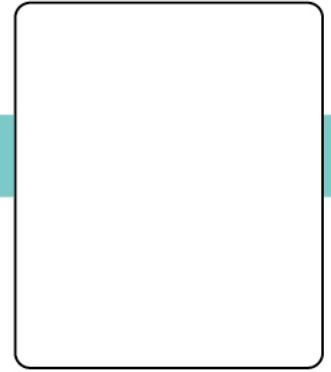




# Registration Form



Date of Registration: \_\_\_\_\_

Child's Details			
Child's Name:		Family Name:	
Child's D.O.B:		Gender: Male/Female:	
Child's Nationality:		Religion:	
1st Language:		2nd Language:	

Family Details		
	Mother	Father
Full Name:		
Mobile Number:		
Work Number:		
Home Number:		
Email Address:		
Place of Work:		
Home:		
Address:		

Emergency Contact Details	
Name:	
Relation:	
Number:	

Session Time					
Requested start date .....	Sunday	Monday	Tuesday	Wednesday	Thursday
Early Bird Session 7am-8am					
Morning Session 8am-1pm					
Afternoon Session					
1pm-2pm					
1pm-3pm					
1pm-4pm					
1pm-5pm					
1pm-6pm					
1pm-6.30pm					
Transportation					
Bus Transportation	Pick up and drop off	<input type="checkbox"/>	One way pick up/drop off	<input type="checkbox"/>	

Documents			
The following supporting documents are required to complete the registration process			
Copy of Child's Emirates Id	<input type="checkbox"/>	Copy of both parent's residency and visa	<input type="checkbox"/>
Four passport sized photographs	<input type="checkbox"/>	Copy of birth certificate	<input type="checkbox"/>
Completed medical form	<input type="checkbox"/>	Copy of immunization record	<input type="checkbox"/>
Copy of child's passport	<input type="checkbox"/>	Registration fee	<input type="checkbox"/>
Copy of child's residency and visa	<input type="checkbox"/>	Copy of Both Parent's Emirates Id's	<input type="checkbox"/>
Copy of both parent's passport	<input type="checkbox"/>	Medical Fee	<input type="checkbox"/>

## Authorisations

### CKELC outings and Transportation

From time to time CKELC will organize trips to the park and local attractions. Appropriate staff ratios will be maintained at all times and procedures are in place to manage and reduce risks.

I give/do not give permission for my child to be taken out to trips to the park and other local attractions which involves the use of the CKELC transportation (bus).

### Photographs (internal and external use)

We take photographs and short videos of children participating in learning activities to be used in displays around the Centre in the children's development records and share with current and potential parents on the Centre's Facebook page, website, newsletter etc. Photographs may also appear in other printed and electronic media accessible to the public (e.g. local newspapers) in connection with the Centre's marketing efforts.

I give/do not give permission for photographs and videos to be taken of my child and used for the purposes above.

### Administration of 'over the counter' medicine

If your child develops a fever, or has pain, or a mild allergic reaction, it may be necessary to administer Calpol syrup (pain/fever reliever) or Anti-histamine. If your child is unable to take this medication, please contact the Centre nurse to discuss alternative medication.

I give my permission for CKELC to administer Calpol syrup (pain/fever reliever) or, Anti-histamine If my child develops a fever, or has pain, or a mild allergic reaction.

### Emergency Medical Treatment

In the event of an emergency, the CKELC staff will take your child to a doctor or the hospital for treatment or call an ambulance. The Centre reserves the right to administer basic first aid and treatment when necessary.

In the event of an emergency I hereby authorise CKELC staff to take my child to a doctor or the hospital for treatment or call an ambulance and any expense of this service will be accepted by me.

### Medical Examinations

Working in accordance with Dubai Health Authority (DHA) guidelines, Children require a medical examination by the designated CKELC doctor in the presence of the Centre nurse once a Month.

I agree/do not agree for my child to be examined by the designated Centre doctor.

## Terms and Conditions

**We believe these standards terms and conditions reflect the custom and practice of our centre . The rules about notice and payment of fees are designed to promote stability, assist forward planning and the proper resourcing of the centre To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by the following terms and conditions.**

### **Policies and Procedures**

All parents must read and follow our policies and procedures which can be found online [www.ckelc.com](http://www.ckelc.com)

### **Registration and Registration Fee**

We require a completed Registration form and the non-refundable registration fee in order to secure your Childs place.

### **Fees**

CKELC fees are payable either in advance or on the first working day of each month. Accounts are payable by cash, credit/debit card, bank transfer or monthly post dated cheque's (made payable to Creative Kids Early learning Centre). Payment made by cash, credit/debit card or bank transfer must be settled by paying the whole term fees.

Any Cheque payments cancelled or returned from the bank will incur a charge of AED 100.

All sessions booked must be paid for, regardless of whether the child attends. No refunds will be given for sessions missed due to holidays or sickness. Failure to meet payments will result in termination of the childs place and in such circumstances the parents will not be entitled to a refund of any fees or the retainer deposit.

### **Collection and late collection**

Under no circumstances will the child be allowed to leave the centre with anyone unknown to the centre staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the centre will require the name and telephone number of the person permitted to collect the child and a password.

Parents/carers collecting children late from the centre will be subject to a surcharge. Charges of AED 40 are made of every 15 minutes. Please be punctual.

### **Accident and Illness**

CKELC reserve's the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be required to sign an accident form. For accidents of a more serious nature, involving hospital treatment, all attempts will be made by the centre to contact the parents but failing this, we are hereby authorized to act on behalf of parents and authorize necessary treatment.

We will administer prescribed medicines if parents have completed a 'Medical consent' form.

We may require parents to withdraw their child from the centre, in event that they require special medical attention, which is not available or refused by parents or it is considered the child is not well enough to attend the centre. We may also ask parents to withdraw their child from the centre if we have reasonable cause to believe that they are or maybe suffering from or has suffered from any contagious disease/infection and there remains a danger that other children at the centre may contract such a disease/infection . We accept no responsibility for children contracting contagious diseases/infections. Parents are requested to inform the centre if their child is suffering from any illness, sickness or allergies before attending the centre

We have a realistic attitude to the needs of working parents but we reserve the right to contact parents if their child becomes ill during the centre hours.

Please refer to our sick child policy online [www.ckelc.com](http://www.ckelc.com) for symptoms which would exclude your child from the centre

## Termination and cancellation

We require one month's notice, in writing, should you wish to terminate your child's place. Parents still remain liable for fees throughout the notice period. If a parent withdraws their child during this notice period the fees shall still remain payable.

In all other circumstances we will give you one month's notice, in writing, should we wish to terminate a child's place for any reason.

If the parent for any reason postpones a start date, we reserve the right to charge from the original start date stated on the registration form.

We reserve the right to terminate a child's place with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behavior.

## Operating Hours

Creative Kids Early Learning centre is open from 7.00am-6.00pm

## Personal property and belongings

The centre cannot be held responsible for any loss or damage to any parent, carer or child's property or belongings. However every reasonable effort will be made by the centre staff to ensure that property or belongings of your child is not damaged or lost. Please ensure your child's clothing and other belongings are clearly labeled and we suggest all toys, books and equipment is left at home.

## Liability

The centre accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the centre being temporarily closed. We accept no responsibility for children whilst in their parent's care on centre premises.

## Agreement

These Terms and Conditions represent the entire agreement and understanding between parents and CKELC  
The centre reserves the right to update/amend these terms and conditions at anytime.  
One month notice will be given if any changes made.

## Parental Agreement

By signing below you are agreeing to and confirming that all the information you have given is correct and that you have read and agree to abide by the terms and conditions detailed above.

Full Name: .....

Date: .....

Signature: .....

## For Office Use

Registration Number: .....Date of admission: .....

Class Name: .....Received by: .....



# REGISTRATION FORM

Child's Name .....

Group .....

Reg. No. ....

Date .....