



Registration Form 2022-2023

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)

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

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

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

General Information

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

Is your child still bottle fed?

Is your child potty trained?

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

About Fun First Nursery

Where did you hear about us?

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	

Fees (All our fees quoted in Qatari Riyals)

Period	2 Days/Week	3 Days/Week	5 Days/Week	Payment Due date (on or before)
MONTHLY FEES (August 2022 onward)	3250	3660	3940	1st of the Month

Registration Fee

1000 QR

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 issued 5 days prior to payment due date. Payment are to be settled by Bank Transfer.
- 3- Fees are due as detailed in the table above.
- 4- If accounts remain in arrears for more than 5 school 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 closed. The only exception to this policy is our summer break in August. No fees are due for this closure.
- 6- The nursery operates a summer programme in July (sometimes in August too). Parents will be notified well ahead regarding the operational summer months.
- 7- **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.
- 8- 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.
- 9- 10% discount on fees will apply to new siblings registering (brother & sister only). This does not apply to the registration fee.
- 10- 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.
- 11- *Fun First Nursery* reserves the right to change these policies at any time. Any changes will be e-mailed to you.
- 12- *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*.
- 13- *Fun First Nursery* opens at 6:30am and closes at 4:00pm sharply; we don't offer before and/or after hours care services

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- 1x 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 social media platforms, our website and on any advertising 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 (2022-2023)

MANAGEMENT APPROVAL

_____ DATE ____ / ____ / ____

SIBLINGS ENROLLED

(specify brother / sister, names and class group)

WITHDRAWAL DATE

____ / ____ / ____

CIRCUMSTANCES

For more details, visit our website: www.funfirstnursery.com
visit our Facebook / Instagram Pages

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