



REGISTRATION FORM

CHILD'S INFORMATION

Name of child		Family name	
Date of birth		Nationality	
Religion		Boy/Girl	
Fluent in english		Other languages	

Has your child attended another nursery before?

If yes please give details of leaving:

FATHER'S INFORMATION

MOTHER'S INFORMATION

Name of father		Name of mother	
Occupation		Occupation	
Place of work		Place of work	
Work phone number		Work phone number	
Mobile number		Mobile number	
Home phone number		E-mail	

In case of emergency please give another contact name and phone number:

Name : Phone : Mobile :

Who will collect your child from Nursery?

Name : Phone : Mobile :

The child will not be allowed to leave the Nursery with any other person unless we have been informed. Please inform us at least an hour before the time.

Other siblings:

Name & Age : Name & Age :

Name & Age : Name & Age :

How did you hear about us?

Signature of parent : Date :



MEDICAL INFORMATION (HEALTH & SAFETY)

Does your child suffer from, or has ever suffered from the following condition?	Yes	No
Poor appetite		
Has your child's eye sight been checked? When.....		
Has your child's hearing been checked? When		
Does your child have any allergies? Specify.....		
Eczema or any skin condition		
Heart of circulatory disorders		
Kidney or bladder problems		
Sleeping problems		
Diabetes		
Speech difficulty		
Has your child ever had a surgical procedure?		
Is your child on any regular medication? Specify.....		

Has your child received the following vaccinations?

VACCINATION	DATE	VACCINATION	DATE
Hepatitis A/B		MMR	
Measles		Polio	

First Steps Pre-school has my permission to give my child basic first aid (inclusive of fever, minor wounds or insects' bites) the following medication if required during school time (panadol/pediatric suspension).

Dose permitted :

2.5ML	5ML	10ML



MEDICAL INFORMATION (HEALTH & SAFETY)

- In case of sudden illness, i.e. Fever, diarrhea, vomiting and eye infections the parents must be willing to collect their child immediately.
- Head lice, skin infestation and eye infection – if it is found your child has any of these problems, parents will be notified immediately. Unfortunately the child must be kept home until adequately treated and cleared, to avoid cross infection to other children.
- For the safety of the children parents are requested not to send children to nursery wearing any form of jewellery. The staff will not be held responsible or liable for any loss, damage or injury to the child caused by wearing jewellery.
- Do not send personal items with the children (toys). Loss or damage of these items may cause distress to your child.
- I /we agree and understand that First Steps may photograph and /or film our child by First Steps staff members during his/her learning at nursery. I /we understand that these media files may be used for First Steps online (social networking websites, etc) and printed publications/advertisements/ displays.

Signature of parent : **Date :**



FIRST STEPS NURSERY FEES AND POLICY

Nursery hours	Term 1 Sep - Dec 5 Days	Term 2 Jan - Mar 5 Days	Term 3 Apr - Jun 5 Days	Registration (Non-refundable)	Medical fee	Deposit	Nursery hours
8am to 1pm	9500	7100	7100	1500	750	2000	
7am to 1pm	10000	7500	7500	1500	750	2000	
7am to 2pm	10700	8000	8000	1500	750	2000	
7am to 3pm	11200	8400	8400	1500	750	2000	
Bus fees	1800	1350	1350	~	~	~	

UNIFORM FEES	POLO SHORT SLEEVES	POLO LONG SLEEVES	SHORTS OR SKIRTS	SPORTS SET	JACKET	PANTS	BOOK BAG
	65	70	70	100	85	80	70

Please read carefully before signing!

Registration fees are required to secure a place for your child and it is valid for one month only upon registration. **Registration and term fees are non refundable and non-transferable.**

- The deposit: to secure a place for your child in the third term
- All fees must be paid as follows:
 - First term : 1st week of **September**
 - Second term : 1st week of **December** with the deposit
 - Third term : 1st week of **February** (the deposit will be deducted from the third term fees)
- **A late payment charge of 50 Dhs per day will be applied in case of delay.**
- In order not to lose the place of your child, please make sure that your child's fees are paid on time.
- Holidays, illness and public holidays are still payable in full; no credits or refunds will be given.
- Payment in cash or cheque in the name of : **FIRST STEPS NURSERY**
- Please note June is part of the 3rd term and must be paid for; you register your child from Sept until end of June.



رسوم وسياسة حضانة فيرست ستبس

ساعات الحضانة	القسط الأول ٩ إلى ١٢	القسط الثاني ١ إلى ٣	القسط الثالث ٤ إلى ٦	رسوم التسجيل [غير مرتجعة]	رسوم طبية	ضمان	ساعات الحضانة
8:00 إلى 1:00	9500	7100	7100	1500	750	2000	
7:00 إلى 1:00	10000	7500	7500	1500	750	2000	
7:00 إلى 2:00	10700	8000	8000	1500	750	2000	
7:00 إلى 3:00	11200	8400	8400	1500	750	2000	
رسوم الباص	1800	1350	1350	~	~	~	

الزى المدرسى	بولو كم قصير	بولو كم طويل	شورت أو تنورة	بنطلون	جاكيت	الزى الرياضى	شنطة
	70	70	70	100	85	80	65

الرجاء قراءة التعليمات بدقة قبل التوقيع :

تدفع رسوم التسجيل لحجز مكان للطفل وهي لشهر واحد فقط من تاريخ التسجيل .

رسوم التسجيل / أقساط الحضانة لا تسترد وغير قابلة للتحويل.

الضمان: لحجز مكان الطفل في الفصل الثالث

تدفع الرسوم كالتالى ويدفع مبلغ ٥٠ درهم عن كل يوم تأخير :

- القسط الأول: الأسبوع الأول من شهر سبتمبر (٩)

- القسط الثاني: الأسبوع الأول من شهر ديسمبر (٢١) مع الضمان

- القسط الثالث: الأسبوع الأول من شهر فبراير (٢) [يخصم الضمان من أقساط الفصل الثالث]

- حتى لا يفقد الطفل مكانه الرجاء دفع الأقساط فى المواعيد المحددة أعلاه.

- تدفع الرسوم كاملة وغير قابلة للاسترجاع فى الأعياد والمناسبات والاجازات المرضية للطفل .

- الدفع نقدا أو شيك باسم : First Steps

- شهر ٦ يدفع ضمن القسط الثالث ، تسجيل الطفل يكون من شهر ٩ إلى نهاية شهر ٦.



FIRST STEPS NURSERY FEES AND POLICY

- Nursery timings must be kept promptly; a penalty of **Dhs.50** will be charged for being early in the mornings or late in the afternoons, unless otherwise arranged with the administration.
- If a child joins at any time during the term, the full amount of the Registration, medical are payable. However, the tuition fee may be calculated on a pro-rata rate for that term depending on when the child had joined.
- If a child withdraws at any time, or does not join the Nursery, the fees for Registration and medical are non-refundable.
- If a child withdraws during academic year:
- Tuition fees will be charged for **1 month** if a child attends for 2 weeks or less
- Tuition fees will be charged for **2 months** if a child attends for more than 2 weeks and less than 1 month.
- Tuition fees will be charged for **that term** if a child attends for more than 1 month.
- All bus fees must be paid in advance, these fees are charged per term regardless of the total number of Nursery days in that month. Two weeks notice will be required if your child will not use the bus.
- A returned cheque will incur a service charge of **AED 50**

Signature of parent : **Date :**



رسوم وسياسة حضانة فيرست ستبس

- يجب الالتزام بمواعيد الحضانة ، كل تأخير صباحا أو بعد الظهر عن الموعد المحدد يعرض الأهل إلى رسوم تأخير (٥٠ درهم) إلا في حال الترتيب المسبق مع الإدارة.
- في حال تسجيل الطفل خلال الفصل الدراسي، تدفع رسوم التسجيل والرسوم الطبية وتحسب الأقساط بحسب يوم التسجيل.
- رسوم التسجيل والرسوم الطبية لا تسترد في حال لم يداوم الطفل في الموعد المحدد.
- في حال انسحاب الطفل من الحضانة تحسب الأقساط كالتالي:
- رسوم شهر في حال دوام الطفل لأسبوعين أو أقل
- رسوم شهرين في حال دوام الطفل لأكثر من اسبوعين وأقل من شهر
- رسوم الفصل في حال دوام الطفل لأكثر من شهر
- جميع رسوم الباص تدفع مسبقا، وهذه الرسوم تدفع فصليا. يجب إعلام الإدارة قبل أسبوعين في حال عدم استخدام طفلكم الباص.
- يدفع ٥٠ درهم في حال استرجاع الشيك.

اسم الأهل: التوقيع: التاريخ:



YOUR CHILD FIRST DAY AT SCHOOL

Parents and Nanny's can not stay in the class with the children. We know it is difficult for you to leave your child but it will upset the other children in the class and it will be more difficult for your child to settle if you stay. Give your child a warm hug, a kiss and leave. Your child will adjust, it is normal for new children to cry.

PLEASE SEND THE FOLLOWING WITH YOUR CHILD

- Your child's lunch box with healthy food, milk or yogurt, no chocolates, and nuts or gas soft drinks
- Spare change of clothing with underwear (that can stay at the nursery)
- One pack of wet wipes or sanitizer bottle.
- One box of Kleenex monthly

FOR THE CHILDREN NOT YET TOILET TRAINED

- One pack of disposable diapers
- One box of wet wipes or sanitizer bottle.
- Large box of Zip-Lock disposable bags (Glad Zip-Lock)

ADMISSION REQUIREMENTS

- 4 Passport size photographs
- Copy of Birth Certificate
- Copy of Vaccination card
- Copy of Child's Emirates ID
- Copy of child's Passport /and residence visa for non-locals
- Copy of Father's passport/ and residence visa for non-locals



اليوم الأول في الحضانة

أول يوم في الحضانة هو يوم صعب على الطفل ومن الطبيعي أن يبكي ، لذلك حرصا منا على مساعدته ليتأقلم بسرعة فإنه يمنع تواجد الأهل والخادمات في الصف مع الطفل.

الرجاء إرسال التالي مع طفلكم

علبة طعام (Lunch box) على أن تحتوي طعام صحي من سندويش وفاكهة وعصير
[يمنع إرسال الشوكولا ، مشروبات غازية ...]

للأطفال الذين يستعملون الحفاضات

كيس من الحفاضات
علبة من المحارم المبللة (Wet wipes) أو معقم (Sanitizer)
علبة كبيرة من الأكياس بسحاب.

الوثائق المطلوبة

- ٤ صور شخصية
- صورة عن شهادة الميلاد
- صورة عن شهادة التطعيم
- صورة عن هوية الطفل
- صورة عن جواز سفر الطفل مع الإقامة
- صورة عن جواز سفر الوالد مع الإقامة