

HOW TO COMPLETE YOUR REGISTRATION

- CONTACT THE BRANCH OF YOUR CHOICE
- BOOK A VIEWING
- DOWNLOAD, COMPLETE AND PRINT THE REGISTRATION FORM FROM OUR WEBSITE
- ATTACH COPIES OF THE FOLLOWING DOCUMENTS WITH THE REGISTRATION FORM:
 - COLOURED COPY OF CHILD’S PASSPORT AND RESIDENCE VISA
 - COLOURED COPY OF CHILD’S EMIRATES ID
 - COLOURED COPY OF FATHER’S OR SPONSOR’S PASSPORT AND RESIDENCE VISA
 - COLOURED COPY OF CHILD’S BIRTH CERTIFICATE
 - COLOURED COPY OF CHILD’S IMMUNISATION RECORD
 - 2 RECENT PASSPORT SIZE PHOTOS OF THE CHILD
 - 2 RECENT PASSPORT SIZE PHOTOS OF EACH PERSON AUTHORISED FOR PICK UP
- PAY THE REGISTRATION AND TUITION FEES

REGISTRATION INFORMATION

WHICH NURSERY DO YOU REQUIRE?

AL BATEEN ABU DHABI GATE CITY KHALIFA CITY A

EAST CORNICHE

HOW DID YOU HEAR ABOUT STEPPING STONES?

MEDIA WORD OF MOUTH DROVE PAST

INTERNET RECOMMENDATION OTHER

HAS YOUR CHILD ATTENDED NURSERY BEFORE? YES NO

IF YES, WAS YOUR CHILD’S EXPERIENCE GOOD? YES NO

IF NO, PLEASE PROVIDE DETAILS: _____



FIRST NAME:		FAMILY NAME:	
DATE OF BIRTH: (DDMMYYYY)	<input type="text"/>	GENDER:	Male <input type="checkbox"/> Female <input type="checkbox"/>
NATIONALITY:		RELIGION:	
MOTHER TONGUE:		2ND LANGUAGE: (IF ANY)	

MOTHER'S DETAILS

FIRST NAME:		FAMILY NAME:	
MOBILE PHONE NUMBER:	<input type="text"/>		
HOME PHONE NUMBER:	<input type="text"/>		
WORK PHONE NUMBER:	<input type="text"/>		
EMAIL ADDRESS:	<input type="text"/>		
PLACE OF WORK:			

FATHER'S DETAILS

FIRST NAME:		FAMILY NAME:	
MOBILE PHONE NUMBER:	<input type="text"/>		
HOME PHONE NUMBER:	<input type="text"/>		
WORK PHONE NUMBER:	<input type="text"/>		
EMAIL ADDRESS:	<input type="text"/>		
PLACE OF WORK:			



AUTHORISED FOR PICK UP (NOT A PARENT)

FIRST NAME:		FAMILY NAME:	
RELATIONSHIP TO CHILD:			
MOBILE PHONE NUMBER:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
FIRST NAME:		FAMILY NAME:	
RELATIONSHIP TO CHILD:			
MOBILE PHONE NUMBER:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

EMERGENCY CONTACT DETAILS (NOT A PARENT)

FIRST NAME:		FAMILY NAME:	
RELATIONSHIP TO CHILD:			
MOBILE PHONE NUMBER:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
FIRST NAME:		FAMILY NAME:	
RELATIONSHIP TO CHILD:			
MOBILE PHONE NUMBER:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

COLLECTION PASSWORD

(This password needs to be quoted if an unauthorised person collects your child)



DAYS OF ATTENDANCE
FOR OPTION 'A' ONLY - PLEASE INDICATE THE 3 DAYS OF YOUR CHOICE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TUITION FEE PAYMENT DATES
(PLEASE NOTE THAT THESE ARE NOT TERM START DATES)

TERM 1	TERM 2	TERM 3
SEPTEMBER 1	DECEMBER 1	MARCH 1

*) Subject to change as per Management's discretion.
***) Only available in combination with another option.



TERMS AND CONDITIONS

In order to alleviate any queries with regard to your child's registration, and/or fee payments, kindly pay close attention to the following terms and conditions applicable to your child's enrolment with Stepping Stones Nursery. It is the parent's responsibility to seek assistance from the Branch Registrar if any of its contents need further explanation. This form must be signed and returned along with your child's registration fee payment before your seat can be confirmed.

REGISTRATION

Registration fees pertain to continuous enrolment for the specific student. Should a child withdraw from the nursery and at a later date wish to return, there will be a new registration fee and refundable deposit payable at time of re-registration. The registration fee is non-refundable, non-transferable and non-prorated. The deposit is refundable **ONLY** by providing a written notice on or before the specified notice dates (please see Withdrawal Notification below).

TUITION FEES

Tuition fees are payable in advance and are non-adjustable, non-transferable and non-refundable. Payment should be made in accordance with the below payment dates (NOT term dates!).

Term 1 - September 1

Term 2 - December 1

Term 3 - March 1

We recommend that you add these dates to your calendar as a reminder.

Tuition fees must be paid in full and a grace period of one week only is given to settle your account. After one week a late fee charge of AED50 per day will be added to your account, for every day that Stepping Stones does not receive the tuition fee payment. Any late fee charges **MUST** be settled at the same time as the tuition fee payment. Failing to do so will result in an adjustment to your deposit held.

Stepping Stones will only hold a space for 2 weeks if tuition fees remain unpaid (with added late fee charges mentioned above). After this grace period the nursery will release the space to another child. Children with outstanding tuition fees will not be able to attend classes. This policy will be strictly adhered to.

WITHDRAWAL NOTIFICATION

Parents have to advise the nursery in writing if they wish to withdraw their child from the following term. The notice has to be received by the office on or before the following term dates:

TERM NOTICE:	LAST NOTICE DATE:
Child not returning in Term 1 (starting in September)	1 July
Child not returning in Term 2 (starting January)	1 November
Child not returning in Term 3 (starting in April)	1 February

This will enable the nursery to forecast spaces becoming available for the upcoming term and prepare the refund of your deposit. Notice must be given in writing (email is sufficient) and failing to do so prior to a withdrawal will lead to the loss of your deposit. Deposits may take 1 month to be approved and generated.

If you enrolled your child after a notice period (i.e. after July 1 for Term 1, November 1 for Term 2 or February 1 for Term 3) please make sure to advise the nursery at the time of registration if you do not wish your child to attend the following term. Failing to do so will lead to the loss of your deposit, should you withdraw your child from the upcoming term.

SEAT FEE

At the end of each academic year Stepping Stones require that parents pay a Seat Fee of AED1000 to secure a seat for the following academic year. The Seat Fee is a non-refundable advance payment of the Term 1 Tuition Fee. If parents fail to pay the Seat Fee before the last day of Term 3, Stepping Stones will consider your child withdrawn from the nursery. If at a later date you wish to re-register your child, the registration fee, refundable deposit and medical fee will again be payable.



METHODS OF PAYMENT

All payments can be made by cash or cheque. In the event of a cheque being returned by the bank, a service charge of AED200 will be payable. If your cheque is returned by the bank, for any reason, payment must be made in cash (together with the mentioned service charge) and the nursery will not accept a replacement cheque. In addition to the service charge the late fee charge of AED50 per day will be added to your account if applicable (please see Tuition Fees).

GRADUAL ATTENDANCE

The nursery admits children between 18 months and 4 years of age. To avoid unnecessary distress to children so young, it is important to let the child gradually get used to their new surroundings and the nursery staff. We therefore enforce a settling in period for each child when starting the nursery. At the beginning of an academic year the settling in period will normally take 1 to 2 weeks, depending on the child's age and needs. We kindly ask for parents support and understanding to ensure your child's nursery experience is a happy one. Parents will not be able to attend with their child during the settling-in period. Our experience shows that it is much better if parents leave their child for shorter sessions (starting with one hour) without being present. This will help your child get used to being separated from you as well as assist with the reassurance your child needs that you will come back to collect him/her. The nursery does not offer a reduced fee structure during the settling in period.

DROP OFF

Normal attendance starts at 8:00am (unless you have registered and paid for our Early Bird drop off service starting at 7:00am). Children must be dropped off by their parents/carers and into the care of a nursery staff member. We request that children are dropped off no later than 8:30am to avail of the full programme offered and minimise disruption to class activities. The nursery will not accept children arriving after 9:30am unless prior approval has been given by management.

PICK UP

Children must be picked up at their scheduled timing and only by authorised individuals (as per the child's registered timing). Two Pick-Up Badges per family will be issued by the nursery that needs to be presented to our security guard before entering the nursery. The teaching staff will request photo ID of individuals that arrive without a Pick Up Badge and needs to be identified as authorized to pick up the child. Children will not be released to un-authorized individuals unless the parents have personally, by telephone or by writing, advised the nursery beforehand. Such individuals will also need to confirm the pick up password provided on the child's registration form before the child is released into their care. Only adults (persons over the age of 18 years) are able to collect children from the nursery.

The nursery will charge a Late Pick-Up fee of AED50 for every 15 minutes late. The charge can be paid at time of pick up or otherwise a monthly invoice will be issued to the parents. Any Late Pick-Up Charges that remain outstanding at the end of the term will be adjusted against your refundable deposit.

AFTER CARE ATTENDANCE

Please be advised that children attending extended timings after 1pm are offered supervised constructive play activities with an allocated teacher and assistant(s), which may vary from your child's usual classroom teacher/assistant(s).

COMPLAINTS AND CONCERNS

The nursery aims to provide the highest quality care, but in cases when parents have a complaint or concern this should be raised with the Class Teacher in the first instance. If the issue is not resolved, then it can be raised with the Branch Registrar or the Chief Registrar who shall be the final authority in determining an appropriate resolution. The Director is not directly involved in matters concerning the daily running of the nursery and will therefore not meet with parents or other parties in connection with complaints or concerns of such nature.

ILLNESS AND NURSERY CLOSURES

The nursery has a right to refuse a child from attending classes if he/she is showing clear signs of being unwell, in order to protect other children from cross infection. Children suffering from temperature, diarrhea, vomiting, eye infection, skin rash or any other sign of viral infection will need to be taken home immediately and parents should seek advice from a doctor if necessary. Children can only return to nursery after showing no symptoms for a minimum of 36 hours. Children on antibiotics will need to stay at home the first 2 days of the course. Children



returning to nursery after contracting Chicken Pox will need a doctor's note stating the child is no longer considered contagious before being accepted back to class.

The nursery does not offer make up days, reduced fees or alternative childcare due to illness, term breaks, scheduled field trips, family or Government holidays. Parents must notify the nursery by phone or using the Mobile Phone Application, if their child is unable to attend class due to an illness or any other circumstance. For further information about term breaks you can access our academic calendar on our website. In the event that the nursery has to close due to circumstances beyond our control (i.e. a power or water failure for example), the nursery is not responsible to offer make up days, reduced fees or alternative childcare for you.

SPECIAL NEEDS

Stepping Stones is not a special needs nursery, although we are happy to accept children with mild or moderate special needs. A formal psychological assessment report conducted by a professional must be provided to the nursery prior to registration. If Stepping Stones believe that the child is in need of a shadow teacher for additional support, the parents will need to provide such support (all costs to be borne by the parents) or the child is unable to attend. A shadow teacher is an educational assistant who works directly with a single special needs child. A shadow teacher understands a variety of learning disabilities and how to handle them accordingly. Providing a shadow teacher allows the child to attend classes while receiving the extra attention that he/she needs. Shadow teachers are trained to help the student interact with others and to assist with the child's development. Shadow teachers should have an early childhood education certification and must have completed additional courses about disabilities and how to deal with them appropriately. Shadow teachers are to be appointed by the parents and approved by Stepping Stones. An attested qualification certificate has to be supplied before such approval can be granted. A nanny/maid or any other unqualified person will not be allowed as a substitute shadow teacher.

COMMUNICATION

As from September 2016 all newsletters, notices, reminders and other important information shall be sent via the use of a Mobile Phone Application. It is the parent's responsibility to ensure they download the application on their device as and when they receive their log in details from the nursery. It is also the parents' responsibility to ensure that they regularly check the app for important messages, reminders and notices. All important notices and reminders are also posted on the notice boards in the nursery. Should the mobile phone application experience technical problems, then we will use the parent's email address (as provided on the registration form) to communicate important messages, reminders and notices - until such technical problems have been resolved and restored.

SUPPLIES

Parents of children in nappies have to supply all nappy changing materials, including wipes and disposable gloves. Due to the fire hazard and limited space the nursery cannot store more than 5 nappies per child at a time. Please note that children that are above 3 years of age at the start of the academic year should be potty trained (unless there is a medical condition preventing the child from being potty trained - a doctor's note to be supplied).

Snack and lunch are to be supplied by the parents. The nursery adheres to a healthy food policy and will not allow the following food items (these items will be removed from your child's lunch box and returned at pick up time):

- Cakes/Cupcakes (unless it is a special occasion; like a birthday celebration)
- Chocolate of any kind
- Sweets/Candy
- Fizzy drinks
- Fast food
- Crisps/Chips
- All nuts and byproducts

The nursery is a NUT free zone and any items containing nuts will be removed from lunch boxes due to children suffering from nut allergy.

Two sets of spare clothing are to be supplied by the parents and will be kept at the nursery in case of any spills or accidents. Any soiled clothing will be returned to the parents in a rinsed condition, but the nursery will not machine wash or disinfect any clothing or shoes. Please make sure to provide the nursery with a new set of spare clothing if one set has been used.



School bags should be limited in size and be able to fit into the child's personal cubby. School bags with wheels are not allowed in the nursery due to safety (they do not normally fit in the cubby and can cause obstruction in the classroom; they are also unsafe for children to carry when walking down stairs for example). We recommend parents to use a lunch box or similar sized bag for the child's daily items. Spare clothes and nappy changing supplies can be kept at the nursery and refills can be made as and when needed. All items brought to nursery **MUST** be clearly labeled with your child's name.

CLOTHING

Parents are encouraged to dress their child in comfortable clothes and shoes that are appropriate for the season and weather. We kindly request that you refrain from sending your child to nursery with shoes that have shoelaces, however; all shoes must be safely attached to the foot and we will not allow flip-flops or other shoes that does not have a strap around the heel.

PERSONAL BELONGINGS

Please note that the nursery does not take responsibility for any loss or damage to personal belongings (including clothing and jewelry) brought to the nursery by a child or its parents/carers. Any personal belongings brought to nursery for use at the nursery has to be clearly marked/labeled with the child's name.

PHOTOS AND CCTV

Please be advised that throughout the course of the academic year Stepping Stones teachers' take photographs of the children to record specific events or daily activities. Images of your child may be displayed on notice boards, in the classrooms, reception area, newsletters or on our website. Stepping Stones will also sell a Class Year Book (normally in book or DVD format) at the end of the academic year (only parents are allowed to purchase the Year Books). The nursery has CCTV cameras installed to increase the security and safety of its students and staff. CCTV footage is not accessible to anyone but the nursery itself.

MOBILE PHONE AND CAMERA USAGE

Please note that the nursery has a policy not to allow staff, parents/carers or visitors to use their mobile phones whilst inside the nursery grounds. This is to prevent any misuse and to protect the children whilst in our care. Parents/carers and visitors are also prohibited from using their private cameras whilst inside the nursery setting. Photos of the children can only be taken by the nursery staff and with the nursery's camera.

ATTENDANCE REFUSAL

Stepping Stones reserve the right to refuse your child from attending the nursery if the child's behaviour is considered by us to be inappropriate and/or unacceptable for his/her age, could cause harm to him/herself and other children or if incorrect information has been given, in writing or verbally, to the nursery at time of registration.

EQUALITY

Stepping Stones firmly believe in equality and our decision making does not consider ethnicity, religious belief, gender, nationality, age, income, civil status or any other individual background or preference. We will not make exemptions to any of our terms and conditions and will not favour individuals or groups of students and/or parents under any circumstance.

AMENDMENTS

Any amendments to our Terms and Conditions will be advised by providing an up to date version on our website and mobile phone application at all times.

DECLARATION

I hereby confirm that I have read, understood and acknowledged the above terms and conditions prior to registering my child with Stepping Stones Nursery. I further confirm that I have read and understood the notice periods and written notice that must be complied with in order to receive a refund of my deposit.

PARENT'S NAME (IN CAPITAL LETTERS): _____

PARENT'S SIGNATURE: _____ **DATE:** _____



HEALTH FORM

PLEASE COMPLETE THIS FORM CAREFULLY AND ACCURATELY. THE INFORMATION PROVIDED WILL BE TREATED CONFIDENTIALLY AND IS ACCESSIBLE TO STEPPING STONES STAFF ONLY.

CHILD'S DETAILS											
FIRST NAME:		FAMILY NAME:									
DATE OF BIRTH: (DDMMYYYY)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>									GENDER:	Male <input type="checkbox"/> Female <input type="checkbox"/>
CLINIC/DOCTOR NAME:		CLINIC/DOCTOR TELEPHONE NUMBER:									
CHILD HEALTH INFORMATION											
DOES YOUR CHILD HAVE ANY ALLERGIES?		YES <input type="checkbox"/> NO <input type="checkbox"/>									
IF YES, PLEASE PROVIDE DETAILS:											
DOES YOUR CHILD HAVE ANY FOOD INTOLERANCE?		YES <input type="checkbox"/> NO <input type="checkbox"/>									
IF YES, PLEASE PROVIDE DETAILS:											
DOES YOUR CHILD TAKE REGULAR MEDICATION?		YES <input type="checkbox"/> NO <input type="checkbox"/>									
IF YES, PLEASE PROVIDE DETAILS:											
DOES YOUR CHILD HAVE ANY SPEECH, HEARING, VISION OR RESPIRATORY PROBLEMS OR ANY OTHER HEALTH CONDITION WE SHOULD BE AWARE OF?		YES <input type="checkbox"/> NO <input type="checkbox"/>									
IF YES, PLEASE PROVIDE DETAILS:											
DOES YOUR CHILD REQUIRE SPECIAL EDUCATIONAL NEEDS SUPPORT?		YES <input type="checkbox"/> NO <input type="checkbox"/>									
IF YES, PLEASE PROVIDE DETAILS(PLEASE READ OUR SPECIAL NEEDS REQUIREMENTS IN THE TERMS AND CONDITIONS):											



IMMUNISATIONS AND ILLNESSES DETAILS

(Please tick if your child has had any of the following childhood illnesses and/or is vaccinated against it.)

NAME OF ILLNESS:	HAS HAD THE ILLNESS:	IMMUNISED AGAINST:	NAME OF ILLNESS:	HAS HAD THE ILLNESS:	IMMUNISED AGAINST:
MEASELS	<input type="checkbox"/>	<input type="checkbox"/>	DIPHThERIA TETANUS (DT)	<input type="checkbox"/>	<input type="checkbox"/>
CHICKEN POX	<input type="checkbox"/>	<input type="checkbox"/>	RHEUMATIC FEVER	<input type="checkbox"/>	<input type="checkbox"/>
MUMPS	<input type="checkbox"/>	<input type="checkbox"/>	HEPATATIS A	<input type="checkbox"/>	<input type="checkbox"/>
POLIO 1ST DOSE	<input type="checkbox"/>	<input type="checkbox"/>	HEPATATIS B	<input type="checkbox"/>	<input type="checkbox"/>
POLIO 2ND DOSE	<input type="checkbox"/>	<input type="checkbox"/>	MENINGITIS	<input type="checkbox"/>	<input type="checkbox"/>
POLIO 3RD DOSE	<input type="checkbox"/>	<input type="checkbox"/>	SCARLET FEVER	<input type="checkbox"/>	<input type="checkbox"/>
RUBELLA	<input type="checkbox"/>	<input type="checkbox"/>	HAND FOOT AND MOUTH	<input type="checkbox"/>	<input type="checkbox"/>
DIPHThERIA PETUSSIS (DPT)	<input type="checkbox"/>	<input type="checkbox"/>	WHOOPIG COUGH	<input type="checkbox"/>	<input type="checkbox"/>

MEDICINE/MEDICAL TREATMENT AUTHORISATION

I GIVE STEPPING STONES PERMISSION TO ADMINISTER THE FOLLOWING MEDICATION OR TREATMENT TO MY CHILD IF NEEDED	PARACETAMOL (OR SMILIAR NON-ASPIRIN PAIN RELIEVER)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	FIRST AID TREATMENT FOR MINOR WOUNDS/INSECT BITES	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I GIVE STEPPING STONES PERMISSION TO TRANSPORT MY CHILD TO THE NEAREST HOSPITAL IN THE EVENT OF AN ACCIDENT OR AN ILLNESS THAT REUQUIRE IMMEDIATE MEDICAL ATTENTION		YES <input type="checkbox"/>	NO <input type="checkbox"/>

I HEREBY CONFIRM THAT THE INFORMATION PROVIDED IN THIS HEALTH FORM IS ACCURATE ANDACKNOWLEDGE THAT SHOULD I HAVE WITHHELD ANY INFORMATION, THEN STEPPING STONES RESERVE THE RIGHT TO WITHDRAW MY CHILD FROM ITS PROGRAMME:

PARENT'S NAME (IN CAPITALS): _____

PARENT'S SIGNATURE: _____ DATE: _____



CHILD PROFILE FORM

TO ASSIST YOUR CHILD'S TEACHER, WE WOULD BE GRATEFUL IF YOU COULD PLEASE SHARE WITH US SOME INFORMATION ABOUT YOUR CHILD. THIS WILL GIVE THE TEACHER A CHANCE TO GET TO KNOW SOME OF YOUR CHILD'S NEEDS AND ROUTINES BEFORE THE SETTLING IN PERIOD STARTS.

**PLEASE ATTACH A
RECENT PASSPORT
SIZE PHOTO OF YOUR
CHILD**

CHILD'S NAME: _____

CHILD'S DATE OF BIRTH (DD/MM/YYYY): _____

CHILD'S NICK NAME (IF ANY): _____

WHAT IS YOUR CHILD'S FAVOURITE TOY OR COMFORTER? _____

WHAT DO YOU CALL YOUR CHILD'S FAVOURITE TOY OR COMFORTER? _____

WHAT IS YOUR CHILD'S FAVOURITE FOOD? _____

WHAT IS YOUR CHILD'S FAVOURITE ACTIVITY? _____

IS YOUR CHILD POTTY TRAINED? _____

DOES YOUR CHILD HAVE ANY SIBLINGS? IF YES, HOW OLD ARE THEY? _____

DOES YOUR CHILD HAVE ANY SPECIFIC DISLIKES OR FEARS? _____

PLEASE ADD ANY OTHER INFORMATION YOU THINK THE TEACHER WOULD FIND HELPFUL:



MEDICAL CONDITION ALERT

ONLY FOR CHILDREN WITH AN ALLERGY, ASTHMA, EPILEPSY OR ANY OTHER MEDICAL CONDITION THAT THE NURSERY NEEDS TO KNOW ABOUT

**PLEASE ATTACH A
RECENT PASSPORT
SIZE PHOTO OF
YOUR CHILD**

CHILD'S NAME: _____

MEDICAL CONDITION OR ALLERGY: _____

ANY SYMPTOMS THAT THE NURSERY SHOULD LOOK OUT FOR: _____

SPECIAL INSTRUCTIONS THAT THE NURSERY SHOULD FOLLOW WITH REGARD TO THE CONDITION/ALLERGY: _____

EMERGENCY CONTACT NUMBERS (MOBILE PHONES ONLY):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME: _____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME: _____

COPIES OF THIS FORM WILL BE KEPT IN YOUR CHILD'S FILE AS WELL AS IN THE TEACHER'S AND NURSE'S FILES. THE INFORMATION IS NOT DISPLAYED AND IS TREATED CONFIDENTIALLY AT ALL TIMES.



PICK UP AUTHORISATION BADGE

PLEASE PROVIDE 2 PHOTOS PER INDIVIDUAL. WRITE THE FULL NAME OF THE PERSON ON THE BACK OF BOTH PHOTOS - GLUE ONE PHOTO ONTO THE FORM AND HAND IN THE SPARE PHOTO TOGETHER WITH THE FORM.

CHILD'S NAME: _____

FIRST NAME: _____

FAMILY NAME: _____

RELATIONSHIP TO CHILD: _____

EMIRATES ID NUMBER: _____

FIRST NAME: _____

FAMILY NAME: _____

RELATIONSHIP TO CHILD: _____

EMIRATES ID NUMBER: _____

FIRST NAME: _____

FAMILY NAME: _____

RELATIONSHIP TO CHILD: _____

EMIRATES ID NUMBER: _____

FIRST NAME: _____

FAMILY NAME: _____

RELATIONSHIP TO CHILD: _____

EMIRATES ID NUMBER: _____

SAVE

PRINT

