



**hummingbird**  
early learning centre

# Registration Form

Branch:

DIFC

DAFZA

Abu Dhabi

## Office Use Only

Registration Fee Paid  Yes  No

Discount applied  Yes  No If yes, please specify \_\_\_\_\_

Expected Start Date \_\_\_\_\_ Package registered for \_\_\_\_\_

## Registration Requirements

- Child and parent/guardian's passport copy with residence visa and/or UAE ID card
  - Photocopy of birth certificate
  - Copy of immunization record
- Two passport photographs of your child
- Registration fee (one-time payment)

## General Information

Child's Full Name \_\_\_\_\_ Nickname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender  Male  Female

Nationality \_\_\_\_\_ Languages Spoken \_\_\_\_\_

Child's Interests \_\_\_\_\_

Days of Interest  Monday  Tuesday  Wednesday  Thursday  Friday Time in \_\_\_\_\_ Time out \_\_\_\_\_

Mother's Details		Father's Details	
Name			
Family Address			
Emergency Contact Details			
Name			
Relation			



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## Medical Information

Does your child have any allergies?  Yes  No

If yes, please specify \_\_\_\_\_

Are your child's vaccinations fully up to date?  
Please provide additional documentation  Yes  No

Does your child have any medical or dietary requirements that we should know about?  Yes  No

If yes, please specify \_\_\_\_\_

Does your child receive any medical treatment?  Yes  No

If yes, please specify \_\_\_\_\_

Do you have any objections to your child having any ointments put on them as first aid treatment?  Yes  No

## Authorisation for Medication Administration

I authorise the staff of Hummingbird Early Learning Centre to administer required medication to my child and I hereby release and indemnify Hummingbird ELC and its staff from and against any claims or liabilities arising out of the administration or omission to administer such medications. Prescribed medications can only be given upon provision of a prescription note from doctor and 'Prescribed Medication Form'.

## Waiver

In the unlikely event of an accident or emergency I give permission for the staff of Hummingbird Early Learning Centre to administer first aid to my child. I authorise staff members to act on my behalf, until I or my emergency contact are notified. I understand that, if necessary, my child will be transported to the nearest medical facility.

## Privacy Policy

I acknowledge that Hummingbird uses CCTV to monitor the safety and care of all children attending the centre and that every individual who enters the centre will be recorded on the system. As part of our efforts to ensure the privacy and confidentiality of all members of our Hummingbird community, parents are not able to access the CCTV recordings, unless in emergency situations.



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## Media Consent

Do you permit to having your child's photos uploaded to our closed Hummingbird app?

Yes  No

Do you permit to your child having his/her photo taken for use across Hummingbird social media pages and for any marketing and promotional materials/channels?

Yes  No

## Child Attendance

Children who are unwell must remain at home with their parents/carers. They may be contagious and infect other members of our Hummingbird community.

If for any reason a child appears unwell whilst they are at the nursery:

- You will be called and notified, and you must arrange to pick up your child within 45 minutes.
- A comfortable area in our clinic will be provided so your child can rest until you arrive, and a member of staff will be allocated to your child.

Please note that if your child has a temperature of 37.5°C or higher, with or without additional symptoms, they will be required to be collected from the nursery within 45 minutes. Other conditions which will result in the exemption of your child from attending the nursery are at the discretion of the Health and Safety team in collaboration with DHA standards and guidelines.

## Fee and Cancellation

### Registration and Registration Fee

Registration documents and fees are required for all children at the beginning of their enrolment at Hummingbird. A one-time registration fee is payable with your first invoice. This registration fee is non-refundable once a place is offered. A place at Hummingbird cannot be secured until the above has been received.

### Offered Plans

Parents have the option to register their child under monthly, termly or annual payment plans as outlined in each centre's 'Fee Structure'.



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## Monthly Plan

Monthly plan packages require a commitment for a minimum of 3 consecutive months, however payment can be done monthly. This plan can be upgraded at any time with no penalty.

## Termly Plan

Payment for a termly plan must be settled in one payment at the beginning on the term.

## Annual Plan

Payment for an annual plan must be settled in one payment at the beginning on the year.

## Extended AM and PM Care

Extended care can be provided at an additional cost, payment details can be found in each centre's 'Fee Structure'.

## Schedule of Fees

Fee payments (monthly, termly or annually) are due prior to the start of classes. Any payment not received by the 5<sup>th</sup> day after the start of classes will incur an AED 300 late payment charge.

## Additional Fees

Additional fees apply for additional care requirements such as extra days/hours, spring camp, summer camp, extra activities, etc. which are not part of your child registered plan and are calculated on a daily/weekly basis as per your booking request. Please discuss with the Centre Manager for more details.

## Late Fees

Pre-booked extended timing beyond your child collection time or being late due to unforeseen circumstances will result in an additional charge of AED 60 for each hour before 6pm.

A late fee of AED 150 will apply for pick up after 6pm, the centre closing time, as this is highly discouraged due to strict operating hours dictated by KHDA/ADEK.



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### **Sibling Discount**

Where parents have more than one child enrolled and attending the centre, a fee reduction (details can be found in each centre's 'Fee Structure') is offered on the fees for the second and subsequent children. The sibling discount can only be availed whilst the children are both attending the centre and cannot be combined with any other discounts / promotions. The sibling discount is not applicable on food program, any extra sessions, camps, or additional hours.

### **Corporate Debentures / Discount**

Certain companies have opted to work with Hummingbird on a preferred basis and may be eligible for discounts/ promotional rates and/or extra services. Ask your Company Human Resources head to contact Hummingbird to find out details of the programs on offer. You can get information from the Centre Manager on our current affiliations/ offers.

### **Absence**

Fees remain payable for periods of sickness as the child's place is secured and staff and associated costs continue to accumulate and be met by the centre. No discount or refund is applicable for children who are absent due to sickness or leave before the end of their contract.

### **Invoice Preparation**

Invoices for all services or changes to programs are sent to parents as and when the requests are approved by Hummingbird and are due immediately.

No invoices should remain outstanding for more than 5 days. Hummingbird reserves the right to impose penalties, fees and interest charges for any invoices outstanding for more than 5 days and any collection payment will need to first offset these before affecting the principal amounts due.

### **Deferral Policy**

Delayed entry for the academic program will be reflected in the prorated fees only after half term, not before.

Delayed entry must be agreed in writing prior to the enrolled start date.

### **Leave Taken on Monthly Package**

In case a child is to take any leave during the term, parents would need to provide a written notice to the centre at least 14 days in advance of the child's leave and before payment for the month is taken. The leave period will be charged at 50% of the normal fee to maintain your child's place at the centre.



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### **Leave Taken Within Ongoing Term or Annual Package**

No refund or discount can be applied on Term and Annual packages.

### **Withdrawal of Your Child's Enrolment**

A minimum of one calendar month notice must be given to us in writing when terminating your child's registration. Fee refund is not applicable. If parents decide to terminate the contract, during term or annual packages, for emergency reasons, due to sickness or some other circumstances, approval for the refund is subject to higher management.

### **Fee Refund**

Bearing in mind the current situation and the effects the pandemic is currently having on the education sector, with every effort that will be made to ensure that the nursery remains operational, guided by Ministry entities, we made the decision that until further notice there will be a no refund policy in place, on any, monthly or termly fees.

### **Non-Payment of Fees/Contract Termination**

All fees are due at least 4 weeks before the first day of the upcoming term. If the payment of any fees is outstanding for more than 5 days after the start of term this will result in the termination of your childcare contract and the loss of your childcare place along with forfeiture of any payments made. Upon termination of this contract the child shall not be permitted entry to the centre. This shall be regarded as a formal demand for all outstanding payments, and we will issue a final invoice and pass this to a debt collection agency for full recovery. In addition, you will be liable for all associated debt collection fees and court costs.

## **Commitment by Parents**

By signing this registration form I agree to be bound by all policies of Hummingbird ELC, which apply during the period my child attends the centre and are notified to me through posts on the centre's website or otherwise. I agree and acknowledge that the acceptance and the ongoing enrolment of my child are matters for the absolute discretion of the centre.



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## Indemnity

In consideration of the centre providing childcare and educational services as set out above, I hereby indemnify the centre and any employee of the centre from and against any action claim or proceeding arising out of my child being cared for by the centre or being present at the centre's premises at any time or being photographed at the centre for the purposes outlined above, whether such loss, damage or claim arises out of any injury or illness sustained or suffered by my child.

Do you consent to your child being taken on supervised excursions outside of the centre's premises?  Yes  No

With my signature below, I confirm my understanding and agreement to the terms referred to in this form. I understand that it is my responsibility to update this form in the event that I no longer wish to authorise the terms above. I agree that this form will remain in effect during the entirety of my child's enrolment at Hummingbird.

Parent/Guardians Signature \_\_\_\_\_

Dated \_\_\_\_\_