



ELITE: THE KINGDOM ORGANIZATION

REHABILITATION CENTER

PASSPORT SIZE
PHOTOGRAPH
35mm x 45mm
ATTACH HERE

CHILD ADMISSION & REHABILITATION INTAKE FORM

A Legacy of Hope, Equality & Empowerment

Form No.: ETK/RC/ADM/03 | Version: 2.0 | Effective: August 2026

1 PROGRAM & SCHEDULE

- | | | | |
|--|---|---|---|
| ☐ Early Intervention (0-6) | ☐ Speech Therapy | ☐ Occupational Therapy | ☐ Physiotherapy |
| ☐ Behaviour Therapy / ABA | ☐ Sensory Integration | ☐ Psychological Assessment | ☐ Special Education / Remedial |
| ☐ Social Skills | ☐ Vocational / Life Skills | ☐ Parent Counseling | ☐ Other: _____ |
| ☐ Mon-Fri ☐ Saturday ☐ Flexible ☐ Morning ☐ Afternoon ☐ Full Day / Session | | | |

2 CHILD INFORMATION

Full Name: _____ DOB: _____ Age: _____
Gender: ☐ Male ☐ Female ☐ Other B-Form / CRC: _____ Nationality: _____
Place of Birth: _____ Religion: _____ Mother Tongue: _____
Home Address: _____
City: _____ District: _____ Communication Mode: _____

3 PARENT / GUARDIAN INFORMATION

FATHER / GUARDIAN

Full Name: _____
CNIC No.: _____
Relationship: _____
Occupation: _____
Organization: _____
Mobile: _____
WhatsApp: _____
Email: _____

MOTHER / GUARDIAN

Full Name: _____
CNIC No.: _____
Relationship: _____
Occupation: _____
Organization: _____
Mobile: _____
WhatsApp: _____
Email: _____

4 EMERGENCY CONTACT & AUTHORIZED PICK-UP

Emergency Contact 1: _____
Mobile: _____ Relationship: _____
Emergency Contact 2: _____
Mobile: _____ Relationship: _____

Authorized pick-up (besides parents/guardians):

1. Name: _____ Mobile: _____
2. Name: _____ Mobile: _____
3. Name: _____ Mobile: _____

5 MEDICAL, HEALTH & SAFETY INFORMATION

Diagnosis / Concern: _____ Professional / Facility: _____
Allergies: _____
Medication(s) & Dosage: _____ Blood Group: _____
Seizure / Epilepsy: ☐ Yes ☐ No Last Episode: _____ Frequency: _____
☐ Feeding / swallowing ☐ Mobility support ☐ Vision ☐ Hearing ☐ Infection risk ☐ Sleep issue
Safety / behaviour risks: ☐ Self-injury ☐ Aggression ☐ Elopement ☐ Pica/choking ☐ Falls
Other important medical / safety information: _____

6 PREVIOUS SERVICES & REQUIRED DOCUMENTS

Previous School / Center: _____
Current / Previous Therapies: _____
Priority / Reason for Referral: _____
Latest Report Date: _____

Attach copies:

- | | |
|---|---|
| ☐ B-Form / CRC | ☐ Therapy/school reports |
| ☐ Parent CNICs | ☐ Vaccination record |
| ☐ Passport photo | ☐ Custody/court order (if any) |
| ☐ Medical/diagnostic reports | |

7 FOR OFFICE USE ONLY

Assessment Date: _____ Assigned Discipline: _____ Case Coordinator: _____ Start Date: _____
Recommended Frequency: _____ Fee Package: _____ Status: _____ Approved By / Signature: _____



LEGAL, SAFEGUARDING, CONSENT & RISK ACKNOWLEDGEMENT

IMPORTANT: This page is an integral part of the Admission Form. Admission and continuation of services remain subject to assessment, service capacity, accurate disclosure and compliance with Center policies. The child's dignity, best interests, safety and lawful rights remain paramount. Nothing in these terms excludes any duty, liability or right that cannot lawfully be waived.

1. ACCURATE DISCLOSURE & CONTINUING DUTY

The parent/guardian confirms that all medical, developmental, behavioural, sensory, communication, mobility, allergy, seizure, medication, infectious-disease, custody/court-order and safety information supplied to the Center is complete and accurate. Any new diagnosis, medication, incident, risk, legal restriction or material change must be reported in writing before the next session. The Center may rely on this information for safe planning and emergency response.

2. SCOPE OF SERVICES & CLINICAL LIMITS

Services are therapeutic, educational and rehabilitative and are provided within the Center's approved scope, staff qualifications and individualized plan. No cure, specific developmental outcome, academic placement or behavioural result is guaranteed. The Center is not an emergency hospital and does not provide continuous one-to-one supervision unless specifically agreed in writing.

3. ASSESSMENT, PLACEMENT & SERVICE LIMITS

Admission, timetable, therapy intensity, staff assignment and continuation are subject to assessment, suitability, service capacity, availability, safety and reasonable accommodation. The Center may revise the plan, request additional assessment/support, temporarily suspend or end a service where needs exceed safe capacity, fees or policies are materially breached, or risk cannot be managed reasonably, subject to applicable law.

4. CHILD SAFEGUARDING - ZERO TOLERANCE

Physical, sexual or emotional abuse, neglect, exploitation, bullying, humiliation and corporal punishment are prohibited. Staff, volunteers, vendors, visitors and families must follow the safeguarding code. A suspected child-protection concern may be documented, escalated and reported to competent authorities without prior parental consent where required by law or necessary to protect a child.

5. PROTECTIVE PHYSICAL INTERVENTION

Restraint, seclusion or physical force must never be used as punishment, discipline, convenience or routine behaviour management. Trained staff may use only necessary, proportionate and least-restrictive protective intervention to prevent imminent serious harm, followed by monitoring, incident documentation, management review and parent notification, subject to law and policy.

6. CONSENT, ASSENT & INDIVIDUALIZED PLAN

The parent/guardian consents to routine non-invasive assessment, observation, therapy and implementation of the agreed rehabilitation plan. The child's views, communication method and assent will be respected in an age- and disability-appropriate manner. Separate written consent will be sought for invasive procedures, medication administration, research, publicity/media, and off-site activities outside routine programming.

7. EMERGENCY CARE AUTHORIZATION

In an apparent emergency the Center may provide first aid, contact emergency services, arrange ambulance/hospital transfer, contact listed emergency persons and share the minimum necessary information for treatment and safety. Reasonable efforts will be made to contact the parent/guardian promptly. Lawful medical and transport costs remain the parent/guardian's responsibility unless otherwise agreed. This authorization does not remove any non-waivable legal duty of care.

8. MEDICATION, HEALTH & INFECTION CONTROL

Medication will be accepted only under the Center's medication policy, with written authorization/prescription where required, clear labeling, dosage, expiry and storage instructions. Parents must promptly report medication changes, infectious illness or medically unstable conditions. The Center may refuse unsafe medication and may require collection, medical review or clearance where a child is acutely ill, contagious, febrile or otherwise unsafe to attend.

9. HANDOVER, PICK-UP, ATTENDANCE & TRANSPORT

Center responsibility begins after formal handover to an authorized staff member and ends upon verified release. A child will be released only to approved persons with appropriate identification unless a lawful written change is received. Custody restrictions and court orders must be disclosed. Late collection, absence and transport are governed by policy. The Center is not responsible for travel before handover or after release, or for unapproved third-party transport.

10. BEHAVIOURAL & SAFETY RISKS

Parents must disclose elopement/wandering, self-injury, aggression, pica, choking, falls, sexualized behaviour, fire-setting, unsafe internet/device use or other material risks, together with relevant plans or devices. The Center may activate an emergency safety plan, separate children, contact the parent, emergency services or authorities, or require additional support/revised placement where risk cannot be managed safely.

11. CONFIDENTIALITY, RECORDS, CCTV & DATA

Records may be used for care, administration, audit, safeguarding and legal/regulatory compliance and shared only on a need-to-know basis with the care team, emergency providers, funders/insurers, regulators or authorities as permitted or required. CCTV may operate in common areas for safety and is not permitted in toilets/changing areas. Unauthorized recording, copying or disclosure of confidential information about any child, family or staff member is prohibited.

12. PHOTOGRAPHY, MEDIA, RESEARCH & OUTINGS

Admission is not conditional on promotional media consent. Photography/video for publicity, fundraising, research or publication requires separate, specific and revocable written consent where applicable. Separate consent and risk information will be obtained for off-site activities beyond routine local programming. No parent/visitor may record or publish other children or staff without written authorization.

13. PARENT CONDUCT, COMMUNICATION & COMPLAINTS

Respectful conduct is required. Threats, harassment, abusive language, weapons, trespass, disruption, unauthorized access/recording or publication of confidential information may lead to restricted access, suspension, removal and lawful action. Concerns should be submitted through the Center's complaint process for acknowledgement, review and response; urgent safeguarding reports are acted on immediately and good-faith complaints will not attract retaliation.

14. FEES, PROPERTY & ADMINISTRATIVE POLICIES

Fees, deposits, attendance, holidays, make-up sessions, refunds, late collection and document charges are governed by the signed fee/policy schedule. The Center may recover documented lawful losses caused by deliberate damage, theft or material misrepresentation after review. Staff must not request or accept private payments, gifts, services or side arrangements outside official receipts and written authorization.

15. FORCE MAJEURE & REASONABLE RISK

Therapy and group activities carry ordinary risks despite reasonable precautions. The Center is not responsible for unavoidable interruption or loss caused by natural disaster, epidemic, fire, civil disorder, government order, utility failure or other events beyond reasonable control, but will follow emergency procedures, act reasonably and preserve all duties that law does not permit it to exclude.

16. GOVERNING LAW, RESPONSIBILITY & NON-WAIVABLE RIGHTS

To the extent permitted by law, the parent/guardian remains responsible for loss or risk caused by material false disclosure, breach of custody/pick-up instructions, unauthorized medication/items, or unlawful conduct by the parent/authorized person. This does not cover or excuse the Center's gross negligence, wilful misconduct, abuse or any non-waivable legal duty. Applicable Pakistan and Sindh law governs; competent courts and statutory complaint forums retain jurisdiction.

PARENT / GUARDIAN ACKNOWLEDGEMENT

- ☐ I received or was offered the Safeguarding, Medication, Emergency, Authorized Pick-up, Fee/Refund, Complaint, Privacy/CCTV and Transport policies.
- ☐ I have disclosed relevant diagnoses, medications, behaviour/safety risks, custody orders and emergency information and will update material changes in writing.
- ☐ I consent to routine non-invasive assessment/therapy and emergency actions described above. Optional media/research consent will be completed separately.

Terms explained in: [] English [] Urdu [] Other: _____ I had an opportunity to ask questions and received satisfactory answers.

Parent/Guardian Name	CNIC / Relationship	Signature / Thumb	Date	Witness / Interpreter	Authorized Officer / Stamp

Legal basis / reference framework: Sindh Healthcare Commission Act 2013 and applicable SSDS; Sindh Child Protection Authority Act 2011; Sindh Prohibition of Corporal Punishment Act 2016; Sindh Empowerment of Persons with Disabilities Act 2018; Zainab Alert, Response and Recovery Act 2020; UN Convention on the Rights of the Child and UN Convention on the Rights of Persons with Disabilities. This form should be reviewed periodically against current law, licensing conditions and Center policies.