

**Mothers Pride Early Learning Centre  
REGISTRATION FORM**

**CHILD INFORMATION**

Child's Full Name:

Date of birth:

Nationality:  
(required by Ministry)

Gender:

Languages spoken at home:

Other Languages known:

Religion:  
(required by Ministry)

Complete Home address:

P O Box:

Emirates:

Home Phone No:

**PARENT INFORMATION**

Father's Name:

Father's Nationality ( Required by Ministry):

Father's Occupation:

E-mail:

Fax:

Father's mobile no:

Father's office no:

Mother's Name:

Mother's Nationality ( Required by Ministry):

Mother's Occupation:

E-mail:

Fax:

Mother's mobile no:

Mother's office no:

**EMERGENCY CONTACT INFORMATION**

**(PLEASE PROVIDE OTHER CONTACTS IN CASE WE ARE UNABLE TO CONTACT PARENTS)**

1.Contact's Name:

Contact's mobile no:

Other numbers:

Relation with the child:

Address:

2.Contact's Name:

Contact's mobile no:

Other numbers:

Relation with the child:

Address:

**TRANSPORT AND PICK UP AUTHORITY**

Do you need Transport:

If No, then Pick up Authority Name:

Drop off time:

Pick up Authority Phone no:

Pick up time:

Relation with the child:

Identification:

If Yes, Pick up and drop off Point (please provide exact location):

**Mothers Pride Early Learning Centre  
REGISTRATION FORM**

Authority Name:

Relation with the child:

E-mail:

Fax:

Identification:

Pick up time:

Drop off time:

One way/ return:

**TERMS AND CONDITIONS**

1. Security deposit or the retainer fee shall be refunded when a child leaves the centre.
2. Registration fee and medical fee will be non- refundable.
3. Fees for current month or semester, once paid will not be refunded.
4. Fee has to be paid in advance semester- wise including transport and can be paid monthly or semester- wise. However, it has to be paid before the 5th of next semester/ month. A discount of 10 % will be given on full term payment in advance.
5. Only transport fees can be refunded with a month's notice.
6. Fees can be paid by cash or cheque. Bounced cheque will have a penalty as per Bank rules.
7. Before proceeding on leave, a month's notice has to be given to avoid cancellation of admission.
8. Children absent for a month and have not settled fees for that particular month, the name will be deleted from the register, and a re- admission will have to be done with full admission and medical fees.
9. Transport charges have to be paid monthly.
10. Children will be collected from the point nearest to the residence or any other convenient place and will be dropped back to the same place.
11. Children will be handed over to the Authorities whose details are provided in the form. For anyone not listed, they must show identification and we shall contact the parents before handing over the child.
12. Parents are requested not to send their child if they are medically unfit.

**General:**

1. Children handbags and articles must be labelled.
2. A well packed healthy breakfast, lunch and afternoon snack should be sent with the child.
3. A set of additional clothes to be sent with the child.
4. A bag of nappies and wet wipes to be sent with the child, if the child is not toilet trained.
5. A bottle of juice or water must be sent with the child.
6. If milk has to be given to the child, premeasured bottles with formula milk must be sent.
7. No valuables to be sent with the child.

**Note:** Management reserves the right to revise the Rules and Regulations at any time, if considered necessary.

**PARENT DECLARATION**

I, hereby, declare that all information provided above is true and abide by all the terms and conditions of the Centre. Also, I give my permission to take my child on field trips and off the premises to participate in activities.

Signature of parents

Date

**Mothers Pride Early Learning Centre**  
**REGISTRATION FORM**

**Documents required:**

With regards to registration of children, the following has to be filled and provided to secure admissions:

- 1) Registration form
  - 2) Completed medical form.
  - 3) Photocopy of Child's passport copy with residency page.
  - 4) Photocopy of Child's sponsor's passport including UAE Residency page (Father or Mother)
  - 5) 4 Passport size photographs.
  - 6) Photocopy of Child's Birth Certificate.
  - 7) Photocopy of Child's immunization/ vaccination record card.
- 

<b>FOR OFFICE USE</b>		
Child's Full Name:		
Admission No:	Half day/ full day:	
Date of Admission:	Admitted to Class:	Session starts:
Authorized Person Name:	Authorized Person Signature	

# Mothers Pride Early Learning Centre

(MEDICAL FORM)

## REGISTRATION NO. DATE:

Name of the Child:

Date of birth:

Age:        years        months

## MEDICAL INFORMATION

1. Has your child had any significant illness in the past or suffer from any illness
2. Does your child have any known allergies
3. Does your child have any special dietary requirements (veg/ non- veg)
4. Any recurring illness
5. Any surgeries in the past
6. Infectious diseases your child already contracted: Measles, Mumps, Chicken Pox, Whooping cough,
7. Any drug allergies
8. Foods to be avoided

## ANY OTHER INFORMATION YOU WOULD LIKE TO PROVIDE

If any accident happens, do you want us to:

Call you and act as per your advice

If call unanswered take urgent aid and take to nearest hospital

## GENERAL INFORMATION

Weight:

Height:

Any other disease for which child is on regular medication:

Medication given:

Remarks of the visiting Physician:

## PARENTAL CONSENT

In case my child develops fever, pain or allergy, Centre staff may give Calpol as prescribed by the nurse to my child.

If needed, I give permission to give my child basic first aid in case of injury and if necessary transported to nearest medical centre/ hospital. All costs for medical treatment and transportation are borne by parents.

Signature of parents:

Signature of parents: