



Child's Recent
passport size
photograph

Registration Form

Child Information				
First Name	Middle Name	Last Name		
Date of Birth (DD/MM/YY)	Gender	Nationality		
Primary Language(child understands)	Second Language(child understands)			
Home Address:				
Home Telephone:				
Parent Information				
Father's name:		Mother's name		
Profession/Occupation:		Profession/Occupation:		
Company name:		Company name:		
Work Telephone:		Work Telephone:		
Mobile Number:		Mobile Number:		
Email Address:		Email Address:		
Emergency Contact information				
(Please provide 2 emergency phone numbers and names in case neither parents can be contacted)				
Name:		Name:		
Mobile number:		Mobile number:		
Relationship:		Relationship:		
When do you want your child to start Learning Ladder Nursery				
January ()	April ()	September ()		
Please select preferred days of nursery attendance				
(The days selected cannot be changed without prior approval)				
Sunday ()	Monday ()	Tuesday ()	Wednesday ()	Thursday ()
Please select hours of attendance				
8:00 am – 12:30 pm ()	8:00 am – 2:00 pm ()	8:00 am – 5:30 pm ()	2:00 pm – 5:30 pm ()	

Medical Information

If you respond with a YES to any of the following please list details.

Does your child have any known allergies:

Does your child have any visual or hearing impairments:

Does your child have any special Dietary requirements:

Does your child have any other known learning difficulties:

Has your child had any of the following illnesses or suffered from any of these conditions:

Chicken Pox	Frequent colds/Sinusitis
Whooping Cough	Asthma
German Measles(Rubella)	Epilepsy
Red Measles	Diabetes
Mumps	Heart Trouble
Rheumatic Fever	Hepatitis
Scarlet Fever	Pneumonia
Tuberculosis	Poliomyelitis(Polio)
Tonsillitis	Other(Please specify):

For any “Yes”, please provide more details, including course of treatment, dates, and any medication that needs to be taken on a regular basis:

Please Note: If your child is finishing off any prescribed medication during nursery hours, you must hand over the medicine only to the Nursery Nurse.

Nursery illness Policy

Children have a low resistance to infection as their immune system is not yet fully developed. If your child is ill, he/she needs to rest at home and should not be sent to the nursery till they are fully cleared of all symptoms. If your child is assessed by the nursery to be unfit to stay at nursery, you will be requested to collect him/her immediately. Any child suffering from a condition that requires antibiotics should be kept at home till he/she is fully cleared of the infection.

The following are some of the signs that require the child to be kept at home:

- Fever of more than 38 C-child has to be fever free for at least 24 hours. Skin Rash of any kind
- Vomiting in the last 24 hours
- Diarrhea in the last 48 hours
- Persistent cough
- Heavy nasal discharge
- Child taking antibiotics for any infection
- Red, watery and swelling in/around the eyes
- Heavy, yellow discharge from the eyes
- Infectious diseases such as Chickenpox, Mumps, Measles and Hand, Foot, and Mouth.



Pick up authorization

We hereby authorize the following person to pick up our child from the nursery
(Copy of Photo ID also required)

Name:	Contact Number:
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Medication Authorization

In the event that your child develops a fever, an allergy, or is injured, it may be necessary for the Nursery nurse to administer non-prescription medication or treatment. Please give your consent to any or all of the following:

- Calpol/Adol
- First Aid cream such as Arnica
- Optrex Eye wash
- Fenistil Drops - Anti allergy
- Saline Nasal Drops/Spray
- Zyrtec (Anti-histamine)

Emergency Treatment

In the event that your child requires emergency treatment, you will be contacted and asked to collect your child from the nursery. If the nursery is unable to contact you, your child will be taken to the nearest medical facility for treatment.

- You may take my child to the nearest medical facility in the event of an emergency
- You may not take my child to the nearest medical facility in the event of an emergency

Photography

While at the Nursery, your child will be photographed for a variety of reasons. Please let us know if you would not like us to share these pictures publicly like on our Facebook pages or our website.

- Please don't use pictures of my child in your public space.

Field Trips

From time to time, Learning Ladder will organize special field trips for the children. This would require for them to be transported to and from nursery in an RTA regulated school bus. Please let us know if you:

- Give consent for your child to be taken on field trips on the transport arranged by the nursery
 - Do not give consent for your child to be taken on field trips on the transport arranged by the nursery.
- You will be asked again if you wish for your child to participate on these field trips at the time when they are arranged. Further details of these trips will therefore be shared with you then.



Terms & Conditions:

- All fees due are to be settled in full before a child can start attending the nursery.
- The one time Registration fee is non-refundable, non-transferable and payable in full at the time of enrollment.
- Annual Medical fee is non-refundable, non-transferable and payable in full at the time of enrollment and payable again at the start of every academic year. It is not pro-rated for less than a complete year's attendance by your child at any time.
- The one time Refundable deposit is payable in full at the time of enrolment. This deposit is refunded at the time the child leaves the nursery, provided all dues are cleared and provided you have given a written notice of at least 30 days prior to the child's withdrawal from the nursery.
- Tuition fee for the whole term is payable in advance at the start of each term, on dates specified by the nursery, in order to secure the child's place in the nursery. Tuition fee once paid is non-refundable and non-transferable. No refunds or adjustments can be made for absences of any sort.
- Change of child's attendance can only be admitted if full current fee for new days and timings of attendance are cleared in advance for the remainder of the term.
- In the event of non-payment of tuition fee by due date, the nursery, at its exclusive discretion reserves the right to either: a) levy a late payment penalty @ AED 100 per day of delay, or b) refuse child's attendance at the nursery and withhold nursery reports and/or any deposits/partial payments made.
- For children continuing at the nursery after June of any year, the nursery may ask for a retainer fee in June, which would be adjusted against the fee for the next term starting in September.
- Children joining at any time during an ongoing term will have to pay the full Registration and Annual medical fee and the full amount of the Refundable deposit.
- All fees are subject to change, however, the nursery will provide adequate prior notice of the same to parents.
- Educational field trips and afternoon extracurricular activities may be organized from time to time and the nursery may charge additional fee to those who choose to attend these. Such Fees are payable separately and are not included in tuition or any other fee.
- Vacation care during term breaks and/or summer holidays can be provided at an additional fee. The tuition fee paid is for the academic terms, the start and end dates for which are specified in the nursery calendar.
- Care for additional days or hours, other than those specified at enrollment may be availed, subject to availability, and the nursery would charge for these separately. Advance notice is required for such care by the nursery.
- The nursery holds the right to charge late fee in case you are late collecting your child on any day at the rate specified in the fee schedule.
- The following documents are required to complete the admission process:
 1. One copy of the child's current and valid passport with a U.A.E. residence visa.
 2. Copy of valid Emirates ID or passport of Parents.
 3. One copy of the child's birth certificate (in English only).
 4. Photo Ids of Parents and any other authorized people who can collect your child from the nursery
 5. Four colored, recent passport photographs of the child.
 6. One copy of the child's latest vaccination record.
- I, lawful parent/guardian agree to immediately inform the nursery if there is any change in my contact details.
- I, lawful parent/guardian, confirm that all information provided in this application and other related documents is true and accurate. I agree to fully abide by the Nursery's policies in support of my child's wellbeing.

Name:

Signature:

Date:

For office use.

Received by, Name: _____

Signature: _____