



**Kids
Academy[®]**
Children's Day Nurseries

Childcare
Registration form
UAE

Child Name:

Today's Date:

Childcare Registration form



**Kids
Academy**[®]
Children's Day Nurseries

HELP AND ADVICE

Please ensure this form is completed in full. When completing the childcare registration form, you are providing us with important information, therefore please ensure that this information is accurate and correct. If you have any difficulty completing the registration form please contact the Nursery Manager who will be happy to assist you.

NURSERY DETAILS

Which nursery do you require?

Nursery Name: _____

How did you hear about us? (please tick one)

Word of Mouth Media Article Direct Mail Other
Drive Past Google Recommended By A Friend / Family

When do you wish to start?

Estimated start date:

WHICH DAYS DO YOU REQUIRE? (TICK BELOW)

Booking Pattern

Sunday

Monday:

Tuesday:

Wednesday:

Thursday:

Full Day

EB DAY LS

EB DAY LS

EB DAY LS

EB DAY LS

EB DAY LS

Note:

FULL DAY (DAY) : 7am - 4pm

EARLY BIRD (EB) : 6.30am - 7am

LATE STAY (LS) : 4pm - 4.30pm

Minimum Booking Pattern

The booking pattern options are:

2 full days

3 full days

5 full days

CHILD DETAILS

Name

First Name: _____ Middle Name: _____

Last Name: _____

Date of Birth or Due Date

Date of Birth / Due Date:

Gender (please tick one)

Male

Female

Unknown

Country of Origin, Religion, Nationality

Religion: _____

Nationality: _____

Country of Origin: _____

Personal Information

Hair Colour: _____

Eye Colour: _____

Language: _____

Child Notes - Please provide any further information you would like us to be aware of

PARENT 1 DETAILS

Name

Title (please tick one): Mr Ms Miss Mrs

First Name: _____ Middle Name: _____

Last Name: _____

Address

House Name / Number: _____

Address 1: _____

Address 2: _____

Town / City: _____

Country: _____ PO Box: _____

Telephone

(Emergency Contact 1)

Mobile:

Home:

Work:

Email

Personal: _____

Work: _____

Relationship to child (please tick one)

Mum

Aunty

Sister

Carer

Dad

Uncle

Brother

Foster Carer

Grand Parent

Guardian

Family Friend

Other

Child Security

Do you have parental responsibility for this child (please tick one): Yes No

Collection Password:

PARENT 1 DETAILS

Your Age (please tick one)

- Under 25
- 26 to 30
- 31 to 40
- 41 to 50
- 51 to 60
- 61 and over

What date each month do you get paid

each month

Employment Status (please tick one)

- Employed (Part Time)
- Employed (Full Time)
- Unemployed

Employment Type (please tick one)

- Self Employed
- House-wife
- Student
- Company or Organisation

Employer Details

Company Name: _____

Address 1: _____

Address 2: _____

Address 3: _____

Town / City: _____

Country: _____ PO Box: _____

PARENT 2 DETAILS

Name

Title (please tick one): Mr Ms Miss Mrs

First Name: _____ Middle Name: _____

Last Name: _____

Address

House Name / Number: _____

Address 1: _____

Address 2: _____

Town / City: _____

Country: _____ PO Box: _____

Telephone

(Emergency Contact 2)

Mobile:

Home:

Work:

Email

Personal: _____

Work: _____

Relationship to child (please tick one)

Mum

Aunty

Sister

Carer

Dad

Uncle

Brother

Foster Carer

Grand Parent

Guardian

Family Friend

Other

Child Security

Do you have parental responsibility for this child (please tick one): Yes No

Collection Password:

PARENT 2 DETAILS

Your Age (please tick one)

- Under 25
- 26 to 30
- 31 to 40
- 41 to 50
- 51 to 60
- 61 and over

What date each month do you get paid

each month

Employment Status (please tick one)

- Employed (Part Time)
- Employed (Full Time)
- Unemployed

Employment Type (please tick one)

- Self Employed
- House-wife
- Student
- Company or Organisation

Employer Details

Company Name: _____

Address 1: _____

Address 2: _____

Address 3: _____

Town / City: _____

Country: _____ PO Box: _____

EMERGENCY CONTACT 3

Name

First Name: _____ Last Name: _____

Telephone

Mobile:

Home:

Work:

Relationship to child (please tick one)

Mum

Aunty

Sister

Carer

Dad

Uncle

Brother

Foster Carer

Grand Parent

Guardian

Family Friend

Other

EMERGENCY CONTACT 4

Name

First Name: _____ Last Name: _____

Telephone

Mobile:

Home:

Work:

Relationship to child (please tick one)

Mum

Aunty

Sister

Carer

Dad

Uncle

Brother

Foster Carer

Grand Parent

Guardian

Family Friend

Other

MEDICAL RECORD

Child Illnesses and Immunisations Record

	Illness	Immunised
Chicken Pox:	<input type="checkbox"/>	<input type="checkbox"/>
Diphtheria:	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis A:	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis B:	<input type="checkbox"/>	<input type="checkbox"/>
Polio 2 Months:	<input type="checkbox"/>	<input type="checkbox"/>
Polio 4 Months:	<input type="checkbox"/>	<input type="checkbox"/>
Polio 6 Months:	<input type="checkbox"/>	<input type="checkbox"/>
Measles:	<input type="checkbox"/>	<input type="checkbox"/>
Meningitis C:	<input type="checkbox"/>	<input type="checkbox"/>
Mumps:	<input type="checkbox"/>	<input type="checkbox"/>
Pneumonia:	<input type="checkbox"/>	<input type="checkbox"/>
Rubella:	<input type="checkbox"/>	<input type="checkbox"/>
Scarlet Fever:	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus:	<input type="checkbox"/>	<input type="checkbox"/>
Whooping Cough:	<input type="checkbox"/>	<input type="checkbox"/>
Has Your Child Experienced	Yes	No
Visual Impairment:	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Problems:	<input type="checkbox"/>	<input type="checkbox"/>
Regular Medication:	<input type="checkbox"/>	<input type="checkbox"/>

Other Health Problems

Allergies

Special Dietary Requirements

Nurse Details

Name: _____

Telephone:

Surgery Name: _____

Address 1: _____

Address 2: _____

Town / City: _____

Country: _____

PO Box: _____

Doctor's Details

Name: _____

Telephone:

Surgery Name: _____

Address 1: _____

Address 2: _____

Town / City: _____

Country: _____

PO Box: _____

AGREEMENT AND CONSENT

Permissions and Consents

	Yes	No
Medical		
Administer Medication:	<input type="checkbox"/>	<input type="checkbox"/>
Administer Calgel:	<input type="checkbox"/>	<input type="checkbox"/>
Administer Calpol:	<input type="checkbox"/>	<input type="checkbox"/>
Authorise Emergency Treatment:	<input type="checkbox"/>	<input type="checkbox"/>
Authorise Insect Bite Treatment:	<input type="checkbox"/>	<input type="checkbox"/>
Authorise Teething Gel:	<input type="checkbox"/>	<input type="checkbox"/>
Administer First Aid:	<input type="checkbox"/>	<input type="checkbox"/>
Provide Sun Hats:	<input type="checkbox"/>	<input type="checkbox"/>
Apply Nappy Cream:	<input type="checkbox"/>	<input type="checkbox"/>
Apply Sun Cream:	<input type="checkbox"/>	<input type="checkbox"/>
Pets and Outings		
Care for Nursery Pets:	<input type="checkbox"/>	<input type="checkbox"/>
Off Premises Visits:	<input type="checkbox"/>	<input type="checkbox"/>
Online and Media		
Photographs:	<input type="checkbox"/>	<input type="checkbox"/>
Website:	<input type="checkbox"/>	<input type="checkbox"/>
Social Media:	<input type="checkbox"/>	<input type="checkbox"/>
Additional Permissions		
MOSA Authorisation:	<input type="checkbox"/>	<input type="checkbox"/>
Child Observations:	<input type="checkbox"/>	<input type="checkbox"/>

Information Security

You agree to Kids Academy Childcare electronically recording and storing this information. All information is secure and will be encrypted using 256-bit encryption technology when recorded online.

Accurate Information

You confirm that the information you have provided is both complete and accurate and you understand that the giving of false information could invalidate your childcare contract terms and conditions.

Policies and Procedures

I have been taken through the Nursery policies and procedures by the Nursery Manager during settling in and fully comprehend the permissions authorised.

Confirmation and Signature

I confirm I have read the terms and conditions of the Nursery and agree to comply with them and any updated regulations and instructions where necessary.

Bank Account Details

Bank Name: _____

Name on Account: _____

Account Number: _____

IBAN Number: _____

Parent 1 Signature: _____ Date:

Parent 2 Signature: _____ Date:

Nursery Manager Signature: _____ Date:

Thank You for confirming your details.
Please note that all places are subject to availability.



"Supporting Parents Nurturing Children"

1. General

Age of Admittance

45 days to 4 years of age.

Hours of Opening

The Nursery is open Sunday to Thursday from 7.00am to 4.00pm, with an optional early bird (6.30am opening) and a late stay (4.30pm closure) on request. These places are limited and subject to availability.

Weeks Open

The nursery is open 44 weeks a year with an additional 4 week July Summer Camp, depending on your chosen nursery.

Place Availability

The completion of your childcare registration form is not a guarantee of your childcare place at nursery. We will inform you within 7 working days as this is subject to childcare place availability.

Settling In / Gradual Admissions

It is our aim to allow all children time for settling in, so that the child can form relationships with their carers and become familiar within the nursery surroundings. Each child and their needs differ so the length of time for settling in varies from child to child. We find this normally consisting of 2-3 sessions.

We request that a parent attends the nursery the week before the start date with the child for settling in until he or she is happy to be left and so that parents can read all policies and procedures and staff can obtain the relevant child related information and consent to ensure a smooth transition into nursery.

Changes

We reserve the right to make amendments to the terms and conditions of your childcare contract without notice. The current terms and conditions are published online at www.kids-academy.ae

Change of Details

You must immediately inform us of any changes to your contact or bank details.

Court order

You must inform us if your child is the subject of a court order and provide us with a copy of such order on request.

Nappies

Parents are asked to provide supplies of their preferred nappies and additional nappy changing materials when required. These will be tagged with each child's name.

Off Premises Visits

Staff will occasionally take the children for walks or visits off premises during the course of their sessions in accordance with statutory staffing requirements and parental consent being obtained.

Mobile Phone

To ensure the safety and wellbeing of all children who attend our nurseries we enforce a no personal mobile phone usage within our settings. Should you be on your personal mobile phone as you arrive at the nursery can we please ask that you conclude your phone call before entering the premises and do not use this again until you have left the nursery.

1. General

Nursery Closure

The Nursery is closed on public Bank Holidays. Please refer to the academic calendar published online at www.kids-academy.ae

If the nursery that your child attends has to close or we take the decision to close due to events or circumstances which are outside our control, we shall be under no obligation to provide alternative childcare facilities to you.

If the closure exceeds 3 days in duration (excluding any days when the nursery would otherwise be closed), we will credit you with an amount that represents the number of days the nursery is closed in excess of 3 days.

Complaints or Concerns

Customer satisfaction is of paramount importance to us and any concerns/complaints will be reported to the appropriate Director for investigation. If you have a concern or complaint if possible please speak to the nursery manager or alternatively you can email the Nursery Manager. If you have any concerns regarding the services we provide, please discuss these with your child's keyworker. If these concerns have not been resolved to your satisfaction please contact the Nursery Manager.

Employment or Solicitation of Staff

If, during this childcare contract and for a period of 6 months after the termination of this contract, you (directly or indirectly) employ or otherwise engage the services of any member of our staff who has had contact with your child under this contract then you will be liable to pay and you will be invoiced a fee of AED10,000 as payment to us recruiting and training a suitable replacement member of staff.

Equal Opportunities

Kids Academy is an equal opportunities organisation, which makes decisions without regard to race, colour, sex, religion, national origin, age, disability, marital status or sex change status or any other factor protected by law.

2. Child Security and Protection

Child Protection

Any child who attends the Nursery, irrespective of their racial origin, gender, physical or mental impairment, class, religion or cultural background has a right to protection from neglect, physical, sexual or any other abuse and it is our priority to keep children safe from harm whilst in our care.

The Nursery has a full written policy on Child protection which is available from the nursery manager.

Delivery of children

Children should be delivered by parents/careers into the care of a Nursery Staff Member and entered into the attendance register.

Collection of Children

Children will not be released into the care of anyone other than those named on the childcare registration form unless authorised by the parents personally, by telephone or in writing. If we are not reasonably satisfied that an individual is allowed to collect your child, we will not release your child into their care.

In addition, a personal visit of introduction by the parents, of anyone who will be collecting the child on occasions is encouraged so we are able to confirm their identity.

You are required to inform us immediately if you are unable to collect your child from nursery by the official collection time. All collections must be by an adult over 18 years of age.

Ministry of Social Affairs

It is our obligation to require or seek professional advice or actions from the local social services team if we suspect a child is suffering from harm. We have an obligation to report any instances where we consider that a child may have been neglected or abused to the relevant authorities. We may do so without your consent and/or without informing you.

Behaviour Management

The Nursery has a written policy on behaviour management which is available from the nursery manager.

The use of any form of physical chastisement, verbal humiliation, or aggressive handling of a child is not acceptable at the Nursery.

3. Property and Premises

Personal Property

The Nursery does not accept responsibility for loss or damage of personal property brought on to the premises by children or parents.

Clothing

Parents are requested to send children in easily washable, clearly labelled clothing which is appropriate to the weather conditions. Please discourage your child from bringing items of value to the Nursery. Please provide a spare set of clothing for your child in case of an accident or the need for change of clothing

Car Park

Parents are encouraged to use the drop off zone provided. Drivers are asked to drive at a very slow speed and be cautious before setting off. Any vehicle parked in the Nursery car park is parked at your own risk.

4. Food and Drink

Water

Fresh drinking water is available to all children throughout the day.

For the older children water is available for them to help themselves when thirsty, this promotes independence and self-help skills. For the younger children water will be available and offered throughout the day alongside designated snack and meal times in either beakers or cups depending upon the age and stage of development of the children.

All children will be encouraged by the staff to drink water throughout the day as part of our commitment to offering healthy food and drink options.

Packed Lunch

Parents will provide an appropriate packed lunch each day.

Milk Feeds

Formula bottle feeds should be supplied prepared and labelled by parents and brought to the Nursery each day where they will be stored at the correct temperature until required. Bottles will be rinsed and sent home every evening for sterilization.

Nut Allergy

As the number of children with nut allergies is increasing with parental support we aim to keep the nursery NUT FREE. Parents are requested not to send food or empty food packaging materials into the nursery.

5. Medical

Emergency Treatment

Any child who attends Nursery and has an accident whilst in our care will be given basic first aid treatment by staff. This will include the treatment of minor cuts, bumps or bruises.

Any emergency treatment or medical advice will be permitted unless a parent states in writing otherwise. The Nursery does not accept any responsibility for treatment given against parent's wishes if we have not been informed otherwise.

Accident Book

All Parents will be informed and required to sign the accident book. In the case of a more serious accident or incident a child will be taken immediately to a doctor or the nearest hospital and parents will be informed.

Sickness

The Nursery will make every effort to notify parents should their child become ill at the Nursery. Senior staff reserves the right to remove the child to hospital in an emergency. Please note minimum exclusion periods apply and must be adhered to; our policy and guidelines are available from the nursery manager.

Contagious Disease

For the benefit of the other children in the nursery, you must not allow your child to attend the nursery if they are suffering from a contagious disease which could easily be passed on to another child during normal daily activities of the nursery.

The Nursery reserves the right to refuse to accept children until the Nursery is satisfied they are not infectious. This is to protect other children from cross infection. The Nursery's exclusion policy is guided by the relevant local Authority.

TERMS AND CONDITIONS

5. Medical

If in doubt

If your child is suffering from a doubtful rash, sore throat, discharge from the eyes, nose, diarrhoea or any similar symptoms; please keep the child at home until the doctor has certified that the symptoms have disappeared.

You must inform us immediately if your child is diagnosed with any allergy or intolerance.

Antibiotics

If your child is prescribed antibiotics, please keep them at home until 48 hours dosage has been administered in case of adverse reaction to the medication. Antibiotics and medicines will only be administered by Nursery staff after the child has been taking them for more than 48 hours at home, and only then with written authorisation from their parent. All antibiotics must be prescribed by a doctor.

6. Your Education Fees

Calculation of Fees

Full days are calculated from 07:00am to 4:00pm.

Fees are calculated on a termly basis according to your booking pattern.

Schedule of Fees

Information regarding these fees is available from the nursery manager and available to view online at www.kids-academy.ae.

Registration Fee

An initial registration fee of AED1,000 is payable with your first invoice. The registration fee is non refundable.

Medical Fee

An annual medical fee of AED500 is payable. The medical fee is non refundable in the case of cancellation or termination of your childcare contract.

Sibling Discount

Where parents have more than one child at the Nursery, a 10% reduction in fees is allowed for the second and subsequent children. This is applicable only on the booking pattern and does not include extra sessions or additional hours.

Absence

Fees remain payable for periods of absence (Holidays and Sickness) as the child's place is kept open and staff and associated costs continue to accumulate and be met by the nursery.

7. Change of Booking Pattern

To increase your booking pattern we require 24 hours notice subject to availability.

To decrease your booking pattern you must provide us with one terms notice in writing or by email to the nursery manager.

Should insufficient notice be given then you will be invoiced for the full childcare fees for the full terms notice from the date of any change as if the hours had not decreased.

8. Additional Services

Early Birds

Should you require additional childcare in the morning from 06:30am to 07:00am, then an additional half hour charge will be applied to your termly invoice. Places are limited and subject to availability and should be booked a week in advance.

Late Stays

Should you require additional childcare in the evening from 4:00pm to 4:30pm, then an additional half hour charge will be applied to your termly invoice. Places are limited and subject to availability and should be booked a week in advance.

9. Payment of Your Education Fees

Your First Invoice

We will create your first invoice from your child's first day of attendance until the end of the term. This invoice must be paid in advance before or on your child's first day of attendance.

Payment of Fees (Termly in advance)

Fees are collected by Cash, Cheque, Credit / Debit Cards or Online payment method and are paid termly in advance in accordance to your booking pattern. However, it is your responsibility to obtain a receipt from the nursery manager as your proof of payment.

Your Final Invoice

We will create your final invoice from the date of your termination email. It is your responsibility to obtain a receipt from the nursery manager as your proof of termination.

Your child may attend during this time unless you have breached the childcare contract terms and conditions.

10. Cancellation of Your Childcare Place

Termination of Contract

If you no longer wish to maintain your child's place at the Nursery you will be required to give thirty (30) days' notice in writing or by email to the nursery manager.

Kids Academy reserve the right to exclude a child from Nursery for any breach of the childcare contract. We may terminate your childcare contract if your child's behaviour at the nursery is deemed by us to be unacceptable or endanger the safety and well-being of other children at the nursery.

Non Payment of Fees

If the payment of nursery fees is outstanding for more than 14 days after the start of term this will result in the termination of your childcare contract and the loss of your childcare place.

Upon termination of this contract the child shall not be permitted entry to the nursery. This shall be regarded as a formal demand for all outstanding monies and we will issue a final invoice and pass this to a debt collection agency for full recovery. In addition you will be liable for all associated debt collection fees and court costs.

MINIMUM EXCLUSION PERIOD

Minimum Exclusion Period From Nursery

Disease / Illness	Minimum Exclusion Period
When on Antibiotics	First two days at home
Chickenpox	7 days from appearance of the rash
Conjunctivitis	24 hrs at home with prescribed medication
Diarrhoea:	48 hrs at home
Gastroenteritis	Until authorised by District Community Physician
Hand, foot and mouth	3 – 5 days from the appearance of the blisters
Impetigo	Until the skin is healed
Infective hepatitis	7 days from onset of Jaundice
Lice:	Until appropriate treatment has been given
Measles:	7 days from appearance of rash
Meningitis C:	Until recovered from illness
Mumps:	Unless the swelling has subsided and, in no case less than 7 days from the start of treatment
Plantar warts:	No exclusion should be treated and covered
Poliomyelitis:	Until authorised by District Community Physician
Rubella:	4 days from the appearance of the rash
Ringworm of Scalp:	Until cured
Ringworm of Body:	Seldom necessary to exclude provided treatment is being given
Scabies:	Need not be excluded once appropriate treatment is given
Scarlet fever:	No less than 3 days from the start of treatment
Tuberculosis:	Until authorised by District Community Physician
Typhoid fever:	Until authorised by District Community Physician
Vomiting:	48 hours at home
Whooping Cough:	21 days from the onset of paroxysmal cough

REGISTRATION FORM CHECKLIST (OFFICE USE ONLY)

Finance	Yes	No	Comments
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Your first invoice raised:	<input type="checkbox"/>	<input type="checkbox"/>	
Your first invoice paid in full:	<input type="checkbox"/>	<input type="checkbox"/>	
Direct debit mandate signed:	<input type="checkbox"/>	<input type="checkbox"/>	

Medical Record	Yes	No	Comments
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Illnesses and Immunisations recorded:	<input type="checkbox"/>	<input type="checkbox"/>	
Allergies recorded:	<input type="checkbox"/>	<input type="checkbox"/>	
Special dietary requirements recorded:	<input type="checkbox"/>	<input type="checkbox"/>	
Other Known Medical Conditions recorded:	<input type="checkbox"/>	<input type="checkbox"/>	

Registration	Yes	No	Comments
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Registration details complete:	<input type="checkbox"/>	<input type="checkbox"/>	
Booking pattern confirmed:	<input type="checkbox"/>	<input type="checkbox"/>	
Registration form signed and consent given by Parent:	<input type="checkbox"/>	<input type="checkbox"/>	
Registration fee of AED1,000 paid in full:	<input type="checkbox"/>	<input type="checkbox"/>	
Medical fee of AED500 paid in full:	<input type="checkbox"/>	<input type="checkbox"/>	

Settling In	Yes	No	Comments
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Policies & procedures read and signed:	<input type="checkbox"/>	<input type="checkbox"/>	
Settling in consent forms signed and obtained:	<input type="checkbox"/>	<input type="checkbox"/>	
Settling In Start Date:	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>		

Childcare Place Approval	Approved	Waiting List	Declined
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Has a childcare place been offered:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Proof of Identity & Medical Record

Two (2) current passport sized photographs of the child:	<input type="checkbox"/>	Two (2) copies of the child's birth certificate:	<input type="checkbox"/>
Two (2) copies of the child's passport and visa:	<input type="checkbox"/>	One (1) copy of the child's immunisation record:	<input type="checkbox"/>
Two (2) copies of the father's passport and visa:	<input type="checkbox"/>	One (1) copy of the child's up to date medical record:	<input type="checkbox"/>

Actual Start Date:	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
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www.kids-academy.ae