



Registration Procedure

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

To register your child you need to:

1. Pay the Registration Fee of Dhs 2,400 this is due upon registering you child:

- **Registration** Dhs. 1,000/ - Non-refundable
- **Medical Fee** Dhs. 400/ - Non-refundable
- **Advance** Dhs. 1,000/ - adjusted against Term 3 Tuition Fee

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

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

A. Admission Form with required documents:

- Three passport size photographs
- Photocopy of Parents & Child's Passport (Residence Visa)
- Photocopy of Birth Certificate
- Photocopy of Vaccination Card

B. Your Childs' Profile C. Medical Form D. Enrolment Preference

3. Pay tuition fee in full on due dates as per payment schedule and deadlines as per fees policy (attached). Please note that the child will not be admitted until accounts are settled.

Fees Structure 2010-2011

Option A			Option B		
3 Days 8am -2pm			4 Days 8am -2pm		
For Teddy 1 & 2 Only			For Teddy 1 & 2 Only		
Term I	Term II	Term III	Term I	Term II	Term III
7,500	7,500	7,500	8,200	8,200	8,200

Option C			Option D		
5 Days 8am -2pm			Extended Day 2pm -5pm		
For All Ages			Additional Fees		
Term I	Term II	Term III	Term I	Term II	Term III
9,000	9,000	9,000	1,500	1,500	1,500

Tuition fees may be subject to changes as determined by management



A. Admission Form

Proposed Start Date: <hr/>
Date submitted: <hr/>



Photo

FOR OFFICE USE ONLY		للإدارة فقط	
Peach Tree No.		Siblings Info.	
Class Name			

Child Information		معلومات الطفل/ة	
Name:		الإسم:	
Surname:		إسم العائلة:	
Nick name:		الإسم المحبب:	
Date of birth:		تاريخ الميلاد:	
Gender:	<input type="checkbox"/> Boy <input type="checkbox"/> Girl	الجنس:	
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.....	




A. Admission Form (cont'd)

Parents Information		معلومات الوالدين	
	Mother الأم	Father الأب	
Name:			الاسم:
Nationality:			الجنسية:
First language:			اللغة الأم:
Home Tel:			هاتف المنزل:
Mobile no.:			الهاتف المتحرك
Company Name			مكان العمل:
P.O. box:			ص . ب:
City:			المدينة:
Email:			البريد الإلكتروني

Details of Siblings		معلومات الإخوة و الأخوات	
Name الاسم	Date of Birth تاريخ الميلاد	School المدرسة	
Emergency Contact		قائمة الأشخاص الذي يمكن الاتصال بهم في الحالات الطارئة:	
Name الاسم	Relationship to Child صلة القرابة	Mobile No رقم الهاتف المتحرك	Home/Work No رقم المنزل/ العمل
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 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 عدا ذلك سيبقى الطفل في الحضانة حتى وصول إخطار من الأهل.	



B. Your Childs' Profile

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

Other information

Does your child use nappies/toilet/potty?	<input type="checkbox"/> Yes	No <input type="checkbox"/>
Has your child attended nursery before?	<input type="checkbox"/> Yes	No <input type="checkbox"/>
Has your child encountered any difficulties at his/her previous Nursery? If yes please explain	<input type="checkbox"/> Yes	No <input type="checkbox"/>
Any friends at the nursery?		
Favourite story/toy:		
Any personal favourites e.g. Security blanket, doll, cup, pacifier?		

Summarise your child's foods restrictions / special diet / fears, etc.

Date: _____ Signature of Parent/Guardian: _____



C. Medical Form



Photo

Full Name:			
Date of Birth:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	

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

	Yes	No		Yes	No
Measles			Heart Disease		
German Measles			Rheumatic Fever		
Scarlet Fever			Kidney Disease		
Whooping Cough			Diabetes		
Mumps			Infectious Hepatitis		
Chicken Pox			Convulsions		
Poliomyelitis			Epilepsy		
Other?			Other?		

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

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Allergies: Does your child have any allergies? Yes No

If yes, what is your child allergic to?

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

Does your child have any hearing, vision or respiratory difficulties? Yes No

If yes, please give details

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DOCTOR'S DETAILS

Doctor's Name:	
Contact Numbers	

In the event of an emergency or accident, I authorise Teddy Bear American Nursery to take my child to the nearest Hospital/Clinic for emergency medical treatment. The Nursery will make every attempt to contact me or my emergency contact person.

We shall also keep the Nursery updated of any changes in the above information relating to our child or to ourselves at all times.

Date: _____ Signature of Parent/Guardian: _____



Enrolment Preference

Child Date of Birth..... Age.....

Teddy 1

Teddy 2

Teddy 3

Teddy4

Option A: (for Teddy 1 & 2 only)
3 Days a Week 8:00am – 2:00pm
Fees = 7,500 Dhs per Term

Option B: (for Teddy 1 & 2 only)
4 Days a Week 8:00am – 2:00pm
Fees = 8,200 Dhs per Term

	3 Days Selection
Sun	
Mon	
Tue	
Wed	
Thurs	

	4 Days Selection
Sun	
Mon	
Tue	
Wed	
Thurs	

Option C: 5 Days a Week 8:00am – 2:00pm (for all Teddy Classes)
Fees = 9000 Dhs per Term

Optional Services:

We are interested in the optional services below for our child, and understand that the fees for these are charged separately from the Nursery's Tuition Fees.

Extended Day: 1,500 Dirhams/Term (2:00pm to 5:00pm)

Transportation: 1,500 Dirhams/Term (*Khalifa City A & B, Raha Gardens , Sas Al Nakheel*)

Declaration:

We have read and accept Teddy Bear American Nursery's Admission Application & Fees Policy. We confirm that all the information in the Admission Application is true and accurate, and we agree that in the event that the information provided is incorrect or inaccurate, the Nursery reserves the right to take the necessary action, including cancellation of admission. We shall keep the Nursery updated of any changes in the information related to our child or to ourselves at all times.

We agree to fully abide by all of the Nursery's policies in support of our child's well being, including Tuition Fee payment. We understand that Teddy Bear Nursery provides transport service and extended day option, and the fees for these optional services are not included in the Nursery's Tuition Fee and are subject to change at any time without notice. We understand that all required documents referred to in the Admission Application are part of my child's admission. We shall submit all required documents not accompanying this **Admission Application** to the Nursery within **1 calendar week** from confirmation of our child's seat.

We, the parents of the below mentioned child hereby accept The Teddy Bear American Nursery's terms and conditions for enrollment at the nursery.

Name of Child: _____

Date: _____ Signature of Parent/Guardian: _____



Fee Policy

Registration Fees due on submission of Registration Pack

Registration	Dhs. 1,000/	- Non-refundable
Medical Fee	Dhs. 400/	- Non-refundable
Advance	Dhs. 1,000/	- adjusted against Term 3 Tuition Fee

Fees Payments:

- **Due dates:** Term1 Full Fees for the new academic year are due on the last week of Term3 of the previous academic year, Term2 Full Fees are due on the last week of Term1 of the same academic year, Term3 fees are due on the last week of Term2 for the same academic year.
- **Advance:** The advance is a non-refundable, non-transferable payment, required to secure a seat. The advance is deductible against 3rd Term's Tuition Fee.
- Tuition Fees **exclude** the costs of optional services (Extended day and Transport).
- Direct wire transfers to the school's bank can be arranged by contacting the office.
- All Fees (tuition and others), are **non-transferable**, and cannot be carried forward to a subsequent academic term or year.
- **Other Fees – Optional services (issued upon request)**
 - **Transport** fees are paid per term.
 - **Extended day** fees can be paid per term at a discounted termly rate, or alternatively on a daily basis.
- **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 Tuition Fees** for the term are payable.
- If a child joins at any time during the term, the full amount of the Registration, Medical and other fees are payable. However, the Tuition Fee will be calculated on a pro-rata rate for that term depending on when the child had joined.
- **Child Withdrawal**
- If a child withdraws at any time, or does not join the Nursery, the fees for Registration, Medical, additional services fees (extended day and Transportation) and Tuition fees are **non-refundable**.
- If a notice for withdrawal of a student is initiated by the Nursery, the balance of Tuition Fees paid will be refunded after deducting the Registration, Medical Fees.
- A child can withdraw from Nursery by providing one full term's notice in writing to the Nursery to secure a refund of the next term's advance/tuition fee (if paid), subject to the terms and conditions noted herein, failing which that term's advance/tuition Fee in full shall be charged.
- The Nursery reserves the right to withhold the reports cards until 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.

We, the parents of the below mentioned child hereby accept The Teddy Bear American Nursery's terms and conditions for enrollment at the nursery.

Name of Child: _____

Date: _____ Signature of Parent/Guardian: _____



2010-2011 Calendar (revised May 2010)

Fall Term 12th September – 16th December	Events
Sunday 12 th September	First Day for Children
Wednesday 20 th and Thursday 21 st October	Term Break
Tuesday 16 th – 18 th November	*Eid Al Adha
Thursday 2 nd December	National Day
Thursday 16 th December	Last Day of Term I
Winter Term 3rd January – 31st March	Events
Monday 3 rd January	First Day of Term II
Sunday 13 th & 14 th Feb	Term Break
Thursday 31 st March	Last Day of Term II
Spring Term 17th April – 30th June	Events
Sunday 17 th April	First Day of Term III
Sunday 29 th May	Term Break
Wednesday 30 th June	Last Day of Term III
Constructive Play Summer Camp 17th July – 25th August	Events
Sunday 17 th July	First Day of Summer Camp
Thursday 25 th August	Last Day of Summer Camp
Sunday 4 th September	1 st Day for Children

* marked dates are subject to change by the Ministry of Education