

Medical Form

Allergy Alert

Does your child have any known allergies (please specify)?

Does your child have anaphylactic reactions to allergies (please specify)?

If your child carries an EpiPen you will need to provide the nursery with one.

You will also be required to discuss and complete an appropriate action plan for administration with the Nursery Nurse.

Dietary information

Does your child have any special dietary requirements (please specify)?

Does your child have any other requirements or restrictions that we should be aware of?

Consent for Nursery Medical Examination

The Abu Dhabi Health Authority requires medical examinations of children in nurseries and schools. We would like to reassure parents that the nursery nurse will be present during medical examinations.

As parents, you will be notified prior to the examination taking place.

If you have any queries regarding this examination, please contact the nursery nurse. I consent to my child having a medical examination at Little Haven Nursery.

Name of Parent: _____

Signature: _____ Date: _____

Notice Period

You are required to give 3 months' notice in case you withdraw your child before the end of the academic year.

Refunds

In the case of both existing students and new students, enrollment and/or re-enrollment fees will not be refunded if you choose not to return to school or to take up the offered places.

In case you withdraw your child before completion of the academic year without adequate notice tuition fee refunds will be calculated as follows:

- If student attends for two weeks or less of the academic year, 2 weeks fees will be deducted to the period attended
- If the student attends for a period ranging between two weeks and one month of the academic year, one-month fees will be deducted
- The value of the fee per month is calculated by dividing the annual tuition fees by ten
- For a reduction in number of days for which your child is registered, Little Haven Nursery requires an advance notice of one full term

Contact Information

Parents agree to inform Little Haven Nursery of any change in their contact details, ensuring that they can be reached at any time via email, SMS and/or telephone.

I confirm that the information I have given to Little Haven Nursery is true and correct to my knowledge. I understand and accept that if the information I have provided is false or misleading; and/or I fail to pay the nursery fees; and/or I fail to abide by Little Haven Nursery policies and/or I fail to complete the necessary paperwork, it is likely that my child will lose his/her place at Little Haven Nursery, and I may forfeit any deposits made.

Signature

Date



Admissions Policy

We recommend that you complete the registration form and submit this together with the (nonrefundable) registration fee of AED 750 as early as possible. If we do not have an immediate place available this will give you priority on our waiting list.

We accept admission registration for children from the age of 1 month and prior to the 4th birthday.

If a suitable place is available, you will be required to complete the enrollment process by paying the enrollment deposit of AED 750, annual medical fees of AED 750.

Please submit the below documents together with the appropriate term fee at least two weeks prior to your start date:

- 1 Colored copy of the child's passport and UAE residence visa*
- 1 Colored copy of the child's Emirates ID card
- 1 Colored copy of the child's birth certificate
- 1 Colored copy of the child's immunization record [in English]
- 6 passport size photographs
- 1 Colored copy of the child's sponsor's passport and UAE residence visa (mother or father) or national ID card
- Registration form

You will be provided with a parent handbook upon enrollment however if you have any questions kindly contact our Registrar.

Please note your child will not be able to attend class unless all documentation has been provided and fees paid.

***If the child's visa is under process, please provide us with a submission receipt from the Department of Naturalization or a letter from the parent's sponsor/employer, declaring that a visa is in process.**





Registration Form

Child's Details

First Name: _____ Middle Name: _____

Surname: _____ Date of Birth: Gender: M F
DD MM YY

Religion: _____ Nationality: _____ Child's First Language: _____

Brothers' and or sisters' names and dates of birth:

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

What Schools do siblings attend? _____

Parents Details

Father's Name: _____ Mother's Name: _____

Nationality: _____ Nationality: _____

Occupation: _____ Occupation: _____

Company Name: _____ Company Name: _____

Contact Details: Work: _____ Contact Details: Work: _____

Mobile: _____ Mobile: _____

Home: _____ Home: _____

Primary e-mail address:

Secondary e-mail address:

Emergency Contacts

In the event of an emergency, please nominate someone who will act on your behalf, in case the nursery is unable to reach either parent.

Name: _____ Relationship: _____

Nationality: _____ Occupation: _____ Company Name: _____

Contact Details Work: _____ Mobile: _____ Home: _____

E-mail: _____

In addition to a parent please indicate other persons authorized to collect your child from the nursery

1st Person Name: _____ Relation: _____ Gender: M F

2nd Person Name: _____ Relation: _____ Gender: M F

Please provide digital passport photographs for parents and or gaurdians who will collect your child from The Nursery.

Enrollment Preferences

Please note 2-, 3- or 5-day options are available.

Days: Monday Tuesday Wednesday Thursday Friday

Class: Baby Haven Timing: 8:00 am - 1:00 pm 8:00 am - 2:00 pm 8:00 am - 3:00 pm
 8:00 am - 4:00 pm 8:00 am - 5:00 pm 8:00 am - 6:00 pm

Class: Toddlers / Nursery Timing: 8:00 am - 1:00 pm 8:00 am - 2:00 pm 8:00 am - 3:00 pm
 8:00 am - 4:00 pm 8:00 am - 5:00 pm 8:00 am - 6:00 pm

Class: FS1 [Preschool] Timing: 8:00 am - 2:00 pm 8:00 am - 3:00 pm 8:00 am - 4:00 pm
 8:00 am - 5:00 pm 8:00 am - 6:00 pm

Ideal start date: _____

Enrollment Preferences

1. I understand and agree that the nursery may photograph or video my child during his / her stay at the nursery and may from time to time and at the nursery's sole discretion, place this on the parent log-in section of the nursery website. I understand that these media remain the property of the nursery.

Yes, I hereby give permission to use my child's photograph on nursery social media e.g., Facebook, Instagram

No, I do not give permission for the nursery to use my child's photograph for a nursery social media

2. I understand that the nursery may wish to use these photographs for promotional purposes such as on-line and printed advertisements and publications.

Yes, I hereby give permission the nursery to use my child's photograph for marketing purposes.

No, I do not give permission for the nursery to use my child's photograph for marketing purposes.

I shall inform the nursery in writing if I withdraw my consent at any time; likewise, this form is deemed valid indefinitely.



Terms & Conditions

School Fees

School fees include:

- Fees:** For current Academic Year Fees please refer to the Fee Structure available from the front desk.
- Registration Fee:** **AED 750 (non-refundable):** Registers your child and places him/her on the waiting list for enrollment as and when a suitable place becomes available.
- Medical Fee:** **AED 750:** The annual medical fee is a non-refundable fee that is due upon enrollment and annually thereafter at the beginning of each new academic year.
- Re-enrollment Fee:** Upon the completion of your child's first Academic Year, you will be required to re-enroll your child for the subsequent academic year. You will be required to submit a non-refundable reenrollment fee of **AED 2,000**. This amount will be deducted from the first installment of your annual tuition fee.

School Uniform

It is a mandatory requirement that all children wear Little Haven Uniform. All children are also required to wear a sun hat whilst engaged in the outdoor play area. Uniforms can be purchased from the Office.

Payment

The academic year calendar is available on our website and contains information of commencement and end dates for each term.

Annual tuition fees must be paid prior to the start of the academic year. Should due fees not be paid on/before the due date your child may not be able to attend class.

Payment may be made to the accountant by:

- Cash equal to the total amount of your annual tuition fee invoice
- Cheque equal to your total annual tuition fee
 - or 3 posted dated cheques equivalent to your annual tuition fee.
 - Cheques must be made to Little Haven Nursery. Please ensure that you write your child's full name and class on the back of the cheque.
- By Bank Transfer – Details will be provided on your invoice.
- Little Haven Nursery shall charge an administration fee of AED 250 for any cheque that is returned.
- Should a child be enrolled after the commencement of the academic year or term, a revised fee will be applicable based on the posted sliding scale which is available from the Registrar.