



Registration Form

Child's Name :

Date of Birth :

Class : Reference # :

National ID.....





**PASSPORT
SIZE PHOTO
CHILD**

**PASSPORT
SIZE PHOTO
MOTHER**

**PASSPORT
SIZE PHOTO
FATHER**

ABOUT YOUR CHILD

Name		Family Name	
Nationality		Gender	
Date Of Birth		Religion	

ABOUT YOUR FAMILY

Mother Name		Father Name	
Place of Work		Place of Work	
Mobile		Mobile	
Email Address		Email Address	
Office Tel		Office Tel	

ABOUT YOUR HOME

Home Tel		PO Box	
Address Line 1			
Address Line 2			

IN CASE OF EMERGENCY

1 ST Contact Person			
Contact Number		Relationship	
2 ND Contact Person			
Contact Number		Relationship	

Parent Name			
Parent Signature		Date: [/ /] DD/MM/YYYY	





PARENT CONSENT FORM

For Monroe's to provide the best care for your child to comply with your wishes we require you to complete the form below. Please tick all boxes that apply and then sign at the bottom.



Authorized persons to collect your child from Monroe's Nursery

I / We authorize the following persons to collect our child from nursery.

1 st Name		Telephone	
2 nd Name		Telephone	

PHOTOGRAPHY

When your child is at Monroe's nursery we will be taking photos for a variety of purposes please advise which of the following you give your consent to:

Nursery Website	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	Nursery Board displays	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Promotional material	facebook [<input type="checkbox"/>] yes [<input type="checkbox"/>] No	Brochures	[<input type="checkbox"/>] yes [<input type="checkbox"/>] No Advertising [<input type="checkbox"/>] yes [<input type="checkbox"/>] No

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

1. Child appropriate cooking classes
2. Face painting
3. School Swimming & Waterplay (please note no child is allowed to swim without an appropriate swimming aid)
4. Nursery Events/ Celebrations
5. Birthday Parties

NON PRESCRIPTIVE MEDICATION PLOCY

When your child is at Monroe's nursery the school Nurse / Doctor may feel the need to administer the following medications according to Manufacturer / physicians written instructions. Do you allow the school nurse or Doctor to administer the following.

Paracetamol	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
Insect Repellent	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
First-Aid Ointment	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No

Parent Name			
Parent Signature		Date: [/ /]	DD/MM/YYYY



MEDICATION FORM

Children have a low resistance to infection should your child become ill, he/she should not attend the nursery until fully cleared, parents are expected to collect their child in a timely manner if they are deemed unwell while at nursery.

**PASSPORT
SIZE PHOTO
CHILD**

BASIC INFORMATION

Childs Name		Family Name	
Nationality		Gender	Male [] Female []
Date of Birth		Emergency Contact	
Doctor Name		Mother Contact	
Clinic		Father Contact	
Doctor Contact		Nanny Contact	

MEDICAL HISTORY

Has/is your child suffering from any of the following conditions/illnesses:					
HEPATITIS	[]	DIABETES	[]	EPILEPSY	[]
ASTHMA	[]	THALASSEMIA	[]	MUMPS	[]
POLIO	[]	MEASLES	[]	WHOOPIING COUGH	[]
DYSENTERY	[]	RUBELLA	[]	TUBERCULOSIS	[]
Other					

VACCINATIONS – Please identify if your child has been vaccinated

DPT1	[]	DPT2	[]	DPT3	[]
BCG,Tuberculosis	[]	HEPATITIS A	[]	CHICKENPOX	[]
POLIO	[]	HEPATITIS B	[]	MMR	[]
Other					

Parent Name			
Parent Signature		Date: [/ /]	DD/MM/YYYY



**PASSPORT
SIZE PHOTO
CHILD**

**PASSPORT
SIZE PHOTO
MOTHER**

**PASSPORT
SIZE PHOTO
FATHER**

Category

Baby [] 3 months+	Toddler [] 12 - 24 Months	Nursery [] 24 - 36 Months	Pre foundation [] 36- 48 Months
--------------------------	----------------------------------	----------------------------------	--

Child Information

Child Full Name				
I am	Male []	Female []	My Date of Birth	[/ /] DD/MM/YYYY

Nursery Requirement

Standard Nursery 8:00am – 1:00pm	[]	5 Days []	3 Days []	2 Days []
Standard Nursery 8:00am – 5:30pm	[]	5 Days []	3 Days []	2 Days []
Afternoon Nursery 2:00pm – 5:30pm	[]	5 Days []	3 Days []	2 Days []
Morning club 7:00pm – 8:00pm	[]	5 Days []	3 Days []	2 Days []

Parent Name				
Parent Signature			Date:	[/ /] DD/MM/YYYY





Knowing the Child Form

Before your child begins nursery, we would like you to share some important information with your child's teacher in order to allow her to have a better understanding of your child before their first day of school. This will assist in your child's learning and development, during their precious time at Monroe's Nursery. This is NOT a test; your child will not be judged on his/her ability. We believe in working in partnership with parents, to better care for their child during their nursery journey.

**PASSPORT
SIZE PHOTO
CHILD**

My Nickname:	
My Favorite Toy:	
My Favorite Person:	
My Brother is:	
My Sister is:	
My Pets are:	
My Nanny is:	
My comforter is:	
I spend most my Time with:	
I find leaving Mum & Dad difficult:	
I can speak clearly in:	
I can use the toilet:	
I don't really like:	
I have an allergy to:	

Dear Parents, What are your expectations from the nursery?

--

Parent Name	
Parent Signature	Date: [/ /] DD/MM/YYYY

Monroe's Rules & Regulations

The rules and regulations set out by Monroe's Nursery reflect the customs & practices of Monroe's Nursery, the terms are designed to encourage stability and preserve consistency in our school. We humbly request that all parents carefully read the below terms & conditions before signing.

1. Fees are charged per term, and are payable by cash or Cheque
2. Term Fees can be paid Termly or Annually.
3. Fees once paid are non-refundable and non-transferable.
4. All fees and supplementary fees including medical fees MUST be paid in advance to your child's first day at nursery.
5. No refund or reduction shall be given in the case of illness, absence or vacation.
6. A Registration / Administration Fee is required to secure the child's place and is payable once only, for the duration of your child's stay within Monroe's Nursery.
7. The Nursery Pack (medical, book + craft is to be purchased each and every academic year, prior to the child's first day at nursery, no refund is available should a child leave the nursery before completion of 1 year. The Medical Fee is required towards the cost for the visiting physician and for covering medical expenses.
8. If your child is unwell they must not attend the nursery.
9. A minimum of one month's written notice is required if you want to withdraw your child from nursery.
10. All fees should be paid in full before the first day of term commencement and all required documentation and forms should be complete prior to the first day of school.
11. During the year, the Nursery will run optional programs such as afternoon clubs and holiday camps these require additional payment and registration if you choose to opt for it.
12. Late payment of fees will incur additional late payment fee on top of the outstanding balance – fees not paid within the first week of term will incur a penalty, if not paid by end of the first month of term parents will be asked to withdraw the pupil from the nursery.
13. Children attending less than five (5) days per week, can only attend nursery on the days agreed.
14. Following Term Fees should be paid by the end of the current term in order to secure a place.
15. We reserve the right in the case fees are not paid to refuse or exclude admission.
16. If a place has been held from the beginning of the Term and attendance begins mid-term the full amount of the Term Fees must be paid.
17. If joining mid commencement of the Term and the place has not been held but a place becomes available then the Nursery will pro rata the Term Fee amount to be paid.
18. The decision of the management is final.
19. The nursery reserves the right to add, modify and/or amend the fees structure and/or above-mentioned terms from time to time at its absolute discretion with approval from the Ministry of Social Affairs.
20. Please do not bring valuable items to nursery Monroe's will take no responsibility for loss or damage of these items.
21. Monroe's Nursery will only ever do what the Management feels is in the best interest for the children in our care.
22. Parents are urged to refer to our policies & procedural manual which is kept in the Managers office & at reception and agree to our policies & procedures

Please sign to acknowledge that you have read, understood & agree to our terms & conditions

Parent Name

Parent Signature

Date: [/ /] DD/MM/YYYY



Parent Declaration

- 1 I/We understand and agree to Monroe's Nursery Rules & Regulations.
- 2 I/We have read/understood the nurseries policies & procedures and I/We accept and agree to this documentation.
- 3 I/We understand the importance of the complete details required to ensure the enrollment & the safety of our child(ren) within the nursery and have ensured that this registration pack is filled up the best of my/our knowledge at this time.
- 4 I/We understand the importance of ensuring the information shared with the nursery is kept current and up-to-date.
- 5 I/We fully understand and are in compliance with the Financial Policy in place at the nursery.
- 6 I/We fully understand and are in compliance with the Special Education Need (SEN) Policy in place at the nursery.
- 7 I/We fully understand and are in compliance with the Health & Safety Policy in place at the nursery.
- 8 I/We fully understand and are in compliance with the Safeguarding Policy in place at the nursery.

Parent Name			
Parent Signature		Date: [/ /]	DD/MM/YYYY





Documentation required to Enroll at Monroe's Nursery

Completed & Signed Registration Pack, Signed Rules & Regulations & Declaration	[]
Photocopy of Parents Passport & Residency Visa	[]
Photocopy of Child Passport & Visa	[]
Photocopy of Child Birth Certificate	[]
Complete Medical Record	[]
Copy of Immunization Records	[]
Eight Passport Photos of the Child	[]
Four Passport sized photos of each parent	[]
All fees paid up-to-date	[]

Parent Name		
Parent Signature		Date: [/ /]





Monroe's Rules & Regulations

Starting 1st January 2018, Monroe's Nursery is charging VAT on its taxable supplies as per the UAE VAT law

Parents Declaration

I/We fully understand Monroe's nursery is in compliance with the UAE VAT law as effective from 1st January 2018.

Parent Name

Parent Signature

Date: [/ /] DD/MM/YYYY



MURJAN 6 - PLAZA LEVEL, JUMEIRAH BEACH RESIDENCE

www.facebook.com/monroesnursery
www.monroesnursery.com | info@monroesnursery.com