

Child Information				
First Name	Middle Name	Last Name		
Date of Birth (DD/MM/YY)	Gender	Emirates ID	Nationality	
Primary Language (child understands)		Second Language(child understands)		
Home Address:				
Parent Information				
Father's name:		Mother's name		
Emirates ID:		Emirates ID:		
Mobile Number:		Mobile Number:		
Email Address:		Email Address:		
Emergency Contact information				
Please provide an emergency contact in case neither parents can be reached				
Name:				
Mobile number:				
Relationship:				
When do you want your child to start Learning Ladder Nursery, specify date: DD/MM/YY				
Please select days of attendance (minimum 3 days a week for < 3 years old) (days selected cannot be changed without prior approval)				
Monday	Tuesday	Wednesday	Thursday	Friday
Please select hours of attendance (hours selected cannot be changed without advance agreement)				
8:00 am – 12:00 < 3 years old ()	8:00 am – 12:30 pm >=3 years old ()	8:00 am – 2:00 pm All ()	8:00 am – 5:30 pm All ()	
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 other known condition including learning difficulties we should know about:				
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 all symptoms have subsided. 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. For detailed policies please ask our Health and Safety Officer.

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

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| <ul style="list-style-type: none"> Fever - Child needs to be without fever for at least 24 hours before attending the nursery Rash on any part of the body | <ul style="list-style-type: none"> Persistent coughing Diarrhea and / or Vomiting Conjunctivitis or any other kind of eye infection |
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Pickup Authorization:

I authorize the following person to pick up my child from the nursery (Copy of Photo ID also required)

Name:	Contact Number:
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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 Social Media pages or our website.

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

Fee Payment terms and 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.
- Tuition fee for the whole term is payable in advance at the start of each term, 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.**
- Long absences without payment of due fee will result in child's de-registration. On return, if space is available, registration fee will have to be repaid along with tuition fee billed before resuming attendance.**
- Change of child's attendance can only be admitted if full fee for new days and timings of attendance are cleared in advance.
- 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 all nursery reports.
- For children continuing at the nursery after June of any year, the nursery may ask for a retainer fee in term 3, which would be adjusted against the fee for the next term starting in September.
- All fee are subject to change, however, the nursery will provide adequate prior notice of the same to parents.
- Camp attendance during term breaks and/or summer holidays are charged separately. This fee needs to be paid in advance and once paid is non-refundable and non-transferable.
- 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 **in writing** 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.
- In line with UAE Labour Law and with traditional practices, public holidays and shortened work day in Ramadan will be observed by the nursery and full fee applies for all these periods without any adjustments/reductions.
- Educational field trips and extra-curricular 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.

Parent Name:	Signature:	Date:
Officer Name:	Signature:	Date: