

Child's Information

معلومات عن الطفل

First Name الاسم الاول	Middle Name اسم الاب	Family Name اسم العائلة
Date of Birth تاريخ الميلاد	Gender النوع <input type="checkbox"/> Male ذكر <input type="checkbox"/> Female انثى	Nationality (as per passport) الجنسية
Religion (required by Ministry) الديانة (حسب متطلبات الوزارة)	Passport Number رقم جواز السفر	Child's Emirates ID
Has your child attended nursery before?	If yes, nursery name	Languages spoken at home
Native Arabic speaking? <input type="checkbox"/> Yes نعم <input type="checkbox"/> No لا	Country of Birth	Family Size

Family's Information

معلومات عن العائلة

Father's Name اسم الاب	Nationality (as per passport) الجنسية (حسب جواز السفر)	Languages spoken at home اللغات المستخدمة في البيت
Religion	Level of Education	Status <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Not working
Father's Mobile رقم المحمول	Father's Work Phone تليفون العمل	Father's other Phone تليفون اخر
Father's Email البريد الالكتروني	Would you like to receive newsletters to this email? <input type="checkbox"/> Yes نعم <input type="checkbox"/> No لا	
Mother's Name اسم الام	Nationality (as per passport) الجنسية (حسب جواز السفر)	Languages spoken at home اللغات المستخدمة في البيت
Religion	Level of Education	Status <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Not working
Mother's Mobile رقم المحمول	Mother's Work Phone تليفون العمل	Mother's other Phone تليفون اخر للام
Mother's Email البريد الالكتروني للام	Would you like to receive newsletters to this email? <input type="checkbox"/> Yes نعم <input type="checkbox"/> No لا	
Home Address عنوان المنزل	Home Phone تليفون المنزل	PO Box رقم مكتب البريد

Days and Timings

الايام و المواعيد

Tick the relevant days and times:

ضع علامة علي المواعيد و الايام المرغوبة

Days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	Drop off time: <input type="checkbox"/> Early drop off: 7.30am <input type="checkbox"/> FS 1 & FS 2: 7:45am <input type="checkbox"/> Other classes: 8am	Pick up time: <input type="checkbox"/> FS 1 & FS 2: 12:45pm <input type="checkbox"/> Other classes 1pm <input type="checkbox"/> 12:45pm <input type="checkbox"/> 1pm <input type="checkbox"/> 4pm <input type="checkbox"/> 2pm <input type="checkbox"/> 5pm <input type="checkbox"/> 3pm <input type="checkbox"/> 6pm	I would like to register my child for: <input type="checkbox"/> Trial <input type="checkbox"/> Full Year <input type="checkbox"/> Academic Year <hr/> Comments:
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Emergency Contacts (other than parents)

ارقام للتواصل عند الضرورة

In case of emergency and we cannot reach parents, is there anyone else we can contact?

في حالة عدم الوصول للاهل يمكن الاتصال بهذا الشخص

Emergency Contact Name	Phone	Relationship to child
اسم جهة الاتصال في حالات الطوارئ	رقم الهاتف	صلة القرابة

Emergency Contact Name	Phone	Relationship to child
اسم جهة الاتصال في حالات الطوارئ	رقم الهاتف	صلة القرابة

Pick Up Authority (other than parents)

قوانين المغادرة (فيما عدا الابوين)

Is there anyone, other than parents, that are permitted to collect your child from the nursery? Eg. Friend, Driver, Nanny. For anyone not listed, they must show identification and the nursery will contact parents before handing over the child.

اذا كان هناك شخص اخر غير الاهل يسمح له باخذ الطفل من الحضانه فيجب عليه اظهار بطاقة هويته و سوف تقوم الحضانه بالاتصال بالاهل قبل تسليم الطفل.

Pick up Authority Name	Phone	Relationship to child
المسموح له باخذ الطفل (غير الابوين)	رقم التليفون	صلة القرابة

Pick up Authority Name	Phone	Relationship to child
المسموح له باخذ الطفل (غير الابوين)	رقم التليفون	صلة القرابة

Other Information

معلومات اخرى

Does your child require any learning support? If so, please provide details.

هل يحتاج ابنك اى دعم تعليمي خاص . اذا نعم يرجى اعطاء التفاصيل

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How did you hear about us?

كيف سمعتى عنا ؟

☐ Friend ☐ Newspaper / Magazine ☐ Radio ☐ Web

صديق

الصحف و المجلات

الراديو

الموقع الالكتروني

Park Area consent

موافقة استخدام منطقة الحديقة

I hereby give permission for my child to participate in the outdoor activities in the park area behind the Shoreline 10 building. Sessions are always supervised by the class teacher and assistants.

Parent Name اسم الوالد

Signature of Parent الامضاء

Date التاريخ

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Media Permissions

موافقة على التصوير واستخدام الوسائط (الصور والفيديو)

I hereby consent to the following photo permissions:

Yes

No

Facebook, Instagram		
Newsletter		
External Advertising		
Website		
Internal Class email		
Application for Parent Communication (images and updates for individuals, from the teacher)		
Indoor Class Display's		
All of the Above		

Parent Name اسم الوالد

Signature of Parent الامضاء

Date التاريخ

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Please read the below carefully in order to have a clear understanding of the terms and conditions subject to registration and refund policy.

1. Registration fee

- AED 1000 non-refundable/non-transferable registration fee is payable when all supporting documents are submitted
- Your child's registration will only be completed after all fees (registration, annual and term fees) have been settled

2. Deposit fee

A refundable deposit of AED 1,500 is payable to the nursery and will keep your child's place from term to term, providing the term fees are paid up to date.

- One month written notice wherein the child is still attending nursery should be given in order to receive refundable deposit back
- The deposit will be returned as a cheque
- Should your child miss a term, they will forfeit their deposit and a seat will not be held for the next term.

3. Annual fee

All registrations are required to pay an annual nonrefundable fee of AED 1,500.

4. Term Fees

Academic year - to ensure your child has a space for the upcoming term, fees must be paid approximately 1 month prior to the end of the previous term

- **Term 1 fees:** 1st week of August
- **Term 2 fees:** 1st week of December
- **Term 3 fees:** 1st week of March
- Should fees not be settled by the end of the second week of the new term, a surcharge of 10% of the term fee will be incurred, and your child can no longer attend the nursery

To ensure your child has a space for the following terms, we ask you to provide us with postdated cheques as security at the time of registration, cheques will be deposited one month in advance. You can choose to pay by bank transfer or a different cheque, by giving a one-week notice, once the payment is received the corresponding security cheque will be returned to you.

5. Full Year Fees

- Payable twice per year in postdated cheques
- Payments 1 & 2 should be made as follows; 1: 4th week of August and 2: 2nd week of December
- All Holiday Camps are included
- Asya's Nursery's refund policy applies regardless of the payment method opted
- Failure to collect your child at the registered pick-up time will result in a fee of AED55 per hour (or any part of an hour)
- A late pick-up fee of AED250 is payable directly at the desk for pick up after 6:10pm

6. Early drop off fee

Should you wish to drop off your child between 7:30am and 8:00am, an early drop off fee of AED55 will be incurred, unless the Early Bird package has been selected.

7. Drop off fee

We offer a drop-off rate of AED100 per hour or portion of the hour for children who are not registered and do not attend the nursery on a regular basis.

8. Trial fee

We offer a special fee for 1 month to any unregistered children, who would like to attend the nursery for a trial period before registering for the term or year.

- Trial fees are not refundable
- Trial fees can only be applied once per child and up to 1 month

9. Bounced and rejected cheques

A fee of AED 500 will be charged for any returned cheques.

10. Emergency procedures

In case of an emergency, permission is granted to Asya's Nursery staff to provide any necessary medical treatment (including but not limited to CPR) to your child if you cannot be contacted at any of the emergency numbers provided.

11. Sickness policy

In the interest of the Health and Safety of all children, we require you to keep your child at home for a minimum of 24 hours if they have symptoms of contagious illness, such as fever, vomiting, diarrhea, eye infections or unexplainable rashes. A doctor's note must be provided following cases of contagious illnesses approving their return to Nursery. Children must be checked by the nurse on their return to the nursery before attending class.

12. Loss or damage of property

Asya's Nursery does not accept responsibility for any accidental loss or damage of property.

Print Name	
Signature of Parent	Date

1. Payment of fees

Fees should be paid as mentioned in the Terms and Conditions.

2. Discounts, refunds and swapping of days

No discounts, refunds or swapping of days allowed, including if your child is absent, sick or leaves the Nursery during a Nursery Term for any reason.

3. Joining the Nursery after the start of term

If a child joins the nursery during the term and his/her place has been held from the beginning of the term then the full amount of the fees must be paid. If a child joins the nursery during the term and his place has not been held, but a place becomes available then the nursery will charge pro-rata the remainder of the fees to be paid.

4. Leaving the Nursery before the end of term

Term fees are payable in full and no pro-rata refund will be considered.

5. Withdrawal requests should be submitted to the Nursery Director in writing and will be treated as below:

Academic year registrations:

- If notice is given 31 days or more before the start of term, full refund will be granted
- If notice is given 30 days to 22 days before the start of term 50% tuition refund will be granted
- If notice is given 21 days to 15 days before the start of term 25% tuition refund will be granted
- If notice is given 14 days or less before the start of term no tuition refund will be granted
- If notice is given after the start of term no tuition refund will be granted

Full year Registrations:

- Term 1 and 3 withdrawals will follow the conditions of the academic students, term 2 is modified
- If notice is given 31 days or more before the start of term 2, full refund will be granted of term 2 balance
- If notice is given 30 days to 22 days before the start of term 2 50% tuition refund will be granted of term 2 balance
- If notice is given 21 days to 15 days before the start of term 2 25% tuition refund will be granted
- If notice is given 14 days or less before the start of term 2 no tuition refund will be granted of term 2 balance
- If notice is given after the start of term 2 no tuition refund will be granted

Print Name	
Signature of Parent	Date