

YELLOW SUBMARINE NURSERY



Registration Documents

2019 – 2020



Think before you print

Fee Structure 2019 / 2020



Tiny Tots - 4 Months - 1 Year*Al Muneera Branch Only*

| Timings | 3 Days | 5 Days |
|-----------------|----------|-----------|
| 7.00am - 2.00pm | 7,500Aed | 11,500Aed |
| 7.00am - 5.00pm | 8,600Aed | 13,200Aed |

Nursery Class - 1 Year - 2 Years

| Timings | 3 Days | 5 Days |
|-----------------|----------|-----------|
| 7.00am - 2.00pm | 7,500Aed | 11,500Aed |
| 7.00am - 5.00pm | 8,600Aed | 13,200Aed |

Toddler Class - 2 Years - 2.5 Years

| Timings | 3 Days | 5 Days |
|-----------------|----------|-----------|
| 7.00am - 2.00pm | 7,800Aed | 12,000Aed |
| 7.00am - 5.00pm | 9,000Aed | 13,800Aed |

Pre-School Class - 2.5 Years - 3 Years

| Timings | 3 Days | 5 Days |
|-----------------|----------|-----------|
| 7.00am - 2.00pm | 7,800Aed | 12,000Aed |
| 7.00am - 5.00pm | 9,000Aed | 13,800Aed |

Pre-K Class - 3 Years - 4 Years

| Timings | 3 Days | 5 Days |
|-----------------|--------|-----------|
| 7.00am - 2.00pm | ----- | 12,600Aed |
| 7.00am - 5.00pm | ----- | 14,400Aed |

Annual Placement fee for all students - 2,000dhs (non-refundable)

Late Collection fee - 25dhs per hour

Additional days - 200dhs per day

Rights and Responsibilities of Parents at YSN



Yellow Submarine Nursery believes in the rights of our parents and will adhere to the following guidelines;

- Parents have the right to ensure his/her child receives proper education and care by YSN.
- Parents have the right to be well-received, well informed and highly respected by all staff.
- Parents have the right to inquire about his/her child's progress and confer with YSN regarding program, educational learning and behavioural issues pertaining to his/her child.
- Parents should be informed about all developments or changes in his/her child's behaviour and achievements.
- Parents have the right to approve or reject his/her child's involvement in extracurricular activities conducted outside school.
- Parents should be invited to school activities at regular intervals.

Yellow Submarine kindly requests that our parents read their responsibilities and agree to;

- Support YSN and our efforts aimed at creating an optimal school environment.
- Promote positive behaviour and ensure their children are aware of the appropriate behavioural practices.
- Respond positively to nursery feedback on behaviour and display a willingness to accept advice.
- Read all nursery Policy and Procedures.
- Show appreciation and respect for all staff.
- Attend nursery meetings/parent evenings when requested.
- Keep the nursery informed with any emergent or unexpected problems that their children may be facing.
- Pay for the expenses needed to fix any intentional damage caused by their children to the nursery or nursery property.

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Registration Form



Child's Name

Date Of Birth

Family Name

Emirates ID No

Nationality

Home Language

Male ☐ Female ☐

Religion

Address

Mothers Name _____
Nationality _____
Contact Number _____
Email _____
Company _____
Position _____
Contact number at work _____
Emirates ID No _____

Fathers Name _____
Nationality _____
Contact Number _____
Email _____
Company _____
Position _____
Contact number at work _____
Emirates ID No _____

Days Required

3 Days ☐ 5 Days ☐ Sunday/Monday/Tuesday/Wednesday/Thursday * Please Circle*

Note - Pre-K Class is compulsory 5 day schedule

Timings

7.00am - 2.00pm ☐ 7.00am - 5.00pm ☐

Branch

Al Zeina ☐ Al Munnera ☐

Class - Tiny Tots (Muneera only) ☐ Nursery ☐ Toddlers ☐ Pre-school ☐ Pre-K ☐

Name _____
Contact Number _____
Relationship _____

Emergency Contact

Name _____
Contact Number _____
Relationship _____

Required Documents Checklist

| | | | |
|-----------------------------|--------------------------|---------------------------------------|--------------------------|
| Passport / Visa/Emirates ID | <input type="checkbox"/> | Insurance Card | <input type="checkbox"/> |
| Birth certificate | <input type="checkbox"/> | 4 x Passport Photo | <input type="checkbox"/> |
| Vaccination Card | <input type="checkbox"/> | Passport/Visa/Emirates ID for sponsor | <input type="checkbox"/> |
| | | Electricity bill for sponsors address | <input type="checkbox"/> |

2019 – 2020

All about me

Child's Name

Date Of Birth

Male ☐ Female ☐

First Language



I live with _____

Other special people in my life are _____

Please tick any that apply to your child

I have an allergy ☐ I have additional needs ☐ I require extra learning support ☐ I have a medical condition ☐

My favourite....

Book _____
Toy _____
Song _____
Activity _____

I can become upset when...

You can soothe me by...

Goals

Things I can do well...

☐ _____
☐ _____
☐ _____

My parents and carers would like to see me...

☐ _____
☐ _____
☐ _____

My current routine

| Wake up | Breakfast | Morning | Lunch | Afternoon | Dinner | Bedtime |
|---------|-----------|---------|-------|-----------|--------|---------|
| | | | | | | |

Any other important information?

Please include details additional nap times, milk feeds and preparation guidelines or anything else that is important to your child.

All about me

I use...

☐☐☐

Please give us more details about your child's personal diaper/toilet care routine.



Birthdays:

Your child's birthday is very special to us and we are happy to celebrate in class with their Teachers and friends.

Parents are permitted to bring in birthday cake for the children to enjoy if they wish, this must not contain nuts.

My child is allowed to consume birthday cake in nursery.

☐

My child is NOT allowed to consume birthday cake in nursery.

☐

Print Name _____ Sign _____

Child's Name _____ Date _____

Please bring this completed form along with you to your parent/teacher orientation meeting.

For staff use only : Additional notes taking during parent/teacher orientation meeting.

Staff Name _____ Sign _____

Date _____

Payment Terms & Conditions



Registration and Term Fees are an Academic Year commitment between Parents and Yellow Submarine Nursery.

FEES REQUIRED AT REGISTRATION:

- Placement Fee: 2000dhs
- Term fees

PAYMENTS OPTIONS:

- Cash
 - Cheques: Payable to Yellow Submarine Nursery **Cheques returned by the bank due to insufficient funds, will incur the following charge: AED100 per cheque. The Nursery reserves the right to request cash payment against the returned cheque.**
 - Direct Bank Deposit / Bank Transfer: We request a copy of the deposit slip/confirmation to be provided to the office by email including the child's name in the comment box.
- Transfer fees are payable by the sender. Any deductions on the amount received will be re-invoiced.

In the event that the current Term Fee is not paid in full by the first day, the Nursery will be unable to hold your child's place and they will be moved to the waiting list.

- Late payment of fees is liable to a 5% surcharge.
- Refunds/deductions/make-up days will not be granted for days missed due to illness, school assessments, family holidays or unexpected Nursery closure caused by unforeseen circumstances or government announcements.
- Decreasing days during the current Academic Term can be accommodated, however no refund will be issued.
- If less than 5 days are requested, the choice of days will be at the discretion of the Nursery. Parents may indicate their preferred days however these cannot be guaranteed.
- If a pro-rata invoice is issued by the Nursery, the amounts quoted will be considered final and non-negotiable.



Payment Terms & Conditions



- Any additional days outside of your child's normal schedule is subject to approval by the office and will be charged at a daily rate of AED200.
- Fees are non-transferable between siblings, family members or Academic Year.
- Late Class Fees: invoices will be issued at the end of each month. AED25 fee for each half hour attended is applicable.
- Reports and any other Nursery documents cannot be issued if there is an outstanding balance.

If you wish to withdraw your child from YSN, the attended days will be deducted from the fees and the remaining amount refunded.

Withdrawal during term:

- Two weeks or less attendance will incur one-third of the term fees
- More than two weeks, but less than one month will incur two-thirds of the term fees
- One month attendance will incur full term fees

Sibling discount - 10% discount upon registration of a sibling within the same academic year

I confirm I have received a copy of the Parents Manual

☐

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Wellbeing Process



Your child's wellbeing and happiness at our YSN is of the utmost importance to us.

There may be times whereby we encounter some behavioural patterns which impede their happiness and success at Nursery as well as the other children in the class, their parents and the Nursery staff.

Should your child's teacher have any concerns at any time, we will be following up with you through an action plan that involves you at every step. Your child's success is the result of constant teamwork between home and Nursery (parents as partners), so your involvement is essential.

The Nursery staff is there to guide and support age-appropriate behaviour within the Nursery environment. Yellow Submarine Nursery developed a positive behaviour strategy, which we follow as a result of years of experience in the field of childcare.

If unwanted behaviour recurs, we will organise a meeting with professional members of our team to share these positive behaviour strategies. Our expectation is that parents will take our advice and guidance on board, work with their child at home so that between home and school there is a consistent, unified approach that maximises impact. If parents do not acknowledge the problem and are not being proactive on their side, the problem will stay unresolved and the behaviour will continue. It is essential to understand that values and appropriate boundaries start in the home by parents.

In some cases, following the Nursery expertise, we may advise a professional assesment of your child by a team outside of the nursery.

Please note that regardless of matters or issues to be addressed, in our partnership with parents, we extend respect and professionalism, and in return, expect the same.

Communication from parents and interaction with the Nursery staff will only be accepted if it is based on respect and courtesy.

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office



2019 - 2020

Wellbeing Process



The behaviours listed below are typical forms of expression of a child's fear, frustration, jealousy, anger or pain:

Unacceptable Behaviour at Nursery

- Hitting
- Biting
- Kicking
- Fighting
- Spitting
- Scratching/Pinching
- Bad language
- Any behavioural issues impacting class routine

The following are the warning signs that could be triggering the above behaviour:

- Inability to adjust
- Antisocial patterns
- Child is in command
- Speech difficulties
- Hearing difficulties
- Teething difficulties
- Eating disorder
- Anger in response to discipline (Temper tantrums)
- Unhappiness
- Tiredness due to lack of sleep
- Eyesight difficulties
- Physical disabilities
- Sickness/Illness/Unwell
- Lack of independence

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Photo Consent



Nursery photos are a great way of seeing what your child is up to during their time at YSN.

We have two photography consent requirements, the first is permission for "Internal Use" this covers the use of your child's image in the nursery, this can include but is not limited to wall displays, on artwork or decorations. They will also be featured on the class newsletter which is sent out monthly via email.

If you choose internal use only your child will not be featured on social media, the website or parent app.

I give permission for my child's photograph to be used for internal use within nursery for display purposes and for use in the monthly class newsletter.

Yes ☐ No ☐

The second area of photography permission covers the "External Use" of images on the nursery website, social media, such as Facebook and Instagram as well as the use of your child's image on group photos on the Kindie Days Parent App.

If you do not wish to have your child featured in group images for the Kindie Days Parent App you will still see individual photographs of your child but will not see any group activities.

I give permission for my child's photograph to be used for external use on the nursery website, social media and the Kindie Days Parent App.

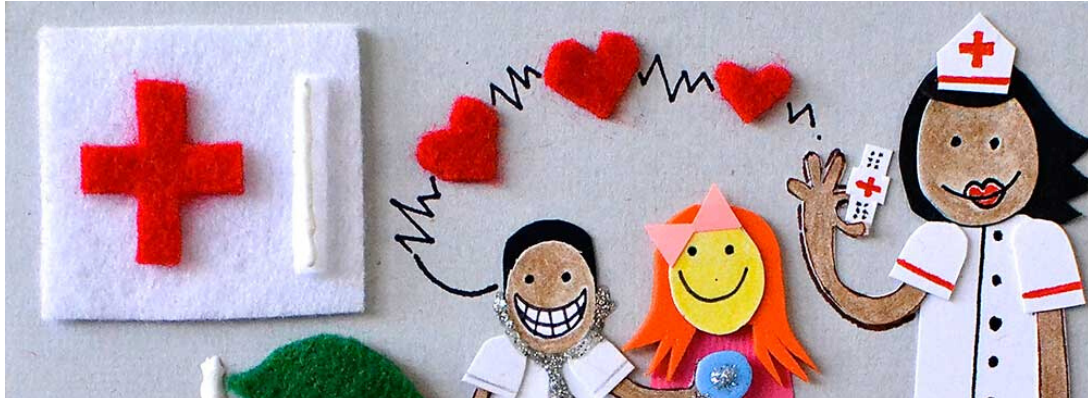
Yes ☐ No ☐

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Medical Information



Allergies/Intolerances/Medical conditions: _____

Medication provided* _____ Dosage: _____

Severity: Slight ☐ Mild ☐ Severe ☐

Symptoms: _____

*Parents are required to complete a Medical Action Plan

Above is not Applicable

☐

Previous Medical information _____ N/A ☐

Visual/Hearing impairment _____ N/A ☐

Medical Surgery _____ N/A ☐

Physical disability/support required _____ N/A ☐

Additional support/Educational support _____ N/A ☐

Dietary restrictions _____ N/A ☐

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Medical Consent



I consent for my child to be administered Paracetamol should they be experiencing pain and/or fever. This medication will only be administered upon request of the parent, by the Nursery Nurse.

YES ☐ NO ☐

I consent for my child to be treated with Sudocrem (for broken skin), Arnica Cream (for bumps and bruises), Fenistil Cream (for insect bites) or Betadine Antiseptic Solution (for larger scrapes).

Delete as necessary

YES ☐ NO ☐

The Nursery Nurse/Nursery is not authorised to administer any medication other than the above to the children without consent. In order for the Nurse to be able to administer medication as prescribed by the child's parent or family doctor, we require a signed Medical Action Plan.

Nursery Waiver

The Nursery is fully covered by a Public Liability Insurance.

I, the undersigned, being the lawful parent or guardian of the above-mentioned child hereby agree to waive all claims against the Nursery in case of accidental bodily injury occurring to my child or breakage/ loss of prescription glasses, contact lenses and/or hearing devices.

In the case of a severe injury, allergic reaction and unexpected medical reaction, the Nursery will call 999 for an ambulance and parents will be informed simultaneously.

I release all liability and claims against the Nursery, for medical conditions that have not been disclosed to the Nursery in writing and for any possible unexpected medical reactions.

The Nursery reserves the right to ask a child to leave should any relevant information such as medical, health and behaviour issues concerning your child be withheld.

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Infection control



Yellow Submarine Nursery has an Infection Control Policy in place to assist in reducing the spread of illness, through cross contamination.

As a policy, please do not send your child to Nursery if they have:

- A fever or temperature of 38C or above
- A skin rash
- Head Lice
- Vomiting
- Diarrhoea
- A sore throat
- A persistent cough
- Red, watery or painful eyes
- A heavy nasal discharge (clear, yellow or green)

If your child suffers from chronic heavy nasal discharge, the Nursery may ask you to keep the child at home until this has cleared. Chronic nasal discharge may not be contagious, however it is extremely unhygienic when a small child has this condition and requires constant attention and cleaning. For the wellbeing of all our children, we must be extremely vigilant in these cases.

In the case of fever, vomiting or diarrhea, the child should not return to Nursery for 24 hours after the last episode.

If a child has an infected or oozing wound, it must be covered by a well-sealed dressing.

If your child is assessed by the Nursery medical team and has a condition thought to be a source of infection to other students and staff, you will be contacted to take them out of Nursery immediately. A medical note from your doctor will be required to state that your child is fit to come back to Nursery.

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Milk Mondays



Yellow Submarine Nursery understands the importance of including milk as part of a balanced diet especially for young children.

Therefore, to promote its importance we have introduced Milk Mondays, where children are encouraged to drink a glass of milk alongside their friends.

Milk Mondays will also give the children the opportunity to learn about where milk comes from and its healthy benefits.

If you wish for your child to be offered full fat fresh milk as part of "Milk Mondays" please complete the form below. Alternatively, you are welcome to send in a milk alternative, ie; Soya/Coconut/Rice milk.

Please note ** Only children over the age of 1 Year will be offered fresh milk. Any child not allowed to take part will be offered water.

I am happy for my child to be offered full fat fresh milk each Monday

☐

I am not happy for my child to be offered full fat fresh milk each Monday

☐

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

2019 – 2020

Islamic Studies



Yellow submarine offers Islamic Studies as required by ADEK and welcome all children regardless of their background to join in if you wish. The lesson will take place once a week for a 30 minute period.

Please complete the form below and confirm if you would like you child to take part. The Islamic Studies Programme is available from management if you wish to view it.

I would like my child to be included in Islamic Studies lessons

☐

I would not like my child to be included in Islamic Studies lessons

☐

2019 – 2020

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Non-Islamic Ceramomies



This form only needs to be completed by Muslim Families

The beliefs and religion of our families is of the utmost importance to us at YSN and therefore I kindly request that you are in agreement for the following;

- I agree that my child may be involved in the preparation and celebration of the Easter holiday, I understand that no religious symbols or reference will be made.

Activates will include but are not limited to; Decorating Easter eggs/Easter hat craft/Easter Egg hunt.

Yes ☐

No ☐

- I agree that my child may be involved in the preparation and celebration of the Christmas holiday, I understand that no religious symbols or references will be made.

Activities will include but are not limited to; Christmas tree craft/snowman activities or craft/Christmas decoration craft/themed baking.

Yes ☐

No ☐

Please take a moment to annotate any Non-Islamic ceremonies that you would rather your child does not join in.

Note that during this time your child be assigned another fun activity and will not miss out.

Print Name _____ Sign _____

Child's Name _____ Date _____

Please sign and return form to the admissions office

Medical Action Plan



Medical Plan for pre-existing conditions

Please provide a detailed description of your child's medical condition, including diagnosis, doctor or GP overseeing their care, warning signs, symptoms and action to be taken.

Administration of Ad-Hoc prescription medication

Medication required _____ Dose _____ Date _____

Prescription seen: Yes ☐ No ☐ Signed by staff member _____

Signed by parent _____

Administration of Ad-Hoc prescription medication

Medication required _____ Dose _____ Date _____

Prescription seen: Yes ☐ No ☐ Signed by staff member _____

Signed by parent _____

Administration of Ad-Hoc prescription medication

Medication required _____ Dose _____ Date _____

Prescription seen: Yes ☐ No ☐

Signed by staff member _____

Signed by parent _____