

Attach Passport
Sized Photograph
of Child



THE MONTESSORI
CHILDREN'S GARDEN

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:		2 nd Language:	
Nursery Start Date: (dd//mm/yyyy)		eSIS Number:	

Parents' 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: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Timings: <input type="checkbox"/> 7.30 – 1.30 <input type="checkbox"/> 7.30 – 2.00 <input type="checkbox"/> 7.30 – 3.00 <input type="checkbox"/> 7.30 – 4.00

Authorised Pick Up – Other than Parents

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

Authorised Pick-up:		
Name & Surname	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 evaluated.** TMCG reserves the right to request additional support (such as a shadow teacher) and all costs related thereto 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child take regular medication? If yes, please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have an EpiPen? If yes, please provide the nursery with one.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child require special needs support? (Autism, Speech Delay, etc.) If yes, please specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No

***If your child is on antibiotics, please keep them at home.**

Emergency Contact:

Name	
Mobile Number	
Relation	

Agreements and Consents

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

Medical	Y	N
Administer Paracetamol		
Administer Cream/Ointment for Insect Bite Treatment		
Administer First Aid		
Authorise any Emergency Treatment and Transport		

***The Nurse will make every effort to contact Parents before taking action.**

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

Photographs of your child	Y	N
Can be used on Social Media platforms:		

Terms and Conditions

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

General

Age of Admittance

8 months to 4 + years

Hours of Opening

The nursery is open Monday to Friday from 7:30am to 1:30pm.

After care is available until 4:00pm at additional costs.

Settling-In

- Our settling-in procedures aim to assist parents to help their child feel comfortable in the nursery.
- We recommend a settling-in period of **1 week**.
- New children will be invited to attend the nursery for a maximum of **2-hour sessions** for the **first week** of the term. We also advise our returning children who have travelled to keep the first few days shorter as they are also settling back in.
- Children are encouraged to bring any special comforters, which may help them settle more easily i.e. any Montessori materials etc.
- During the settling-in period you may be asked to pick up your child earlier if he/she becomes extremely unsettled.
- We may suggest to slowly increase your child's time at the nursery, if he/she shows any signs of anxiety. These periods of times can gradually increase as the child's confidence grows until the child can stay at the nursery for a full day.

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 at the **Front Doors of the Greeting Area**.

Pick up

- Please collect your children on time.
- Children should be collected at the Front Doors of the Greeting Area.
- Children will not be released into the care of anyone other than the parents' authorised persons listed on the Childcare Registration Form. All persons authorised to collect a child must be **a minimum of 18years of age and present their ID**.
- Parents are required to inform the nursery immediately if they are unable to collect their child at 1.30 (or arranged aftercare time). **A late fee of 50AED will be charged for every 15minutes** until your child is collected. Invoices for late pick-up fees will be issued weekly. No follow up calls will be made to the parents if they are late.

Personal Property

- The nursery does not accept responsibility/liability for the **loss or damage of personal property** brought onto the premises by children, parents or any other persons.
- Please discourage your child from bringing items of value to the nursery, for example electronic devices, jewellery or similar items.

Clothing

- Parents are encouraged to send their child to nursery in comfortable, clearly labelled clothing.
- Clothes should not restrict the child from participating in creative or physical activities.
- We encourage children to come to nursery in shorts/leggings/trousers and a suitable top.
- Kindly see the list of supplies as a guide as to the clothing that should be worn and activities that will be done.

Food and Drink

!! To protect children with nut allergies, please ensure to avoid packing any type of nuts, including Nutella spread and any other foods that may contain nuts, in your child's snack or lunch.

Healthy Food Policy

- Parents are responsible for preparing and providing appropriate and healthy snacks and lunch for their child.
- The nursery does not have the facilities to keep children's snacks and lunch refrigerated and it is therefore recommended that parents use a thermal lunch box with cooler/ice packs to keep the food fresh.

Mealtimes

- The nursery has scheduled snacks and 1 lunch meal per day.
- No food will be thrown away, making it easy for parents and carers to monitor how much their child is eating throughout the day.
- If you have any questions or concerns regarding your child's eating habits, please speak with the teacher.

Accidents / Incidents

- All parents will be informed of any accident or incident.
- Parents will be required to sign an accident/incident report when picking up the child.

Medical (Sickness)

General

- Please keep your child home if unwell – as per the regulations of HAAD and ADEK
- Notify the office if your child is unwell and unable to attend the nursery.
- The nursery will notify parents should their child become ill whilst at the nursery and request collection.
- **If our nurse notes that your child is unwell and requests that you collect your child from the nursery – please cooperate.**

Contagious Disease

- It is the parents' responsibility to immediately inform the nursery if your child has been diagnosed with a contagious disease. This is so the nursery can look out for symptoms in other children and advise their parents accordingly.
- Please note that the nursery applies minimum exclusion periods for some illnesses and these must be adhered to by parents.
- More common illnesses like cold and flu, fever and vomiting/diarrhoea it is recommended that the child must be without symptoms for a minimum of 36 hours before returning to nursery or present a doctor's note.

Antibiotics and Medication

- If your child is prescribed medicine by a doctor, please keep the child at home for a minimum of 48 hours, in case of any adverse reaction to the medication.
- Antibiotics and other chronic medication are not allowed to be administered by any of the nursery's personnel.
- If your child has any special needs a doctor's report must be submitted to the nursery together with the CV of the shadow teacher that will accompany the child to school every day.

Parent Satisfaction

- Parent satisfaction is of paramount importance to us. **Please note there is a Suggestion Box at the entry of the office for your use.** We welcome suggestions to improve our service to you.
- Queries or concerns regarding your child please speak directly with your child's teacher via the iCare application.
- If a concern cannot be resolved directly with the teacher and requires the assistance of higher management, please speak with the Nursery Manager directly.
- All pictures taken of your child during the week will be posted on iCare on every Friday.

Fees & Refund Policies

Registration Fees

- The registration fee is payable in full at 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.**

Sibling Discount

Where parents have more than one child enrolled at the nursery, a 5% reduction of fees is allowed for the second and subsequent children.

Fees

- Fees are collected by **cash, cheque, credit/debit cards or online payment** termly or monthly and paid within **the first five 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 remainder of the term fees will be refunded if your child is asked to be removed from the nursery, for reasons other than non-payment. 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 ministry guidelines, will not be permitted to receive a refund.
- **Days missed due to illness, absences or any other reason whatsoever may not be made up and will not be deducted or refunded.**

Pro-Rata Rates

TMCG does not offer pro-rata rates.

Termination of Contract

Parents must provide a written Notice of Termination giving a minimum of 1 week 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.

Non-Payment of Fees

If fees are not paid within the first five days of the term or month, you will be notified and afforded 1 day to remedy same, whereafter, the parents will be asked to remove their child from the nursery and the registration fee will be non-refundable.

Late Payment

Late payment will incur a **surcharge of 5%** on the outstanding amount in case the fees are not settled within 5 days of the term or the start of the month. A returned cheque will incur a service charge of the AED100.

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

I have read and accepted The Montessori Children's Garden Nursery's Terms and Conditions of admission and the documents. I agree to fully 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 The Montessori Children's Garden against any claim of accidental injury or loss or damage to belongings.

Name of Parent/Guardian (1): _____ (please print name)

Signature: _____

Date (dd/mm/yyyy): _____

Name of Parent/Guardian (2): _____ (please print name)

Signature: _____

Date (dd/mm/yyyy): _____