

Attach Passport
Sized Photograph
of Child

Attach Passport
Sized Photograph of
Father

Attach Passport
Sized Photograph of
Mother

Child Registration Form - Contract

Child's Details

Child's Name:		Gender:	M <input type="checkbox"/> F <input type="checkbox"/>
Child's DoB: (dd/mm/yyyy)		Place of Birth:	
Child's Nationality:		Religion:	
Mother Tongue:		2nd Language:	
Nursery Start Date: (dd/mm/yyyy)		Address:	

Parent's Details

	Mother	Father
Full Name:		
Mobile Number:		
Work Number:		
Home Address:		
Email Address:		
Place of Work:		
Job Title		

Attendance

*Please mark where applicable

Day of the week: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Authorized Pick Up - Other than Parents

* Kindly list authorized persons other than yourselves (i.e. parents), such persons must be above 18 years old and have valid EID/ Passport

Authorized Pick-up:

Full Name	Mobile Number	Relation

*Please update the office if there are any changes to the above details.

NOTE: During the first week all children will be observed and assessed. LLN reserves the right to request additional support (such as a shadow teacher) and all costs related there to is the parents' responsibility. If you are unable to provide additional support, this contract will be terminated and the registration fee will not be refunded

Child's Health Details

Does your child have any allergies? If yes, please specify:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child take regular medication? If yes, please specify:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have an Epipen? If yes, please provide the nursery with one.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child require special needs support? (Autism, Speech Delay, etc.) If yes, please specify:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*If your child is unwell or on antibiotics, please keep them at home as per the DHA regulations.

Emergency Contact:

1

2

Name		
Mobile Number		
Relation		

Agreements and Consents

Please tick appropriate box and be advised that by giving consent you allow LLN to carry out the listed actions.

Medical & Activities	Yes	No
Administer First Aid		
Authorize any Emergency Treatment and Transport		
Authorize Sand play		
Authorize Face paint/Nail polish		
Authorize Swimming/Waterplay		
Authorize Cookery lessons		
Authorize to participate in a birthday celebration and consume cake.		
Authorize to participate in religious (Christian / Muslim / Hindu etc) event such as Eid activity, Christmas etc.		

*The LLN will make every effort to contact Parents before taking action for Emergency Treatment and Transport

*In case of emergency treatments or services parents are liable for any costs incurred.

Photographs of your child

Yes

No

Do give permission for LLN to use my child's photographs/videos		
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Terms and Conditions

*Your child's registration will only be completed once the registration fee is paid and all the documentation has been submitted.

Note: No child can be admitted without documents, in the event of pending documents we require the parent's documents and a signed nursery letter stating the reason and expected date of documents receive.

General

Age of Admittance

02 to 05 years

Hours of Opening

Monday to Friday 7 AM - 6 PM

Collection of children

Drop-off

- Please ensure that you are punctual as this can disrupt your child's settling-in process.
- Children should be dropped off in the Reception Area.

Pick up

- Kindly ensure pick up will be on time as agreed.
- Children should be collected in the Reception Area.
- Children will not be released into the care of anyone other than the parent's authorized persons listed on the Childcare Registration Form. All persons authorized to collect a child must be 18 years of age above and present their ID.
- Parents are required to inform the nursery immediately if they are unable to collect their child at scheduled time. A late fee of 50 AED will be charged for every 30 minutes until your child is collected. Invoices for late pick-up fees will be issued weekly.

Fees & Refund Policies

Registration Fees

- The registration fee is payable in full at the time of registration to secure your child's seat.
- It is a non-refundable, non-adjustable and non-transferrable amount.
- The registration fee will not reserve your child's spot/seat in case a child does not attend the nursery from the first day of the term. A grace period of five days will be given to attend the nursery. Thereafter, the child's space will no longer be reserved and fees already paid will not be refunded.

Fees

- Fees are collected by cash, card, cheque or bank transfer payment termly or monthly and paid within the first 10 days of the term or month. A returned cheque will incur a service charge of AED100.
- All fees are paid in advance. Tuition fees for the following term must be settled in full a minimum of 1 week prior to the end of the current term.
- The remaining of the term fees will be refunded if your child is asked to be removed from the nursery, for reasons other than non-payment as per the KHDA regulations. Registration fee will be non-refundable.
- Children absent due to illness and not permitted to return to the nursery until they are symptom free, following DHA guidelines, will not be permitted to receive a refund.
- Registered Nursery days for the Nursery cannot be modified cannot be carried over. Furthermore, we are unable to provide a day that would substitute the public holiday or any holidays/closure approved by KHDA / Ministry instructions.

Termination of Contract

Parents must provide a written Notice of Termination giving a minimum of 1 month prior to the end of the existing term if they do not intend to continue in the following term. The registration fee is non-refundable.

Withdrawal during the term

The nursery reserves the right to retain a certain amount of tuition fees if a child is withdrawn from the nursery at any time during the term. The registration fee is non-refundable.

Indemnity Form

By signing below, I confirm that I have read and understood all the regulations outlined in the form and on the LLN website. I agree to abide by all the nursery's policies in support of my child's care and education, including the payments of the nursery's fees and policies.

I, _____, hereby indemnify Little Learners

Nursery against any claim of accidental injury or loss or damage to belongings.

Name of Parent/Guardian : _____ Signature: _____

Date (dd/mm/yyyy): _____ (please print name) _____

Emergency

I give my consent for emergency measures to be taken in case of an emergency situation arising due to an accident / injury / medical or surgical emergency with the understanding that I (the father / the mother / the guardian of the child) shall be notified / informed as soon as possible. The school will accept no responsibility for any unforeseen incident that may occur due to the administration of medicine / treatment in both emergency and non-emergency situation, though necessary precautions are taken.

Name of Parent Behalf _____

Date _____

Signature _____