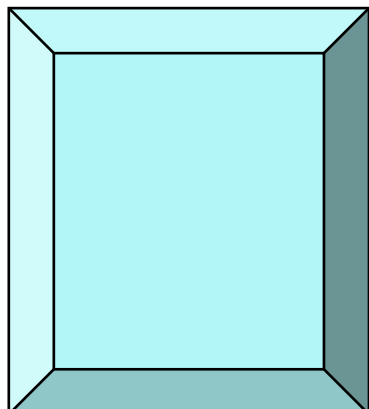
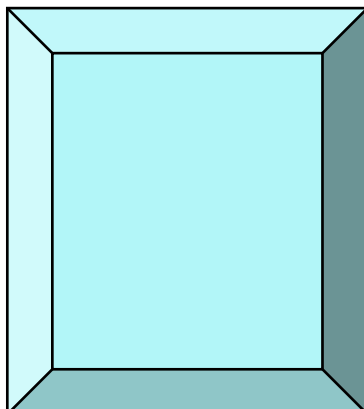


# Registration Pack



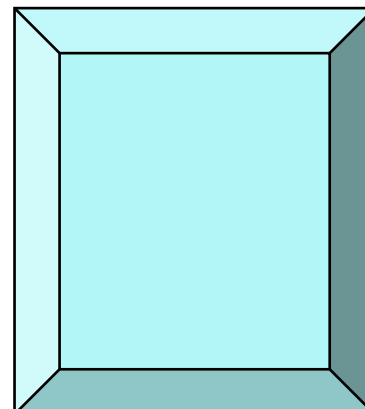
Father's Passport Photo

(2 copies)



Child's Passport Photo

(4 copies)



Mother's Passport Photo

(2 copies)

## Child's Information

Child's First Name:	Child's Family Name:
I am a:      Boy      Girl	
Date of Birth: DD/MM/YY	(Age & Months from September 1 <sup>st</sup> ):
Nationality:	
Religion:	
Languages I Speak:	
Siblings(Name/Age):	
Previous Nurseries:	
Does your child have any allergies? If so, please specify:	

## Admission Information

Class:	
<b>Preferred Days:</b> <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	<b>Preferred Timings:</b> <input type="checkbox"/> 8.00-12.30 <input type="checkbox"/> 8.00-2.00 <input type="checkbox"/> 8.00-3.00 <input type="checkbox"/> 8.00-4.00 <input type="checkbox"/> 8.00-5.00 <input type="checkbox"/> 8.00-6.00 <input type="checkbox"/> 1.00-4.00 <input type="checkbox"/> 1.00-6.00

# Family Details

	Mother	Father
Full Name		
Occupation		
Mobile Number		
Work Number		
Residence Number		
Email Address		
Place of Work		
Address		

## Emergency Contact (Apart from parent)

- I/we authorise the nursery to contact the following persons in case of an emergency:  
(Parents are contacted first, if we cannot get hold of you, the below will be contacted)

Name:	Relationship to child:	Telephone Number:
Name:	Relationship to child:	Telephone Number:
Name:	Relationship to child:	Telephone Number:

# Allowed to collect (Apart from parent)

Authorised persons to collect my child from nursery – ID Must be provided

I/we authorise the following persons to collect our child from nursery:

Name:	
Relationship to child:	
Telephone Number:	

Name:	
Relationship to child:	
Telephone Number:	

Name:	
Relationship to child:	
Telephone Number:	

# Getting to know your child

Please help us to get to know your child a little more by providing us with some key information.

**My Name is:**

**I like to be called:**

**My Birthday is:**

**Nappy Changing / Toileting routine:**

**Special people in my life:**

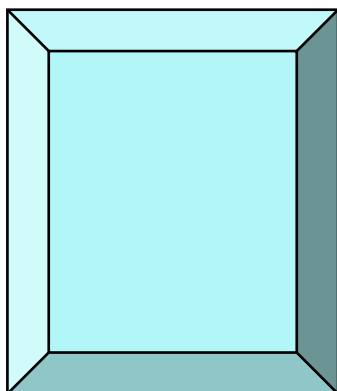
**My favourite toy / objects:**

**When I am happy I like to:**

**When I am sad I like to:**

**Is there anything else you would like to let us know about you or your family?**

# Photograph & Activity consent form



Do you allow your child to participate in the following activities?

- Child appropriate cooking classes
- Face painting
- Water play (\*please note no child is allowed to swim without an appropriate swimming aid)
- Nursery Events/Celebrations
- Birthday Parties

During our nursery day, we take photographs/videos for a variety of different purposes, mainly to share your child's experiences with you, the parents.

Please indicate which of the following you give consent to:

- KKLC Website
- Nursery Display boards
- KKLC Brochure, flyers and other advertising material
- Your child's assessment book, scrapbook, report, observations and similar.

## 2. Social Media

- KKLC Facebook page

3. May we record your child's image on video for observation purposes and in school events or special classroom activities (these videos may be posted on our Facebook page for parent viewing)?

- YES
- NO

4. Do you agree to your child being photographed or filmed during promotional events?

- YES
- NO

# Medical Agreement

Please note: This form will be given to the school nurse and filed in the Nursery Clinic.

## Examination by Physician

The nursery- contracted physician will perform timely examinations on your child, focusing on general health, growth and well- being.

- I/We agree to allow the nursery physician to examine our child.

## Emergency Policy

In the event of an emergency, parents will be immediately contacted.

If the Nursery is unable to contact any of the parents the child will receive First Aid by Nursery staff by Nursery staff and if necessary will be transported to the nearest Health Care Facility to receive emergency care and/or First Aid, with the wellbeing of the child as a priority.

- I/We agree to allow the nursery to adopt the above policy in case of any emergency.

## Sickness policy

KKLC aims to provide a safe and healthy learning environment wholly conducive to promotion of healthy practices.

The school Nurse is always on site and is available to discuss your child's health or offer advice or suggestion.

Please note that children who are unwell or sick cannot remain and should not come into the nursery. In the case that your child becomes unwell at nursery we will call you to come and collect your son/daughter as soon as possible.

## Non-Prescriptive Medication Policy

The school nurse may feel the need to administer the following medicine/products according to manufacturer/physician's written instructions should it be required. Do you allow the school nurse to administer the following?

- Calpol (Panadol for children)  
 First Aid ointment

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

# Medical Consent Form

**Please note: This form will be given to the school nurse and filed in the Nursery Clinic.**

<b>Child's First Name:</b>		<b>Child's Family Name:</b>	
<b>Do you have concerns over your child's (Please circle):</b>			
<b>Sight</b>	<b>Respiratory Difficulty</b>	<b>Behaviour</b>	
<b>Hearing</b>	<b>Co-ordination</b>	<b>Movement</b>	
<b>Speech/Language</b>	<b>Toileting</b>	<b>Learning Difficulty</b>	

### Other Information

<b>Does your child have:</b>		
<b>Food/other allergies</b>	<b>Any chronic illness</b>	<b>Conditions requiring special attention</b>
<b>If yes to any of the above questions, please provide additional information:</b>		

### Special Education Needs

**Does your child have any Special Educational Needs? If yes, please provide additional information & any documents to support this:**

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# Transport Form

Child's First Name:	Child's Family Name:
Parents Name:	
<input type="checkbox"/> Area (Please tick) <input type="checkbox"/> JVC <input type="checkbox"/> JVT <input type="checkbox"/> Motor City <input type="checkbox"/> Sports City <input type="checkbox"/> IMPZ <input type="checkbox"/> DIP <input type="checkbox"/> Discovery Gardens	Residential Address:

## Collection from bus

As per the 'allowed to collect form' these people will be authorised to collect your child from the bus. (A photocopy of this form will be given to the bus attendant).

In the event of any changes, I agree to inform the Learning Centre and submit a revised Transport Form.

Please draw a location map with reference to the closest landmarks:

Helpful indicators of location:

Road Signs/Street Number/Name: \_\_\_\_\_

Landmarks such as mosques/RTA Bus stop/Shops \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_



# KKLC Terms and Conditions

1. Registration fee will be charged one time only and is non-refundable
2. Medical Fee is due once a year
3. AED 1000 will be charged for a withdrawal of the child prior to Academic Year commencing. Remainder of the fees will be refundable.
4. All fees are non refundable.
5. Term fee is due upon registration or at the beginning of each term in full.
6. Medical fees are due upon registration and every year after that.
7. All fees can be paid in cash, cheque or with a credit card (not all branches have card machines)
8. Credit card payments are non-refundable.
9. Term fee will be paid in full or in instalments with post-dated cheques only.
10. All Post-Dated Cheques must be dated 1st of the month.
11. Returned cheques will be charged AED 200.
12. Term fee will be pro-rated after Term has been in progress for over 2 weeks.
13. Term Fee pro-rata basis will be by weeks remaining of the term.
14. Discounted yearly fee must be paid in full upon registration
15. Discounted yearly fee will not be pro-rated if child leaves in the middle of the year.
16. Parents will be responsible to pay the full fees calculated from the beginning of the Academic Year
17. Term Fees do not include Camp time unless you have paid for the 'camps in included' option.
18. Partial Term fee will be refunded after a one month notice is given and served in KKLC.
19. If parents are not able to give one month's notice, one month's fee will be deducted prior to refund
20. Siblings get a 10 % discount on all Term Fees. Fees such as camps and transportation are not discount
21. Sibling gets an additional 10% discount on the discounted Yearly Fee.
22. Parent who referred a friend whose child joins us for a full term will get an AED 250 discount of the upcoming term.
23. Following documents must be submitted prior to starting date:
  - Passport and Visa Copy for the child and both parents
  - Emirates ID Copy for the child both parents
  - Copy of the vaccination records
  - Copy of Birth Certificate
  - 4 passport photos of the child
  - 2 passport photos of each parent
24. No refunds will be given for holidays, sickness of the child, or sudden closures out of control of KKLC.
25. Transportation fee will be added to the Term fees, based on the number of months.
26. During Ramadan period, the timings will change but the fee structure will remain the same, if a child usually attends until 6pm, they will be charged the 3pm fees.
27. Additional charges apply for the early drop off and late pick up of the child.
28. KKLC highly discourages parents to come after closing time. AED 50 will be charged for every 10 minutes started after 6pm.
29. The fees are non-transferable.
30. Children and parents are discouraged to bring valuable items into the nursery. KKLC will not be responsible for any accidental loss or damage.
31. Registration is subject to re-evaluation by KKLC if and when required. The decision of the management is final and will be in best interest of the children within its care.
32. Monthly payments which include term and camp fees need to be paid in 10 PDC dated September 1st until June 1st. Admissions joining after September 30th will have their fees pro-rated.
33. KKLC reserves the right to add, modify and/or amend the fee structure, policies and procedures from time to time at its absolute discretion.
34. 1 Security cheque is mandatory for all parents who pay the monthly fee option.
  - 1) Total of one month fees
  - 2) Not dated
  - 3) Returned once 30 days notice is given for withdrawal.

**THIS APPLIES TO ALL MONTHLY PAYMENTS**
35. 30 DAYS NOTICE IS REQUIRED PRIOR TO WITHDRAWAL FROM KKLC - if we do not have prior notice, fees as per the registration details will apply and the outstanding amount will be calculated on the basis of the admission you originally signed up for.

I have received a copy of the prospectus and pricing documents and agree to the conditions contained in them:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_



# Declaration Form

I/We hereby agree that Kids Kingdom Learning Centre, any members of its staff, supervisors, teachers, assistants, volunteers, helpers or owners of the Centre have no responsibility of whatsoever nature in respect of bodily injury to our child under any on these circumstances:

1. Prior to actual delivery of our child into the custody of the said teachers or officials inside Kids Kingdom Learning Centre or after our child has been collected from Kids Kingdom Learning Centre by us or a person authorize by us to do so on a normal Nursery Day; or
2. Whist in Kids Kingdom Learning Centre before or after the official Kids Kingdom Learning Centre timings; or
3. At any time, unless our child is in the direct custody or control of the said teachers, or on a recognize Kids Kingdom Learning Centre outing or Kids Kingdom Learning Centre's function arranged by Kids Kingdom Learning Centre; or
4. Unless the injury is caused by or resulting from:
  - a. The neglectful act or omission of any employee, teacher or other person or person authorized to act for or on behalf of the Kids Kingdom Learning Centre.
  - b. Any defect on the premises of Kids Kingdom Learning Centre.

In Addition, I agree:

5. To indemnity and keep indemnified Kids Kingdom Learning Centre and its staff, supervisors, teachers', assistants or manager, or volunteers or helpers or owners, absolutely harmless fully and effective indemnified against all actions,claims,liabilities,damages,expenses,costs,charges,fees(including medical, judicial, and attorney's fees) what so ever, which are in respect of any amounts which Kids Kingdom Learning Centre may pay, in respect of medical or other expenses arising from accidental bodily injury to our child other than as a set out in 4.
6. To indemnify and keep indemnified Kids Kingdoms Learning Centre in respect of any loss or damage to property belonging to or in the custody or control of Kids Kingdom Learning Centre caused by our child.

I/ We, lawful parents or guardian of the child hereby accepts and agree that in case of an accident or injury occurring to or virus/diseases being contracted by the child, the Director, Nursery Manager, teacher, Nurse or any persons in charge of Kids Kingdom Learning Centre, shall have full authority to take the necessary decisions to ensure appropriate emergency medical treatment of my child by the Nursery Nurse of if necessary at a hospital/clinic, if cannot be reached at the emergency numbers.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_



# Explanation of Fees

As you have all been made aware upon admission and as per our centres calendar which links in with the majority of nurseries, preschools and schools here in the UAE, our term dates are as follows:

**Term 1:**  
**September 2nd 2019 - December 12th 2019**

**Term 2:**  
**January 5th 2020 - March 26th 2020**

**Term 3:**  
**April 12th 2020 - June 25th 2020**

Our fees (termly and monthly) are split from a 10 month amount. We have made payments easier for parents by splitting this amount into termly and monthly instalments. By paying fees monthly you are paying the term fee (as per above dates) split into 3 payments per term. These monthly fees do not include our camp times, unless you have opted for the 'camps included' option as per our fee structure. We also ask upon admission to hand over a security cheque, which secures your space here with us and we kindly ask that if you leave, that a months' notice is given prior to your child's departure.

Once your child has joined, our staff will create a learning journey, assessments and observations based on their progress and development here at KKLC this is handed over to every parents when you leave the setting.

When you register at Kids Kingdom, you are reserving a space for your child which will not be filled by anyone else. If you decide to pull your child out of the setting for a month without notice, your space will be given to another child and parents coming back will be required to pay re-registration upon arrival back at the setting. Re-registration for our regular morning session is AED 750, and afternoon session is AED 750.

Refund of fees is applicable if any only if 30 days notice is given to centre. AED 1000 will be charged for a withdrawal of the child before the commencement of the academic year provided 30 days notice is given. If the notice period is less than 30 days then the first month will be deducted. For Termly payments, refund can be given only if the centre has 30 days notice. If the notice is less than 30 days, the following month fees would also be deducted and the refund would be calculated on pro rata basis .Any discounts availed during registration would be deducted from the refund.

For yearly payments, refund can be given only if the centre has 30 days notice. If the notice is less than 30 days, the following month fees would also be deducted and the refund would be calculated on pro rata basis .Any discounts availed during registration would be deducted from the refund. For monthly payments, if the centre has been given 30 days notice, then PDC's would be returned. If the notice is less than 30 days the following month fees would be charged and the remaining PDC's would be returned.

Centre would not discount/adjust the monthly fees if the child is sick during the month. Centre would not discount/adjust the monthly fees if the child is travelling and has not given 30 days notice to the centre.

## **NO SECURITY CHEQUE - NO REGISTRATION**

If you have any questions regarding the above information, please feel free to contact the centre.

I have read and understood and ACCEPTED the above 'explanation of fees':

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

# Documents required to complete registration

Documents	Check
Completed and signed registration form	
Photocopy of parent's passports & residency visa	
Photocopy of child's passports & residency visa	
Photocopy of child's birth certificate	
4 passport photos of child	
2 passport photos of both parents	
Completed medical record/ Copy of immunisation records	
Emirates ID Copy (Father, Mother, Child)	
Child's medical insurance copy	

### For Office Use Only:

<p><b>Registration Fee Details</b></p> <p>Amount Paid ..... Date Paid.....</p> <p><b>Medical Fee Details</b></p> <p>Amount Paid ..... Date Paid.....</p> <p>Offer Aailed during admissions:</p>
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<p><b>Evidence of Date of Birth [To be obtained from child's Birth Certificate, Passport or other official evidence of identity and date of birth]</b></p> <p>Child's Date of Birth: .....</p> <p>Type of Evidence seen: .....</p> <p>Checked by (Signature): ..... Date.....</p>
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Other Notes: