

ATTACH
3 PASSPORT SIZE (4 X 5 CM)
PHOTOGRAPHS WITH NAME
WRITTEN ON THE BACK

FOR OFFICE USE ONLY

Registration No.	
Class	
Starting Date	

REGISTRATION FORM

CHILD'S INFORMATION

First Name		Last Name	
Date of Birth (dd/mm/yy)		Gender	Girl / Boy
Nationality		Religion	
Language Spoken		Home Phone Number	
Emergency Contact Name		Emergency contact Number	

FAMILY'S INFORMATION

Father's Name		Mother's Name	
Nationality		Nationality	
Company's Name		Company's Name	
Office Number		Office Number	
Mobile Number		Mobile Number	
Email Address		Email Address	

ATTENDENCE

Days Sunday Monday Tuesday Wednesday Thursday

Timings 7.15am – 8.00am 8.00am – 1.00pm 8.00am – 3.00pm 8.00am – 5.00pm

Bus One way Both ways **Location:** _____



Additional Information

1. Does your child have any siblings? Please Verify age and gender:

2. Are there any emotional conditions connected with your child we should be aware of?
Divorced or separated parents/adopted child or siblings/ Deceased parent /others) Please give details:

3. If your child has attended a previous Nursery, please give the name & reason for discontinuation:

4. How did you get to know about Superkids Nursery?

Google Facebook Instagram Referral Other: _____

PLEASE PROVIDE US WITH DETAILS OF YOUR CHILD’S FAVORITE THING & ROUTINES TO ASSIST US IN SETTLING HIM/HER MORE COMFORTABLY AT S.K.N:

5. Is your child toilet trained? _____

6. Can your child eat independently? _____

7. Any other information that would be helpful to the staff of S.K.N? _____

Academic Year & School hours:

- The academic year runs from September to June in three terms:
Term 1- September to December Term 2- January to March Term 3- April to June.
- School holidays include a short December break, April break and all the UAE public holidays.
- During July and August the school runs a summer camp at a separate cost.

Signature: _____ Date: _____



Medical Information

Dear Parents,

Please complete and return it with a copy of your child's vaccination record.

First Name		Last Name	
Date of birth		Family Doctor	
Date of Birth			

Tick the relevant box (if your child has/had any of the following illnesses/conditions)

CONDITIONS

- Diabetes
 - Epilepsy
 - Sinus
 - Asthma
 - Allergies:
 - Hearing difficulty
 - Vision difficulty
 - Speech difficulty
 - Surgeries (please specify): _____
 - Serious Injuries (please specify): _____
- Any illnesses? _____

Any food restrictions due to religious or cultural reasons or allergic reactions Yes No

Details: _____

Is your child under any Psychological/Behavioral therapy? Yes No

Details: _____

Is your child on any regular medication/therapy now or previously? Yes No

Details: _____

Since the children can become ill at the Nursery with high temperatures and cold, we provide non-prescription medications eg: (Adol & Calpol).

- The Nursery has permission to give Adol/Calpol to my child.
- The Nursery does not have permission to give Adol/Calpol to my child.
- I authorize the Nursery to transport my child to the nearest clinic in case of an emergency.
- I do not authorize the Nursery to transport my child to the nearest clinic in case of an emergency.

To prevent the spread of contagious illness within the Nursery we would appreciate it if the following policy is observed. This is necessary for the health and hygiene of our children.

The child needs to stay home or leave the nursery if the following symptoms are found:

- Fever, vomiting, earache, diarrhea
- Head lice found in their hair.
- Severe coughing
- Eye Discharge – thick mucus from the eye.
- Very bad cold with runny-nose
- Child is irritable, continuously crying, or requires more attention than can be provided without affecting the health and safety of the other children.

I, the Parent hereby agree to and confirm the above medical information is correct to the best of my knowledge. I also understand and agree to keep my child at home incase the above symptoms are seen in my child.

Name: _____

Signature: _____

Date: _____

Nursery Policies

At SKN we value the close involvement of parents and work hard to develop a strong relationship with the family of our students. We encourage mums and dads to visit us occasionally and participate in our family programs.

We believe communication is vital – we are always available should there be any concerns or suggestions. At the same time, we need parents to keep the school well informed of any changes or circumstances that may affect your child. Open communication with parents is important for your child to develop emotionally and socially.

VERY IMPORTANT: You must notify the office if you are unable to collect your child, as he/she will NOT be allowed to leave the nursery with an unidentified person.

Pick-up Policy: Please give the name and contact details of **2 authorized persons** (except parents) who can pick-up your child:

- Please inform the office if your child is absent, due to illness or for any other reason.
- Please keep your child at home if he/she is unwell.
- Administration will call either parent to collect your child if they have fallen ill at the nursery.
- A doctor's clearance certificate is required after your child has had any infectious disease.
- Please inform the office of any change in your family environment or status which may affect your child.
- For the safety of our children, please do not hold back staff for personal chats.
- Teachers are available for meetings – please make an appointment with the office.
- Should you wish to enquire about your child at any time during nursery hours, please feel free to call the office.
- At 1:00pm pick-up time, parents are requested not to enter the class rooms. Please inform a staff member, who will arrange to have your child handed over to you.
- A circular will be emailed every term, about the activities planned.
- Parents are requested not to send any expensive jewellery or toys to the nursery, as we do not take any responsibility for loss or damage.
- Please do not send personal toys or belongings to school as we have found it causes fights amongst the children.
- All articles, bags of clothing, clothing (including socks & underwear) must be clearly marked with your child's name.
- Please do not send any chocolates, fizzy drinks, sweets, chewing/bubble gum with your child.
- Parents will be informed of any changes in staff/system of work, but management does not take responsibility for any staff leaving due to personal reasons. Staff leaving will be replaced adequately and promptly.
- Super Kids will post education, event, academic and athletic based content on it's social platforms i.e. facebook/Instagram, website and promotional items. Students of the nursery will be included in these pictures for advertising purposes only keeping in the mind the UAE guidelines. If you have any objection you must send an email to superkidsnursery@yahoo.com to opt out

TERMS & CONDITIONS

- Fees once paid are neither refundable nor transferable.
- Method of Payments: Credit Card, Cash, Cheque or Direct bank deposit. If direct bank deposit is made, we request a copy of the deposit slip/confirmation to be provided to the accounts department.
- Credit Card/Cash/Current dated cheque for the Registration and First term fees must be paid upon registering your child.
- If a child joins during a term and his/her place has been held from the beginning of the term, the full amount of term fees must be paid.
- No refunds will be given in case of absences, illness or holidays.
- A full months written notice is required prior to removing your child from the Nursery.
- The Nursery reserves the right to discontinue any child who might need additional support which the nursery cannot provide.

REGISTRATION DOCUMENTS RECEIVED

Registration Form

3 Color Passport Photographs

Medical Information

Child's Emirates ID