



# Registration Form 2018-2019

www.funfirstnursery.com

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ROLL #

## Child's Details

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Nationality \_\_\_\_\_

Qatari ID # \_\_\_\_\_

First Language \_\_\_\_\_

Other Languages \_\_\_\_\_

Gender (please tick)  Male  Female

Date of Birth

Day	Month	Year

Photo

## Residential Address

(area)	(street)	(compound)
(house #)	(p.o.box)	Doha - Qatar

## Mother's Details

Name \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Contacts: Home \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

(Please note: email address is very important as the majority of communication will be via emails)

## Father's Details

Name \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Contacts: Office \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

(Please note: email address is very important as the majority of communication will be via emails)

## Emergency Contact

Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_

## Medical Information

Does your child suffer from any allergy or recurring illness? (if yes, please explain)

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Does your child require regular medication for health problems? (if yes, please explain)

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Has your child had any major surgery or illness we should be aware of? (if yes, please explain)

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Does your child have any special needs that you are aware of? (hearing impairment, speech impediment, ASD, ADHD.. etc)

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## General Information

Did your child attend nursery before? (give names + dates)

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Is your child still bottle fed?

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Is your child potty trained?

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Does your child have any phobias? (if yes, please specify)

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## About Fun First Nursery

Where did you hear about us?

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## Medication / Illness policy

- 1- *Fun First Nursery* does **NOT** administer any prescription or over-the-counter medication. The **ONLY** exception is diaper cream, teething gel & Sunblock. If your child requires any of the above, please inform the teacher.
- 2- *Fun First Nursery* is a well-child facility. Keep your child away from the nursery if he/she suffers any of the following illness symptoms: **Fever** (37.8 °C and above), **Sore throat**, **Vomiting**, **Diarrhea** or any **contagious disease**. A child needs to be free of symptoms, without the aid of medication for 24 hours, before returning to the nursery.
- 3- *Fun First Nursery* will notify parents when a child is ill or needs medical attention. You will be asked to pick up your child as soon as possible. If we are unable to reach either parents, the emergency contact will be notified.
- 4- In the event that you cannot be contacted and your child requires immediate medical attention, *Fun First Nursery* will contact Hamad Hospital and arrange transportation by ambulance to the hospital for treatment. Any cost associated with emergency medical treatment will be the responsibility of parents. Please refer to our detailed Illness Policy in our Parents Handbook.

## Booking Requirements

**Nursery operates from Sunday - Thursday between 6:30am and 4:00pm**

**Ages Accepted - 4 months to 4 years**

Please specify which days of the week you want your child to attend Fun First Nursery. This is not a guarantee of a place. Places are subject to approval from management according to availability. After being offered a place, should you reject or post-pone your child's starting date, you will then need to re-apply for the waiting list.

DAY	TICK ✓
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	

\*We offer the part-time option and your child must attend at the beginning or end of the week for consecutive days

## Fees (All our fees quoted in Qatari Riyals)

Period	2 Days/Week	3 Days/Week	5 Days/Week	Payment Due date (on or before)
<b>MONTHLY FEES</b> (September 2018 onward)	3250	3660	3940	1st of the Month

<b>TERM FEES</b> (Pay termly and receive the below discounted rate)				
Term 1 (Oct-Nov-Dec) 2018	8250	9480	10320	1st October 2018
Term 2 (Jan-Feb-Mar) 2019	8250	9480	10320	1st January 2019
Term 3 (Apr-May-Jun) 2019	8250	9480	10320	1st April 2019

## Additional Fees

Registration Fees	1000 QR
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## Fees Policy

- 1- Fees must be paid in full prior to your child's start date.
- 2- Fees are non refundable under any circumstances. Invoices are not issued. Payment by Cash, Cheque, Debit Card or Credit Card.
- 3- Fees are due as detailed in the table above.
- 4- If fees are paid later than the dates mentioned above, a late penalty fee will apply of **QR50** per day. If accounts remain in arrears for more than 10 fiscal days, your child's name will be withdrawn from the register.
- 5- Fees are calculated on an annual basis, taking into account holidays & staff training listed in our parents handbook, and unforeseen circumstances (such as electrical emergencies); therefore there are no reductions in fees during months where nursery is closed. The only exception to this policy is summer break in August. No fees are due for this closure. Our Summer programme in July is optional.
- 6- **No refunds nor discounts** apply for children who do not attend the nursery due to vacation, illness or family relocation. No exceptions will be made.
- 7- The Academic Year goes from the beginning of September till the end of June. Once your child is enrolled, you are expected to commit all the way till the end of the Academic Year. If you wish to withdraw your child permanently, a minimum of one month written notice is required.
- 8- 10% discount on fees will apply to new siblings registering (brother & sister only). This does not apply to the registration fee.
- 9- Absences for more than 5 school days without notification, will result in your child's name being withdrawn from the register and his/her place being given to the next child on the waiting list. We don't hold your child's place unless full fees are paid.
- 10- *Fun First Nursery* reserves the right to change these policies at any time. Any changes will be e-mailed to you.
- 11- *Fun First Nursery* reserves the right to terminate a child's registration at the nursery for any of the following:
  - \*Failure to pay the fees as per policy.
  - \*Lack of parental co-operation and/or physical / verbal abuse towards staff, parents or property at *Fun First Nursery*.
  - \*Failure of child to adjust to the nursery after a reasonable long period of time.
- 12- *Fun First Nursery* opens at 6:30am and closes at 4:00pm sharply; we have a free pick up/free drop off policy, however please take into consideration Doha traffic and pick up your child before agreed time (4:00 pm).

## Documents Required

Please bring along with this application the following VALID documents:

- 1- Copy of child's passport or Birth Certificate
- 2- Copy of child's RP in Qatar
- 3- Copy of the parent's/sponsor RP in Qatar.
- 4- Copy of parent's/sponsor Passport.
- 5- Copy of child's vaccination card.
- 6- 4 x passport photographs.

## Undertaking

- 1- I do hereby give my permission for my child to participate in all activities and use all the equipment provided by *Fun First nursery*.
- 2- I do hereby give *Fun First nursery* permission to take photos of my child and use them along with his/her artwork for classroom projects or any advertising. This also allows us to use photos of the children on our Facebook/Instagram pages, our website and on any advertising magazine/flyer which benefits the nursery only.
- 3- I have read and agree to all the policies of *Fun First nursery* listed in this application form, Parents Handbook and FFN Policies and Procedures.
- 4- I certify that all information in this application form is true.

Mother's Signature: \_\_\_\_\_  
and / or  
Father's Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

### For Office Use Only

#### STARTING DATE

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

HOME GROUP (2018-2019)

\_\_\_\_\_

MANAGEMENT APPROVAL

\_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SIBLINGS ENROLLED

\_\_\_\_\_

(specify brother / sister, names and class group)

#### WITHDRAWAL DATE

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

CIRCUMSTANCES

\_\_\_\_\_  
\_\_\_\_\_

For more details, visit our website: [www.funfirstnursery.com](http://www.funfirstnursery.com)  
visit our Facebook Page

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