

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 Program Plan

***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"/> 7.00 – 1.00 <input type="checkbox"/> 7.00 – 2.00 <input type="checkbox"/> 7.00 – 3.00 <input type="checkbox"/> 7.00 – 4.00 <input type="checkbox"/> 7.00 – 5.00
Payment Plan: Monthly <input type="checkbox"/> Termly <input type="checkbox"/> Yearly <input type="checkbox"/>

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

Authorized 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 Epiphen? 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 Primary Contact:

Name	
Mobile Number	
Relation	

Agreements and Consents:

Please tick (✓) appropriate box and be advised that by giving consent you allow the authorized staff to carry out the listed actions.

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

*The Management 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:		

*Note that for the safety of all children, TMCG utilizes CCTV surveillance. If you do not consent to your child being monitored, we regret to inform you that we will not be able to accept your child for admission.

Admission Policy:

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

Purpose

Appropriate standards for fair admission system that provides equal opportunities for all children

To regulate requirements for admission, enrollment, and placement of children in **Early Education Institution (EEI)**

Policy

1. Admission Criteria and Process

1.1 Fair, Non-Discriminatory, Transparent Approach

- Adopting an open approach to accept all children irrespective of nationality, ability, religion etc.
- Upholding the principles of Federal Law No. (29) of 2006 Concerning the Rights of Persons with Disabilities
- Not refusing or withholding admission of children who do not have vaccination

1.2 Age Guidelines

Children shall be more than 1 day old and less than 4 years of age at the time of enrollment.

1.3 Priority Admission

EEl shall offer admission **first-come, first-served** basis.

1.4 Admission of Children with Additional Learning Needs

The Nursery Director, shall assess how best to accommodate the child's needs.

In case the EEl cannot accommodate the child, notification shall be sent to ADEK with required evidence and documentation.

1.5 Student Capacity

EEl shall comply with the space requirements set out by ADEK.

1.6 Flexible Attendance Choices

EEl shall offer a flexible program of full- or part-time attendance for the children

1.7 Admission Process

A clear admission process is to be followed for all new and existing children. The process for re-enrollment of existing children is conducted monthly, termly and yearly.

2. Admission information and Registration Documents

2.1 Registration Documents

- a. Basic registration details
- b. Official documents
- c. Copy of EEl's Terms and Conditions signed by Parents
- d. Completed and signed health documents and
- e. Documentation for children with additional learning needs (relevant assessments, previous individual education plans (IEPs), advanced learning plans and other provisions, if needed)

3. Admission Records Keeping

- a. Medical Records: Create and maintain medical record file for each enrolled child.
- b. Storage of records:
 - Storing sensitive records in secure facilities and equipment accessed by authorized staff only
 - Ensuring confidentiality of information as per Federal Decree law no. (45) and as per ADEK policy
 - Deactivating records once the child leaves the institution by deleting/disposing of them safely

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 one (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.

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, jewelry or similar items.

Uniform and Clothing:

- Parents are encouraged to send their child to nursery in **TMCG uniform** (for ages 1-4+) or in comfortable, clearly appropriate clothing for infants and babies.
- Clothes should not restrict the child from participating in creative or physical activities.
- Kindly refer to the list of supplies as a guide for clothing that should be worn and activities that will be done.

Incidents/Accidents

- 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 staff 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/diarrhea 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.

Child Pick-up Authority Policy:

Purpose

Identification of designated persons authorized to pick up a child from the EEI/ nursery in the parents' absence and to handle challenging or exceptional circumstances related to the pick-up of children

Policy

1. Management Responsibilities

- a. The rules and regulations of the Child pick-up Authority Policy are always upheld and clearly communicated to Parents.
- b. The EEI management provides the Parents with the Child Pick-up Authority Form at the time of registration.
- c. The designated person for pick-up in the absence of parents **MUST be: 18 years and above and has valid ID.**

1.1 Verification of Information

The Nursery has a designated staff responsible for verifying the completeness and accuracy of the information on Child Pick-up Authority Form at the time of registration.

1.2 Updating Information

Information recorded in the Form should be regularly reviewed and changes received are immediately updated.

1.3 Communication with the Key Team

- Providing correct up- to-date information about the child and identifying the authorized pick-up person/s
- Directly sharing details of sudden changes when received by parents
- Immediately removing or revoking access to outdated or inaccurate pick-up information

1.4 Record Keeping

The management shall maintain and keep all the record relating to arrangements for picking up children for a minimum of two (2) years from the date the child leaves the EEI for good, and ensure has a file with:

- Childs Registration details
- Parent/s ID and Details
- Signed Pick-up Authority form
- IDs and a recent photograph of pickup authority/ies

2. Staff Responsibilities

- a) Awareness that a child cannot be allowed, under any circumstances, to leave with any person other than those identified as pick-up authorities in writing by the parent
- b) Drop-off and pick-up process
- c) Procedure to be followed if a child is not picked up at the designated time and the parents/pick-up authority cannot be reached
- d) Procedure to identify the child's pick-up authority
- e) Procedure to be followed if an unauthorized person arrives to pick up a child
- f) Procedure to be followed in case a discrepancy is identified concerning whom the child should leave with
- g) Process to ensure a child's safety and wellbeing in case of unusual circumstances
- h) Legal framework and provisions of denying a parent access to their child (e.g., court order requirement)
- i) Awareness that **staff members are not allowed** under any circumstances to leave the EEI premises to search for the parent, nor take the child to their own home or the child's home, without exception
- j) Skills to manage and deal with unusual or unexpected situations concerning a child's pick-up authority.

3. Parent Communication

- a. The Nursery shall inform parents about their Child Pick-up Authority Policy at the time of registration and during the Parent Induction Day.
- b. Child Pick-Up Authority Policy is included in the Registration Pack.

Child Attendance Policy:

Purpose

This policy sets out clear framework for EEI attendance planning and operations, standardizes attendance rules and regulations, and sets clear expectations for all stakeholders.

Policy

1. Selection of Attendance Days

- Attendance options (full or part-time) of all age groups
- The minimum and maximum time slot offered for all attendees
- Early Drop-off and Late Pick-up charges.
- Afternoon care and extracurricular activities

2. Recording Arrival and Departure of Children

Implement a central attendance system (digital or manual) at the entrance and record every child's arrival and departure time daily.

3. Maintaining Records

Record and monitor children's attendance accurately, maintain and file weekly records either digitally or manually

4. Addressing Absences

- a. Clearly outlining to Parents the procedures for reporting the child's absence
- b. Recording and following up on all absences and following a clear, defined process in case of a child's frequent and/or unauthorized absence.
- c. Following a clear, defined process in case of a parent's lack of response to their child's absence.

- d. Informing parents at the time of registration about:
1. The rules and consequences of frequent and/or unauthorized absence, as well as continuous unresponsiveness.
 2. The EEI's role as mandated reporters, which authorizes them to report suspected maltreatment to the relevant Child Protection Center, if they suspect abuse or neglect, in line with Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
 3. EEIs shall be on alert in cases where a child's unexplained absence raises suspicion towards a child protection issue and shall be ready to follow the steps outlined by ADEK.

5. Drop-Off and Pick-up

Drop-off Procedures:

- 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/Reception Area**.
- Parents are allowed only till the **front door of the greeting area** (where they drop and pick up the children).
- Inform the Parents about the **early drop-off rules and charges**.
- Remind parents of any early drop-off charges at the time of confirming the early drop-off.
- If a child is dropped off later than their scheduled program time, the pick-up time will remain unchanged. Hours lost due to late drop-off cannot be adjusted or compensated by extending the pick-up time.

Pick-up Procedures:

- Please collect your children on time.
 - Children should be collected at the **front doors** of the **Greeting Area**.
 - Parents are required to inform the nursery **immediately**, if they are unable to collect their child on time (or arranged aftercare time). A late fee of **Fifty Dirhams (50.00 AED)** will be charged for every **30 minutes** until your child is collected.
 - Invoices for latepick-up fees will be issued weekly. No follow-up calls will be made to the parents if they are late.
 - The nursery shall ensure that parents are aware of their child's session ending times and immediately inform the key team of a child's late departure.
 - Clearly outline the steps that Parents will follow, if their child is not picked up on time.
 - There should be two (2) designated staff to supervise late pick-ups (one must be with First Aid training).
-
- Review the attendance timings with key team member and the parents in case of repeated late pick-ups.
 - Record the departure time in the system either digital or manual, before handling the child to the parent.

Food and Nutrition Policy:

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

Purpose

To set a clear framework for the provision of food and nutrition to children at EEI and to standardize nutritional guidelines and offerings with the necessary requirements and actions to establish and implement a comprehensive food and nutrition policy considering the individual needs and requirements of children, as well as the engagement of Parents in the decisions and processes relating to their children's nutrition

1. General Principles

1.1 Children's Right to Food

EEIs shall ensure that children receive enough nutritious food while in their care and explicitly include this commitment in their Food and Nutrition Policy.

1.2 Food Service

If the EEI offers food services, there should be a weekly menu, which meets the minimum requirements outlined by ADEK.

1.3 Food Guidelines for Parents

The EEI shall provide parents with guidelines for sending food with their children set by the relevant authorities in Abu Dhabi and in alignment with the minimum standard set by ADEK.

1.4 Specific Dietary Restrictions

EEl's shall take all necessary steps to meet children's individual dietary requirements in line with the nutritional and food safety requirements of relevant local authorities and the minimum steps outlined in the policy.

1.5 Prohibited Food and Drinks

EEl's shall ensure that food and drinks offered as part of the food service, brought from home, or consumed during special occasions and celebrations pose minimal risk to children's health, wellbeing, and development. The nursery has a list of prohibited food and drink items, which include – but are not solely restricted to – the following items:

- a) Sugar-sweetened drinks:
 - Fruit juices made from syrups • Soft drinks • Energy or sports drinks (except for isotonic sports drinks)
- b) Caffeinated drinks:
 - Hot or iced coffee • Hot or iced tea
- c) Food with added sugars:
 - Candies, sweets, marshmallows, caramel, cotton candy, lollipops, jelly/jellies, and chewing gums • Chocolates (except dark chocolate) • Ice cream, slushies, and other processed frozen desserts • Flavored or sweetened milk and yogurt
- d) Foods excessively high in salt (sodium):
 - Fried foods (including foods such as fried chicken, chicken nuggets, falafel, and samosas) • Fried and baked potato-based and corn-based snacks (including puffed corn balls, potato chips, and sticks) • Processed meats (including hotdogs, deli meats, sausages, etc.) • Pickled vegetables
- e) Ultra-processed foods:
 - Foods containing artificial sweeteners, preservatives, colors, or flavors manufactured from chemicals • Foods to which monosodium glutamate (MSG) is added • Food containing the following food additives: Sunset yellow (E110), Quinoline yellow (E104), Carmoisine (E122), Allura red (E129), Tartrazine (E102), and Ponceau 4R (E 124) • Sauces including mayonnaise, liquid and dried chili sauces, ketchup (except for low-salt and sugar ketchup), and ready sauces (e.g., ranch sauce, jalapeno sauce, Italian sauce, etc.)
- f) Pork-based products or foods containing pork derivatives
- g) Foods with added alcohol (ethanol) or one of its products
- h) Foods containing hydrogenated fats
- i) Honey for infants (below 12 months)
- j) Unpasteurized drinks or food
- k) Soy milk and sauces that contain soy or any of its derivatives
- l) Nuts

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.

The nursery shall clearly communicate the list of prohibited food and drink items to staff and parents. EEl shall establish a regular monitoring process, conducted by an assigned staff member (the Health and Safety Officer), to ensure that prohibited food and drinks are not served to children, whether as part of the food service or brought from home. The process shall include a method of recording violations and the course of action to be followed in case of recurring violations of the EEl's Food and Nutrition policy

1.6 Availability of Drinking Water

The nursery shall ensure that children always have access to free, clean, and safe drinking water.

1.7 Special Occasions and Celebrations

EEl's shall put in place clear guidelines about food and drinks offered on special occasions and celebrations to ensure it is prepared and stored under the appropriate health, safety, and hygiene conditions; regulated in terms of quantity and quality; aligned with requirements set by the relevant authorities in Abu Dhabi

1.8 Parental Engagement EEl's shall include parents in decision-making around children's nutrition at the institution.

1.9 Discipline and Reward Using Food EEl's shall never use food for punishment or reward and include this commitment in their Food and Nutrition Policy

2. Learning About Food

2.1 Integrating Nutrition into Education Programs and Children's Learning Experiences

EELs shall integrate nutrition education into children's learning

2.2 Learning about Food Waste and Sustainable Food Practices

EELs shall integrate sustainable food practices into the learning experiences of children while serving as role models. EEL staff shall ensure that children are never allowed to discard leftover food or witness adults throwing away leftover food.

2.3 Cooking with Children

EELs shall prepare thoroughly for cooking activities with children to ensure their safety and wellbeing, while at the same time making it an accessible and enjoyable learning experience for all children

3. Children's Dietary Requirements

3.1 General Principles

EELs shall take all necessary measures to ensure that children have sufficient nutritious food at regular intervals. The policy shall mandate the provision of regular food and water breaks within the daily timetable, depending on each child's schedule of attendance.

Ensure that children are encouraged to consume at least 6 cups of fluids per day to replenish lost fluids and prevent constipation. Sweet drinks (e.g., diluted natural fruit juice) shall only be offered occasionally and in small amounts.

3.2 Dietary Requirements of Children Aged Below 2 Years

EELs shall not provide solid food, water, or any other food item to children aged 6 months or below unless otherwise advised by the child's pediatrician. For children older than 6 months, EELs shall follow the dietary recommendations provided by the child's pediatrician when introducing solid foods and water into their diets.

3.3 Dietary Requirements of Children Aged 2 Years and Above

EELs shall follow the recommended food intake for children aged 2 years and above set by the relevant authorities in Abu Dhabi.

3.4 Growth Monitoring

EELs shall ensure that children's height and weight measurements are regularly taken by health professionals.

5. Food Preparation

5.1 Food Storage Provisions and Practices

EELs shall have adequate facilities and equipment to keep food safe for consumption and at optimum temperatures until it is served. EELs shall put in place a set of food safety standards and procedures, in line with those mandated by the relevant authorities in Abu Dhabi and the minimum requirements outlined in the ADEK and train all staff accordingly.

5.2 Food Preparation

In case of onsite food preparation, EELs shall adhere to all food safety standards related to the preparation, handling, and serving of food set by Federal Law No. (10) of 2015 Concerning Food Safety as well as any requirements set by the Abu Dhabi Public Health Center (ADPHC), the Abu Dhabi Agriculture and Food Safety Authority (ADAFSA), and the Abu Dhabi Quality and Conformity Council (QCC) to obtain an operational food services license. Any other arrangement for catering services such as contracting individuals or organizations without a license, is strictly prohibited. In case of offsite food preparation, EELs shall contract a commercial food caterer with valid licenses from all relevant authorities in Abu Dhabi (including ADAFSA, ADPHC, and QCC, where applicable). In both cases (onsite and offsite food preparation), all meals provided shall align with the nutritional guidelines for children set by the relevant authorities in Abu Dhabi.

5.3 Heating of Food and Leftovers

EELs shall have in place a set of food safety practices for handling leftover food, ensuring that meals provided in hot boxes do not exceed 45 degrees Celsius when served. **Reheating of children's food in microwaves or stoves is prohibited.**

5.4 General Hygiene Practices Related to Food Handling and Preparation

EElS shall establish practices for maintaining a hygienic environment in which food is prepared, handled, and eaten. These practices shall align with the minimum standards outlined in ADEK's policy.

5.5 Staff Training on Food Handling

EElS shall ensure that all staff handling food are appropriately trained, certified, and/or licensed in food safety and handling relevant to their duties and in line with the requirements set by the Abu Dhabi Guideline for Food in the Educational Institutions in the Emirate of Abu Dhabi (QCC, 2022).

Mealtimes:

- The nursery has scheduled breakfast 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, you can inform the Administration and the Educators assigned to your child.

Fees Policy:

Purpose

Ensures that the nursery adheres to proper financial planning practices, promoting financial stability and accountability by standardizing fee structures and payment schedules

To provide clarity and consistency for both the institution and parents, facilitating transparent financial transactions

Policy

1. Fee Structure and Fee Payment Schedule

- Clearly outline the fee structure and payment schedule for the academic year
- The nursery is authorized to collect payment for tuition fees in advance of the fee period, prior to the start of the month, as applicable.
- The nursery shall only charge the approved fees applicable to the relevant year.
- Communicate any update or changes in fees structure to Parents before the start of the academic year

2. Fee Payment

2.1 Terms and Conditions for Fee Payments

The nursery shall clearly communicate the terms and conditions of fee payments to Parents in advance.

Fee types and their schedule include:

- Payment Deadline
- Amount Payable by the EEl's Payment Schedule
- Fees Payable as per days and timing options.
- Payment mode (Cash, Card, Bank Transfer, Cheque)

2.2 Payment of Additional Fees

The nursery shall identify and include any additional fees aimed to be charged above and beyond tuition fees in the policy.

3. Fee Refund

EEl shall clearly identify any fees that are non-refundable and state the terms and conditions under which refund will be offered.

4. 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, where after, the parents will be asked to remove their child from the nursery and the registration fee will be non-refundable. The grace period allowed to settle the payment after the parents have responded to the reminders.

5. Fee Increase

EEl shall obtain approval for any fee increases from ADEK as per Federal Decree Law No. (18) and shall be announced to parents according to processes indicated by ADEK.

Registration Fees – The amount charged for registration fees shall be capped at no more than 5% of the payable tuition fees. The fee structure shall clearly state if the registration fees are non-refundable, should the Parent decide not to enroll the child in the nursery.

- 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.

No two discounts can be applied or merged.

Other Conditions

- 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.
- 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

The Montessori Children's Garden Nursery **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.

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 **AED 100**.

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.

Registration Documents:

Provide the following documents before a child can begin attending:

- 1) Official documents (e.g., copies of Emirates ID, current and valid passport, visa of the child and parents, child's birth certificate, passport-sized photographs, etc.).
- 2) Completed and signed health documents (including the children's immunization records).
- 3) Documentation for children with additional learning needs, such as relevant assessments, previous individual education plans, advanced learning plans, and other provisions, if needed.

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.
- For queries or concerns regarding your child, please speak directly with your child's teacher via our 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 our application on every Friday.

Family Support and Engagement:

At The Montessori Children's Garden Nursery, we aim to support your child's growth and development even beyond nursery activities. Please inform the office in advance so we can plan accordingly.

Kindly tick the extra-curricular activities you would like us to support for your child:

- **Birthday Celebration**
- **Sports** (Please specify.): _____
- **Musical Activities** (Please specify.): _____
- **Arts and Crafts** (Please specify.): _____
- **Clubs** (Please specify.): _____
- **Community Service** _____
- **Academic Competitions** (Please specify): _____
- **Others** (Please specify): _____

Indemnity Form

I have read, understood, 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 and procedures in support of my child's care and education, including the payments of the nursery fees.

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): _____

References:

- Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (29) of 2006 Concerning the Rights of Persons with Disabilities and its amendments
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments
- Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data
- Federal Decree Law No. (51) for 2022 Regulating Nurseries
- Ministry of Education (MoE). (2020). Regulatory Compliance Manual for Early Childhood Institution