

# Registration Package



by Liwa Education ليوا للتعليم

# Registration procedure



Welcome to Teddy Bear Nursery where play is a priority on your child's educational journey of discovery, learning, exploration, and fun!

1. Pay the registration fee of AED 1,500 (excl. VAT) due upon registering your child - Non-refundable.

This payment does not confirm your child's placement in the nursery until the tuition fee is paid in full by the due dates.

2. Submit application form(s) to the office for processing and filing:

A. Admission form with required documents:

- Three passport size photographs
- Photocopy of parents and child's passport (Residence Visa)
- Photocopy of birth certificate
- Photocopy of vaccination card
- ADDC premises ID
- Original parents and child Emirates ID at the time of registration

B. Medical form

C. Enrolment preference

D. Indemnity form

E. Parents security pass form

3. Pay the tuition fee in full on due dates as per payment schedule and deadlines as per the fees policy (attached).

Please note that the child will not be admitted until accounts are settled.

## Enrolment preference

Child's date of birth: \_\_\_\_\_

Teddy 2  Teddy 3  Teddy 4

Age: \_\_\_\_\_

Option A

3 Days a week 7:30am – 2:30pm

Mon  Tue  Wed  Thu  Fri

Option B

5 Days a week 7:30am – 2:30pm

Mon  Tue  Wed  Thu  Fri

# A. Admission form 1



Photo	Teddy Bear Nurseries Al Qattara branch
	Proposed start date:
	Date submitted:
	<input type="checkbox"/> Teddy 2 <input type="checkbox"/> Teddy 3 <input type="checkbox"/> Teddy 4

Child Information	معلومات الطفل/ة
Name:	الإسم:
Surname:	إسم العائلة:
Nickname:	الإسم المحبب:
Date of birth:	تاريخ الميلاد:
Gender: <input type="checkbox"/> Boy <input type="checkbox"/> Girl	الجنس: <input type="checkbox"/> ذكر <input type="checkbox"/> أنثى
Nationality:	الجنسية:
Religion:	الديانة:
Child's first language:	اللغة الأم:
Other languages spoken at home:	لغات أخرى متحدثة في البيت:
Fees paid by: <input type="checkbox"/> Personal <input type="checkbox"/> Company name:	يدفع القسط المدرسي من: <input type="checkbox"/> الحساب الشخصي <input type="checkbox"/> إسم الشركة:

Parents Information	بيانات الوالدين
Mother: _____	Father: _____
Name:	الإسم:
Nationality:	الجنسية:
First language:	اللغة الأم:
Home tel:	هاتف المنزل:
Mobile no:	الهاتف المتحرك:
Company name:	مكان العمل:
Home address:	عنوان المنزل:
City:	المدينة:
Email:	البريد الإلكتروني:

Details of Siblings	معلومات الإخوة و الأخوات				
Name	الإسم	Date of birth	تاريخ الميلاد	School	المدرسة
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Emergency Contact	قائمة الأشخاص الذي يمكن الاتصال بهم في الحالات الطارئة						
Name	الإسم	Relationship	صلة القرابة	Mobile no.	الهاتف المتحرك:	Home/Work no.	رقم المنزل/العمل
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Please return this form to the office – Thank you

# A. Admission form 2



## Authorization for Pickup

## المفوضون بتوصيل و أخذ الطفل

Your child will only be released to an authorized person listed on this form (parent/guardian and/or emergency contact)

الرجاء تزويدنا بقائمة بأسماء و عناوين الاشخاص الذين تسمحون للطفل بالمغادرة معهم في حالة حصول طارئ.

Name	الإسم	Address	العنوان	Phone no.	الهاتف

A parent/guardian's verbal authorization for pickup must be received before your child will be released to anyone not listed here. If not received, and we cannot notify you by phone, the child will not be released.

على أولياء الأمور إبلاغ الحضانة في حال تفويض شخص غير مذكور في القائمة أعلاه بماذا سيأتي الطفل في الحضانة حتى وصول إخطار من الأهل.

## Your child's profile

Please note that these questions need to be answered accurately and fully so we can look after your precious child, covering all different aspects of care needed.

### Other information

Does your child use  Nappies  Toilet  Potty

Has your child attended nursery before?

Yes  No

Has your child encountered any difficulties at his/her previous nursery?  
If yes, please explain:

Yes  No

Any friends at the nursery?

Yes  No

Favorite story/toy:

Any personal favorites e.g.  Security blanket  Doll  Cup  Pacifier  Other

Summarize your child's food restrictions / special diet / fears.

Name of parent/guardian:

Signature:

Date:

# B. Medical form



Photo	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Full name:
	Date of birth:

## Diseases: Has your child had any of the following conditions or diseases?

Measles	<input type="checkbox"/> Yes <input type="checkbox"/> No	Heart disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
German measles	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rheumatic fever	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scarlet fever	<input type="checkbox"/> Yes <input type="checkbox"/> No	Kidney disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
Whooping cough	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mumps	<input type="checkbox"/> Yes <input type="checkbox"/> No	Infectious hepatitis	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chicken pox	<input type="checkbox"/> Yes <input type="checkbox"/> No	Convulsions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Poliomyelitis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Accidents or Operations: If your child has had any serious accidents or operations or other health problems please explain:

Special Educational Needs: Is it possible that your child may require special educational needs support?  Yes  No  
If yes, please give details:

Allergies: Does your child have any allergies?  Yes  No  
If yes, please give details:

Does your child have any speech, hearing, vision or respiratory difficulties?  Yes  No. If yes, please give details:

How does the allergy show itself?  Asthma  Hay fever  
 Hives  Others

## Parent permission for first aid

I give the class teacher/assistant permission to apply the following on my child when the need arises:

Insect repellent  Sun screen  Diaper creams

I give the Health & Safety Officer permission to apply the following on my child when the need arises:  Arnical cream (for bruising)  Fenistil cream (anti-histamine)  Calpol (fever)  Band aid  Antiseptic ointment (for grazes)

I give the nursery management permission that in the event of an accident or an illness requiring immediate medical attention, to take my child to the nearest hospital with the school nurse. In the event of my child requiring resuscitation, I give permission for the nursery to provide CPR.

Name of parent/guardian:	Signature:	Date:
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### Doctor's Details

Doctor's name:	Contact numbers:
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# Fee policy



## Registration Fees due on submission of Registration Pack

Registration: AED 1,500 (excl. VAT) Non-refundable

### Fees Policy

Our nursery runs on termly registrations and not yearly registrations and parents can register children for one term in an academic year if they wish. All documents need to have been submitted and forms completed in order for placement for that term to be confirmed. The non-refundable once-off fees for registration (AED 1500) are due at the time of the registration application.

Registration forms are available in paper form and online. Parents need to update all outdated or expired documents or information as soon as they have changed because parents are responsible for keeping their documents and contact details up to date.

Term fees are payable on the last week of the preceding term and are non-transferrable subsequent terms, years, or other children. Term fees exclude the costs of optional services (extended care, transport, ECAs, and outings). Other fees (transport and extended care) are payable per term or on a daily or monthly basis in the event of intermittent needs for parent service requirements.

### Late Entry

If a child joins during the term, and a place has been reserved for the child from the beginning of the term, then the full term fees are payable. If a child joins at any time during the term, the full amount of the registration and other fees are payable. However, the term fee will be calculated on a pro-rata rate for that term depending on when the child had joined.

### Refund and child withdrawal

If a child withdraws at any time or does not join the Nursery, the fees for Registration, additional services fees (extended day and Transportation), and Term Fees are nonrefundable. If a notice for a withdrawal of a child initiated by the Nursery, the balance of Term fees paid will be refunded after deducting the Registration.

A child can withdraw from Nursery by providing one month's notice in writing to the Nursery to secure a refund of the remaining term fees paid, subject to the terms and conditions noted herein, failing which that term's fee in full shall be charged. The Nursery reserves the right to withhold the report cards until the settlement of all outstanding balances. The Nursery reserves the right to refuse re-admission unless all previous outstanding balances have been settled and if fees are not paid in the manner stated herein. The Nursery reserves the right to make any changes and exceptions to its Fee Policy at its discretion at any time.

Please note that we do not refund fees in the following cases: for holidays during term time. Likewise, traveling during or at the end of a term is non-refundable; for absence due to sickness; due to force majeure: closures mandated by the government through official announcements from ADEK or other government entities due to weather impact, public events impacting nursery operations, etc.

### Fees and Refund policy during emergency or crisis management conditions.

Our nursery registration and term fees payment processes will continue as outlined above during times of emergency or crisis management. Upon registration parents/ guardians will be provided with the information outlining our fees and refund policy during this time and asked to sign declaration that they understand and agree to the information provided.

Registration will be completed according to the places available within the nursery and bubble systems in place to ensure the health, safety and well-being of all children when attending, according to the directives received from the government authorities.

The Registration fees and Term fees are nonrefundable in the case of crisis/ emergency. Should the nursery be required to close, or an isolation/ quarantine period be implemented, families will be provided with the Home/ Virtual learning program to continue their learning at home.

Teddy 2, Teddy 3 and Teddy 4 –Virtual Learning Program will be provided.

All closures or implementation of quarantine/isolation periods will be on the directive of government authorities and communicated with parents through the parent communication application.

We, the parents of the below mentioned child hereby accept Teddy Bear Nurseries terms and conditions listed in the above fees policy.

Name of parent/guardian:	Signature:	Date:
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Please return this form to the office – Thank you

# D. Indemnity form



I, ..... being the lawful parent or guardian of .....  
hereby agree that: .....

The nursery, or any supervisors, teachers, assistants, officials, voluntary helpers or owners, shall have no responsibility of whatsoever nature in respect of my child:

1. Prior to actual delivery of the said child into the custody of the said teachers or officials inside the nursery grounds, or after the child has been collected from the nursery grounds by a person authorized by me to do so, on a normal nursery day.
2. Whilst on nursery grounds outside the official opening times.
3. At any other time, unless the said child is in the direct custody or control of one of the said teachers whilst on a recognized outing or function arranged by the nursery.
4. Unless the injury is caused by or has resulted from a neglectful act or omission of any employee, nursery supervisor or nursery assistant or helper authorized to act for or on behalf of the nursery.

I hereby agree:

A. To keep the nursery, or any of its supervisors, teachers, or officials, or voluntary helpers, or owners, absolutely harmless, fully and effectively indemnified against all actions, claims, liabilities, damages, expenses, costs, charges, fees (including medical, judicial and attorneys' fees), whatsoever, which are suffered by the nursery as a consequence of any accidental injury or contraction of any virus/disease by the child.

B. To indemnify and keep indemnified the nursery in respect of any loss or damage to the property belonging to or in the custody of the nursery caused by my child.

C. The undersigned, lawful parent or guardian of the child hereby accept and agree that in case of an accident or injury occurring to or virus / disease being contracted by the child, the director, headmistress, deputy headmistress, nurse or any person in charge of the nursery, shall have full authority to take the necessary decision to ensure appropriate emergency medical treatment of my child at a government hospital / clinic, if I cannot be reached at the emergency numbers.

This form is deemed valid for the entire duration of your child's stay at Teddy Bear Nursery.

## Exclusion of sick children policy

I, the parent/guardian of ..... understand that the nursery has a right to exclude children who are unwell or contagious to protect the health of themselves and the children around them.

I, the parent/guardian of ..... agree that I will keep my child home if they have any infections, fever over 37.8 degrees, conjunctivitis or other contagious illness. I further understand that I will notify the nursery if my child has any contagious illnesses such as strep throat, hand foot and mouth or chicken pox.

I further understand that I am required to collect my child from nursery in the event of illness within 45 minutes of the nursery calling me.

Name of parent/guardian:	Signature:	Date:
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# E. Parents security pass application



Child Name(s): As on Passport	Teddy Class

Photo	Name:
	Relation:
	Mobile number:
	Home number:

Photo	Name:
	Relation:
	Mobile number:
	Home number:

- All persons entering the nursery must have their pass visible for the security guard.
- Any person not holding a parents pass must sign in at the front gate as a visitor with a photographic ID such as a drivers license or Emirates ID.
- Only children listed on this form are able to be collected from the nursery.
- Passes must be returned when your child leaves Teddy Bear Nursery for school or other reasons.
- In the case of the pass being lost, please notify the nursery immediately.
- Please complete this form and return it to the office as soon as possible or scan it with photos and email to: [admissions@lisq.ae](mailto:admissions@lisq.ae)
- Please attach any additional parents / carers ID.

## Media consent form

I, the parent/guardian of ..... understand that the nursery may photograph and/or film my child in a positive light during his/her education at Teddy Bear Nursery.

I understand that these media files may be used for the nursery's online and printed publications/advertisements/social media and that these files would be the nursery's property.

Yes. I do give permission for my child to be photographed.  No. I don't give permission for my child to be photographed.

I shall inform the nursery in writing if I withdraw my consent otherwise this form is deemed valid for the entire duration of your child's stay at Teddy Bear Nursery.

Name of parent/guardian:	Signature:	Date:
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# Documents checklist



Name	Invoice	Receipt	Amount
Registration fee			
Tuition fee			

Checklist	Date Received	Received by
A. Admission form signed		
B. Medical form signed		
C. Enrolment preference signed		
D. Indemnity form Signed		
E. Parents security form + photos		
F. Transportation form signed (optional)		
Copy of birth certificate		
UAE family book (Emirati Only)		
3 Colour passport photos (please write the name at the back)		
Child's passport copy		
Copy of child's UAE Residence Visa (included in child's passport)		
Copy of sponsor's / father's passport		
Copy of sponsor's UAE Residence Visa included in passport		
Company letter (if visa is under process)		
Copy of updated immunization / vaccination records		
Copy of child and parents Emirates ID		

# Thank you!

