_____
Home address			
Native language		Other languages	
Mother's name		Mother's contact no.	
Mother's email			
Mother's employer		Position	
Father's name		Father's contact no.	
Father's email			
Father's employer		Position	
ADDITIONAL INFORMATION			
Daily schedule - I would like my child to attend		○ Half day (8:40 – 12:00) ◉ Full day (8:40 – 15:30)	
**Please note if your child is attending the full-day Toddlers or Nursery programs, a nap/rest period is required. The Pre-Kindergarten and Kindergarten students will not be napping.			
Bus Preference – do you need school bus service?**		○ Yes ◉ No	
**Please note that indicating interest in the school bus does not confirm that your child will have a space on our Tiny Tots school bus. We will confirm school bus spaces after determining bus routes and receiving payments.			

TUITION PAYMENT OPTION

For detailed information and terms about the tuition, please refer to "2026-2027 Tuition Fees" and "Refund guidelines". Please indicate your preferred payment option below.

- ○ Monthly
- ◉ Termly
- ○ Yearly

CHILD PICK-UP AND DROP-OFF AUTHORIZATION

In accordance with the Tiny Tots policy we must have on file a recent photo, names, address and telephone numbers of individuals permitted to drop off and collect your child from our school.

If you wish your child to go home with a friend or if you wish to take your child's friend home to play after school, Tiny Tots must first receive permission from one of the child's parents.

Please list below any person's name, address and telephone number who will arrive to collect your child so that we can avoid any embarrassment, inconvenience or tragedy. This includes caregivers, domestic helpers, friends, neighbors and/or relatives. Please notify Tiny Tots immediately if there is any change to this listing. Thank you for your cooperation.

The following individuals are authorized to receive my child:

1. Name		Contact no.	
Relationship with student		Address	
2. Name		Contact no.	
Relationship with student		Address	
3. Name		Contact no.	
Relationship with student		Address	
4. Name		Contact no.	
Relationship with student		Address	
5. Name		Contact no.	
Relationship with student		Address	

MEDICAL AND EMERGENCY INFORMATION				
Does your child have any allergies?				○ Yes ◉ No
If yes, please provide details:				
Has your child had any operations?				○ Yes ◉ No
If yes, please provide details:				
Has your child had any serious injuries?				○ Yes ◉ No
If yes, please provide details:				
Does your child take any regular medications?				○ Yes ◉ No
If yes, please provide details:				
Does your child have any dietary limitations?				◉ Yes ○ No
If yes, please provide details:				
Please list all the vaccinations your child has received:	☑ HepA	☑ HepB	☑ Rotavirus	☑ DTaP (Diphtheria, tetanus, & acellular pertussis)
	☑ Hib (Haemophilus influenzae type b)		☑ PCV13 (Pneumococcal conjugate)	☑ IPV (Inactivated poliovirus)
	□ Influenza		□ MMR	☑ VAR (Varicella)
Is there any condition that would limit participation in physical activities?				○ Yes ◉ No
If yes, please provide details:				
Has your child been diagnosed with any developmental delays?				○ Yes ◉ No
If yes, please provide details:				
Please share any additional information that may help us care for your child:				

EMERGENCY CONTACT			
In order to reach parents quickly we ask that you supply us with three emergency phone numbers by which we may reach parents, guardians or friends. You may also include your preferred physician and/or hospital.			
1. Name		Contact no.	
Relationship with child			
2. Name		Contact no.	
Relationship with child			
3. Name		Contact no.	
Relationship with child			
Preferred physician's name		Hospital / clinic	
Contact no.			
I give Tiny Tots International Pre-School and Kindergarten the right to administer first aid to my child. In case of emergency, I understand that the school staff will promptly contact the parents. If neither parent nor the emergency phone numbers can be reached and in case of surgical emergency, I give permission to the physician selected by us and/or the director of Tiny Tots International Pre-School and Kindergarten to hospitalize and secure proper treatment for my child.			

FIELD TRIP PERMISSION			
We may organize field trips to locations off-campus. If we do so, we will transport our students and staff with our school buses or outside buses to the field trip location. Your signature below indicates that you give consent for your child to join any Field Trips we may have during the school year.			
Signed:		Date:	

INSURANCE POLICY			
Tiny Tots International Pre-School and Kindergarten has a group accident insurance policy. As an international school in China, Tiny Tots requires all students to be covered by its insurance while at school. This insurance covers any and all accidents that occur during school hours while children are participating in school activities. Your signature below indicates that you give consent for your child to be covered by our insurance policy.			
Signed:		Date:	

PHOTOGRAPHY AND MEDIA RELEASE			
Tiny Tots may use the image of your child for marketing purposes for publication on our official channels, such as website, WeChat publication or other advertising material. By signing below, I acknowledge that I agree to our use of the student's image.			
Signed:		Date:	

PARENT CERTIFICATION			
I certify that I am the legal guardian of the child named above. By signing below, I certify that all the information provided in this application form is true and accurate to be best of my knowledge. I understand that any false information may result in termination of my child from this program. **Tiny Tots reserves the right to deny or terminate enrollment when parents do not comply with Tiny Tots Parent Handbook. I clearly understand, agree and will comply with Tiny Tots Parent Handbook.** **By signing below, I certify that I understand and agree to the Tuition Terms and Condition and Refund Guidelines.**			
Signed:		Date:	

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DOCUMENT CHECKLIST

Applicants who are certified by the Education Committee may apply directly for enrollment.

For all other applicants, please refer to the following enrollment document checklist for different family situations as required by the Shanghai Education Committee.

	Scenario	A	B	C
	Required documents	The father or mother holds a foreign passport, has legally entered Shanghai for work and has obtained a "foreign employment permit" and a "foreigners residence permit"	Parents hold Chinese passports and are Chinese citizens who work and live in Shanghai but do not hold Shanghai residence (hukou) and their children have legal overseas birth certificates	If one of the parents is a Shanghai resident and has a legal overseas birth certificate
1	Foreign father/mother's "Foreigner's Employment Permit" and "Foreigner's Residence Permit"	✓		
2	Overseas legal birth certificate, translated and notarized		✓	✓
3	Father/mother's original proof of employment (including name, birth date, position, working period, company registered name, address, phone number, signature of department head and company stamp) and copy of business license (with company stamp)	✓		✓
4	Children's and parents' permanent residence permit, Hong Kong/Macao permanent resident identity card, Taiwan compatriots card (original & copy)	✓	✓	✓
5	Original and copy of proof of residence in Shanghai, household registration, real estate license or housing lease contract	✓	✓	✓

	Scenario	A	B	C
	Required documents	The father or mother holds a foreign passport, has legally entered Shanghai for work and has obtained a "foreign employment permit" and a "foreigners residence permit"	Parents hold Chinese passports and are Chinese citizens who work and live in Shanghai but do not hold Shanghai residence (hukou) and their children have legal overseas birth certificates	If one of the parents is a Shanghai resident and has a legal overseas birth certificate
6	Original and copy of proof of parent-child relationship (household registration, birth certificate, etc)	✓	✓	✓
7	Certificate of attendance and transcript with grades from the last two years from overseas schools, translated into Chinese by an official translation services company			
8	Foreign citizen's step-children need to provide official permission from the biological father/mother that the child may attend international school	✓		
9	Father/mother's original proof of employment (including name, birth date, position, working period, company registered name, address, phone number, signature of department head and company stamp), stamped copy of business license copy and tax records from at least the past year		✓	

		D	E	F	G
	Required documents	The parents are from Hong Kong/Macao/Taiwan and are working or living in Shanghai, or if a child born in mainland China has a parent who is from Hong Kong /Macao /Taiwan and married to a mainland China resident	The father or mother holds a Chinese passport and permanent residence abroad, and the child holds a foreign passport and a legitimate entry visa	The father or mother is a foreign student in Shanghai **OR** the father or mother has an X visa	One parent holds a foreign passport, has legally entered Shanghai for work and has obtained "foreign employment permit" and "foreigners residence permit" and the other parent holds an "accompanying family member" visa or green card or stay permit and the child is a Chinese citizen
1	Foreign father/mother's "Foreigner's Employment Permit" and "Foreigner's Residence Permit"				
2	Overseas legal birth certificate, translated and notarized				
3	Father/mother's original proof of employment (including name, birth date, position, working period, company registered name, address, phone number, signature of department head and company stamp) and copy of business license (with company stamp)	✓	✓		✓
4	Children's and parents' permanent residence permit, Hong Kong/Macao permanent resident identity card, Taiwan compatriots card (original & copy)	✓	✓	✓	✓

		D	E	F	G
	Required documents	The parents are from Hong Kong/Macao/Taiwan and are working or living in Shanghai, or if a child born in mainland China has a parent who is from Hong Kong /Macao /Taiwan and married to a mainland China resident	The father or mother holds a Chinese passport and permanent residence abroad, and the child holds a foreign passport and a legitimate entry visa	The father or mother is a foreign student in Shanghai **OR** the father or mother has an X visa	One parent holds a foreign passport, has legally entered Shanghai for work and has obtained "foreign employment permit" and "foreigners residence permit" and the other parent holds an "accompanying family member" visa or green card or stay permit and the child is a Chinese citizen
5	Original and copy of proof of residence in Shanghai, household registration, real estate license or housing lease contract	✓	✓	✓	✓
6	Original and copy of proof of parent-child relationship (household registration, birth certificate, etc)	✓	✓	✓	✓
7	Certificate of attendance and transcript with grades from the last two years from overseas schools, translated into Chinese by an official translation services company				
8	Foreign citizen's step-children need to provide official permission from the biological father/mother that the child may attend international school				

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9	Father/mother's original proof of employment (including name, birth date, position, working period, company registered name, address, phone number, signature of department head and company stamp), stamped copy of business license copy and tax records from at least the past year				