

Office Use Only

Start Date _____

Class Name _____

FT -3 days -2 days

Little Angels Nursery Re-Enrollment Form

To re-enroll your child for next year, a QR 2,500 placement retainer fee must be paid at the time of re-enrollment. The fee will be applied towards your child's tuition fees for the first Quarter of the 2010-2011 nursery year.

Little Angels Nursery payment policy is based on a quarterly payment plan. Tuition fees will be paid accordingly at the beginning of each Quarter.

I wish to re-enroll my child _____

Born on Day _____ Month _____ Year _____ for the upcoming academic year commencing September 2010.

My child will be attending:

- Full Time _____
- 3 Days (Sun, Tues, Thurs) _____
- 2 Days (Mon, Wed) _____

Contact Information:

Mother's Name _____ Mobile _____

Father's Name _____ Mobile _____

Home Tel _____

Emergency Contact: _____

Name _____ Mobile _____

Terms, Conditions and Policies:

- **Illness**

Children who are sick must be kept at home until recovery. If your child becomes ill while at the nursery, we will immediately contact the parent. The parent must come to the nursery to pick up their sick child within one hour of being called. Further, your child will not be allowed to attend Little Angels Nursery if he/she exhibits symptoms for exclusions which are, but not limited to, Fever, Diarrhea, Vomiting, Eye discharge or Pinkeye, Lice or Nits or any contagious condition.

- **Administration of Medicine**

Administering medicines will only be done where it would be detrimental to the child's health if not given while at the nursery. If your child needs medication to help maintain his/her health and well being or when they are recovering from a non contagious illness, then we will agree to administer prescribed medicines only.

- **Consent to Administer Medication**

Parents must give prior written consent for the administration of medication. No medication will be given unless the consent form is completed and signed.

The administration of medicine must be recorded accurately each time it is given and signed by staff. Parents must sign the record book when they collect their child to acknowledge the administration of a medicine.

- **Potty Training**

The nursery will not initiate potty training. However, we will work with parents to support potty training once the parents initiate the potty training process at home. In order to be successful in this training, it is important that both parent and staff are consistent in their techniques. Children as well as staff will wash their hands after using the toilet. The child will require extra change of clothes to be kept at the Nursery.

To maintain a hygienic and clean environment at the nursery, the nursery will continuously evaluate the potty training of each child. If during the process of toilet training a child exhibits signs of being not ready by refusing to cooperate with staff or the child has many accidents (4 accidents in a week), then the nursery will request from the parents to use pull up on the child. If the parents refuse to cooperate, then the nursery has the right to cancel the child's enrollment.

- **Biting Policies**

Our biting policy dictates that long term biting that goes unaddressed will not be tolerated. Our administrative policy with regard to biting incidents are; after a child has a second biting incident the child will be removed from Little Angels Nursery for

three days. After the third biting incident, the child will be removed for one week. If a child bites the fourth time he/she will be removed two weeks. After the fifth bite, the child will be removed from the nursery indefinitely.

- **Discipline Procedures**

In order to ensure every child's full enjoyment of the program, the following DISCIPLINE PROCEDURES will be used to discourage negative behavior and encourage positive ones:

- Speak to the child to determine the nature of the problem: Identify appropriate behavior.
- Try to eliminate the problem by setting the stage for appropriate behavior.
- Explain why the behavior is not appropriate and intervene to diminish problem behavior.
- If discipline problem continues, the management will notify the parents and an appointment will be made to discuss the situation.
- Time out is used only as an understanding period; Not as a restraining period. This is used only to help children understand they cannot hurt other children. It also makes children aware of wrongdoing.

- **Contract Termination Policy**

Unfortunately, there are sometimes reasons that lead the nursery to expel a child from our program. The nursery has the right to do so and without prior notice for the following, but not limited reasons:

- Parent threatens physical, verbal or intimidating actions toward staff members
- Parent exhibits verbal abuse or inappropriate language to staff or children
- Parents' failure to pay nursery fees
- Habitual lateness in payment of nursery fees
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Failure of parent's cooperation
- Abuse of nursery property by the child and /or parent
- The child is at risk of causing serious injury to other children or himself/herself.
- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/ angry outbursts by the child

- Ongoing physical or verbal abuse to staff or other children by the concerned child
- Excessive biting

Nursery Fee Policy

- All fees are non refundable and non transferable under any circumstances.
- Fees must be paid in full prior to your child's attendance.
 - No refunds or discounts during holiday breaks, vacations, illness or your child's absence from the nursery.
 - No refunds apply to your decision or the nursery's decision to remove your child from the registry.
 - You are required to give us two weeks notice before withdrawing your child from the nursery. If you are unable to give a two-week notice, two weeks of Nursery fees must be paid in lieu of notice.
- Late pick up fee is QR100 for every 15 minutes.
 - Part time enrollment is not available for children above 3 years old.
 - Please check at reception the nursery's policy regarding late payment.

Little Angels Nursery's aim is to provide appropriate learning opportunities for all children. Therefore, management reserves the right to evaluate all special need cases. If it is considered that your child's needs cannot be met at Little Angels Nursery, then Little Angels Nursery has the right to terminate your contract with 3 days notice.

The nursery reserves the right to change its fees, terms, conditions and policies at any time and without prior notice.

We have read and fully understand and accept to abide by all the policies, guidelines, rules, regulations, procedures, terms, conditions and responsibilities set forth by Little Angels Nursery. Further, we have received a copy of the Parent Handbook and agree to all its contents. We waive all claims against Little Angels Nursery.

Mother's Signature		Date	
Father's Signature		Date	
LA Nursery		Date	