

Nursery Admissions Form

Child Information

CHILD DETAILS		Boy	Girl
Full Name:		Preferred name:	
Date of Birth:		QID:	
Nationality:		First Language:	
Religion:		Other Languages:	
Attended nursery previously:			
How long for?		Name of Nursery	
Start Date:			

Parent's Information

FATHER'S DETAILS			
Full Name:			
Home Address:			
Home Telephone:		Mobile Telephone:	
E-mail Address:			
QID:		Nationality:	
Job Title:		Office Telephone:	
Company Name & Address:			

MOTHER'S DETAILS			
Full Name:			
Home Address:			
Home Telephone:		Mobile Telephone:	
E-mail Address:			
QID:		Nationality:	
Job Title:		Office Telephone:	
Company Name & Address:			

PARENTS' CHECKLIST

This check list contains all the documentation required to be submitted with this Nursery Place Confirmation Form

Items required	
2 Child passport photos	
Copy of Child's passport	
Copy of Mother's passport	
Copy of Father's passport	
Copy of Child's QID	
Copy of Mother's QID	
Copy of Father's QID	
Copy of Child's immunization record	

ATTENDANCE

Please tell us about the days and hours you would like your child to attend Nursery:
(Circle as appropriate)

2 days		3 days		5 days	
Sun	Mon	Tues	Wed	Thurs	
7am to 2pm			7am to 3pm		

Any change to the number of days or hours in your child's nursery attendance should be discussed with the nursery manager.

We advise parents to increase hours and days rather than decrease. We strongly recommend that children about to start school attend Nursery for five days per week in preparation for the transition.

Please kindly note that children may take a couple of weeks to go through their natural settling process, we offer as much support as we can at this time but please be aware that your child may need to build up to full time hours.

MEDICAL INFORMATION

Child's Name _____

Are all immunisations up to date?	Yes	No
Does your child have a medical condition that we should be aware of? (please detail)		
Is your child on regular medication? (please detail)		
Does your child have any allergies? (please detail)		
Does your child have any special dietary requirements? (please detail)		

MEDICAL CONSENTS (please circle as appropriate)

We give permission for:		
the administering of Paracetamol (fever & pain)	Yes	No
the administering of Sudacrem (for broken skin)	Yes	No
the administering of Reparil (bumps & bruises)	Yes	No
the administering of Fenistil (insect bites)	Yes	No
emergency first aid and for staff to seek further medical advice or medical interventions in an emergency or if our child falls seriously ill	Yes	No
emergency medical treatment and for a member of staff to accompany our child to hospital in an ambulance should the need arise. In consenting we understand that all medical decisions in our absence are the responsibility of medical professionals and that we will be contacted as soon as possible.	Yes	No
the Ministry doctor to complete a non invasive routine check up. As per ministry requirements, our Nursery has a doctor who visits once a month. She examines some children with each visit. These examinations are non- invasive, performed above the clothes and are just routine check ups.	Yes	No

Parent's Name _____ Parent's Signature _____

COLLECTION CONSENTS (please circle as appropriate)

Please provide information for any person who has permission to collect your child. (**A photograph must be provided**)

Please note that it is Nursery policy not to allow your child to leave the premises with anyone else. regularly.

Main Collector		
Full Name:		
Relationship to Child:		
Mobile Telephone:		
Home Telephone:		

Additional Collector 1		
Full Name:		
Relationship to Child:		
Mobile Telephone:		
Home Telephone:		

Additional Collector 2		
Full Name:		
Relationship to Child:		
Mobile Telephone:		
Home Telephone:		

Additional Collector 3		
Full Name:		
Relationship to Child:		
Mobile Telephone:		
Home Telephone:		

PHOTOGRAPHY CONSENT FORM

Child _____

Photos of children playing happily in the nursery setting may be used on our parents' communication platform, on our website, publications or Facebook pages. We are careful to always use photographs responsibly and to preserve the dignity of the child when publishing photos.

I agree that images of my children may be taken within the Nursery setting and used on:	Yes	No
Our parents' communication platform and Nursery displays		
Our social media sites and publications		

Parent's Name _____ **Parent's Signature** _____

FEE PAYMENT

I understand that

There is a **non-refundable** admission fee of 1,900QR due upon registration.

There is a **refundable** deposit of 3,700QR required upon registration. This will be reimbursed upon leaving the Nursery where 3 months written notice has been given.

Fees are collected on a termly basis, in advance as per the Fee Schedule sheet. Our preferred payment option is via bank transfer. Our banking details are listed on the Fee Schedule sheet. We also accept cash and cheque in the Nursery office. Cheques should be made payable to 'Orange Cat English Nursery' and must not be post-dated.

Late payment of fees will incur a charge of 250QR per invoice.

Failure to pay fees 4 weeks after invoice date will result in a forfeit of registration at the Nursery with no deposit refunded.

Termly fees are non-refundable. Deductions will not be made for illness or absence during term times.

A late collection fee of QR50 per 30 minutes past the agreed collection time will be applied.

Our children have priority access to the waiting pool at Park House English School. Your child's application will still be subject to the entry criteria of the school, therefore a place cannot be guaranteed. If your child is successful in obtaining a place at Park House English School you may not reduce the number of days your child attends Nursery, or withdraw from the Nursery in the last term of the academic year

AGREEMENT

My child has been offered a place at Park House English Nursery and I hereby agree to the following:

1. To keep my contact details fully up to date.
2. To keep my child's medical information up to date.
3. To adhere fully to the nursery policies which are there for the safety of my child.
4. To pay the required nursery fees, as detailed in the fees schedule, in a timely manner and accept the terms of fee payments and deposits.
5. All necessary steps will be taken to prevent accidents and mishaps. However, I accept and acknowledge that these may occur on rare occasions, during normal nursery activities.
6. I have read the Absence and Sickness policy in the Parents' handbook.
7. I understand that the Nursery reserves the right to ask a child to leave the nursery if it is deemed necessary for the safety and well being of the other children and staff.

I have read and agree to the standard terms and conditions attached and understand they may undergo reasonable change from time to time, as circumstances require.

I understand that failure to adhere to the terms and conditions set out above may result in the termination of my child's Nursery place.

Parent's Name _____ **Parent's Signature** _____