



REGISTRATION PACK

FOR OFFICE USE ONLY

Class	Under 1	1-2	2-3	3-4	
Joining date					
Leaving date					
	Sun	Mon	Tues	Wed	Thurs
Sunset club					
Sunset club					

Passport size photo
of your child

Child's Details

Child's Name: _____

Nationality: _____ D.O.B:

QID: _____ Expiring on: _____

First Language: _____

Mother's Details

Full Name: _____ QID: _____

Mobile: _____ Work Tel: _____ Email Address: _____

Company: _____ Occupation: _____

Father's Details

Full Name: _____ QID: _____

Mobile: _____ Work Tel: _____ Email Address: _____

Company: _____ Occupation: _____

Emergency Contacts / Pickup Details

Full Name: _____ Full Name: _____

Relationship: _____ Relationship: _____

QID: _____ QID: _____

Mobile: _____ Phone: _____ Mobile: _____ Phone: _____

Email Address: _____ Email Address: _____

Documents and forms required for registration

Child	Received	Filed	System
1. Immunisation card			
2. Passport photo x 5			
3. Birth certificate			
4. Copy of Childs Passport and QID card/ Residence permit (front and back)			
5. Medical form			
6. Allergies form (attach photo)			
7. Photo consent form			
8. Doctor consent form			
9. Individual care plan			
10. Class form			

Both Parents	Received	Filed	System
1. Copy of Passport and QID card/ Residence permit (front and back)			
2. Emergency contacts and QID card/residence permit (front and back)			
3. Signed and fully completed registration pack			

Please be aware that no child may start nursery until all above mentioned documents have been FULLY completed and received by nursery administration.

I _____ (please print name) have read, understood and agree to all the contents of page 1 and 2.

Parent's Signature:

Date:

Fees Policy

- 🏠 Fees are payable on the first day of every month by cash or cheque.
- 🏠 Cheque payments should be made out to: The Toddler House Nursery
- 🏠 Please be aware that registration fees and tuition fees are non-refundable, non-transferable and non-negotiable.
- 🏠 We do not provide any discount on fees during scheduled nursery holidays, when a child is absent for any reason or if The Toddler House is requested to close by authorities.
- 🏠 We provide a 10 % sibling discount on the fees for children registered for 5 days per week.
- 🏠 Late Payments:
After the 5th of the month: QAR 100 per day late payment charge will be added to your tuition fees.

After the 10th of the month: QAR 200 per day late payment charge will be added to your tuition fees until payment is received.

Failure to pay the fees after 15th of the month will result in forfeit of registration in The Toddler House Nursery.
- 🏠 Late Pick up fee:
Any child collected after their finishing time, parents will be subject to a late pick up fee of QAR 75 per day.

Please be aware that nursery hours will be shorter during Ramadan usually a 6hour day starting at 8:00am (subject to change according to MOLSA) however fees structure will remain the same for this period.
- 🏠 Child's Withdrawal
No refund will be given if you decide to leave before the Term ends. If you are paying on a monthly basis you must give one months notice in writing, in the absence of such notice, one month's fees shall be payable.

I _____ (please print name) have read, understood and agree to all the contents of this page (page 5).

Parent's Signature:

Date:

Calendar 2017

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKEND
NURSERY DAYS
RAMADAN (SUBJECT TO CONFIRMATION)
EID (SUBJECT TO CONFIRMATION)
SUMMER CAMP
STAFF TRAINING NURSERY CLOSED

* Dates may be subject to change in line with Official Holidays or notification from the Authorities.

I _____ (please print name) have read, understood and agree to all the contents of this page (page 6).

Parent's Signature:

Date:

Child's Medical History

Child's Name: _____

Gender: Male Female

D.O.B:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Doctor's Name: _____

Clinic: _____

Child	Yes	No
Chicken pox		
Mumps		
Measles		
German measles		
Hand foot and mouth		
Whooping cough		
Scarlet fever		
Pneumonia		
Asthma		
Meningitis		
Bronchitis		
Chronic Illness		
Diabetes		
Epilepsy		
Heart trouble		
Rheumatic fever		
Convulsions		
Kidney disease		
Tuberculosis		
Hearing impaired / difficulty		
Vision impaired / difficulty		
Speech impaired / difficulty		
Rheumatism		
Eczema / Skin disorders		

Please write a brief summary of any current illness or conditions and associated medication that your child is taking at present or on a regular basis.

Medication Consent

Only if your child has an allergy to paracetamol may you select Ibuprofen below. Ibuprofen will only be administered provided you have issued a doctor's note explaining an allergy to paracetamol.

I _____ give consent for my child _____ to receive first aid, emergency and medical examination at The Toddler House Nursery. The Toddler House nursery is fully covered by public liability Insurance.

I give permission for paracetamol/Ibuprofen to be administered by qualified staff members if my child presents with a fever of 37.5 degrees Celsius or more.

Without this permission no child may attend nursery, in cases of allergy to paracetamol or ibuprofen a doctor's note should be attached to your child's file.

Office use only: Check medical file

When a child presents a sudden fever at nursery, parents will be notified first, if you are not contactable, a text message will be sent; paracetamol / ibuprofen will be administered and recorded on administering medication form. Once notified, you will be required to collect your child as soon as possible within an hour. Sick children must remain with the nurse/staff member in the medical room during this time until collected. Children on antibiotics are required to stay at home for the first 48 hours commencing administration and for at least 24 hours after a fever has subsided. Whilst considering the best interests of all the children at the nursery, we reserve the right to ask you to take your child home if they are unwell. This decision will be made by the manager with guidance from the nursery nurse.

In the event of any other medical emergencies parents will be notified first, if you are not contactable, a text message will be sent and your child will be taken by ambulance to a doctor, clinic or Hamad Paediatric Emergency and treatment or medication will be given without prior consent. All efforts to contact parents will continue.

I _____ (please print name) have read, understood and agree to all the contents of page 7 & 8.

Parent's Signature:

Date:

Doctor Consent

The Ministry (MOLSA) requires a Doctor to visit the nursery once a month to do a general check up on children. The check-up is non-invasive and all findings will be brought to parent's attention, to allow parents to make decisions on follow up treatment.

I (parents' name) _____ give permission for the visiting Doctor to give my child (child's name) _____ general check up's at The Toddler House Nursery once a month.

I (parents' name) _____ do not give permission for the visiting Doctor to give my child (child's name) _____ general check up's at The Toddler House Nursery once a month.

I _____ (please print name) have read, understood and agree to all the contents of this page (page 9).

Parent's Signature:

Date:

ALLERGY ALERT

Passport size photo
of your child

Child's Details

Child's Name: _____

Nationality: _____ D.O.B:

QID: _____ Expiring on: _____

Class: _____ Joining Date: _____

Reaction: _____

Required Medication: _____

Instructions for Administration: _____

In case of emergency:

Full Name: _____

Number: _____ Additional Number: _____

I _____ (please print name) have read, understood and agree to all the contents of this page (page 10).

Parent's Signature:

Date:

ALLERGY ALERT

Passport size photo
of your child

Child's Details

Child's Name: _____

Nationality: _____ D.O.B:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

QID: _____ Expiring on: _____

Class: _____ Joining Date: _____

Reaction: _____

Required Medication: _____

Instructions for Administration:

In case of emergency:

Full Name: _____

Number: _____ Additional Number: _____

I _____ (please print name) have read, understood and agree to all the contents of this page.

Parent's Signature:

Date:

Photo Consent

We are continually taking pictures of the children's learning and participation in activities at The Toddler House. Most parents enjoy seeing what their children are learning and how they participate during nursery hours. These photos will be used for displays in the classroom, on notice boards around the nursery, and on our facebook page, advertising and website.

We also understand that some parents may not wish for their child to be photographed, displayed or on social media. Before making your decision please do however consider how this may affect your child's feeling being excluded from photo opportunities.

- I give photo consent for my child.
- I **do not** give photo consent for my child.

I _____ (please print name) have read, understood and agree to all the contents of this page (page 11).

Parent's Signature:

Date:

IMPORTANT DETAILS

Child's Details

Child's Name: _____

Class: _____ D.O.B:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

We would like to make your child's transition to the nursery as easy as possible. Some children have fears or phobias, likes or dislikes; we want to know all about them.

Please take the time to write a brief description of your child's daily routine, include timings and preference for food and sleep, use of comforters and any important information that you think could help us to know and understand your child better. This will enable us to make the nursery a happy, comfortable environment for your little one.

Things to include:

Key words or phrases used or understood (language used at home)

Comforters and their names e.g. bunny, snugly, dum-dum (pacifier).

Phobias e.g. claustrophobic, height, insects, balloons, clowns, loud noises.

Likes and dislikes

Important family members or relationships and their names.

I _____ (please print name) have read, understood and agree to all the contents of this page (page 12).

Parent's Signature: _____

Date: _____