hummingbird
early learning centre

Registration Form

Child's Registration Requirements

- Passport
- Residence Visa
- Emirates ID
- Birth Certificate
- Updated Vaccination Record
- Two Passport Photographs

Parent Requirements

- Passport
- Residence Visa
- Emirates ID
- Corporate ID

General Information

Joining Date _____

Child's Full Name _____ Emirates ID Number _____

Date of Birth _____ Age _____ Gender ◯ Male ◯ Female

Place of Birth _____ Nationality _____

Languages Spoken _____ Religion _____ Number of Siblings _____

Child's Interests _____

Days of Interest ◯ Monday ◯ Tuesday ◯ Wednesday ◯ Thursday ◯ Friday Time in_____ Time out_____

	Mother's Details	Father's Details
Name		
📞		
✉		
Emirates ID Number		
Date of Birth		
Place of Birth		
Religion		
Level of Education		
Place of Employment		
Family Address		
Car License Plate No.		

Emergency Contact Details		
Name	**Relation**	📞

Consent

Do you permit to your child's photos being used for any marketing and promotional materials? Yes ◯ No ◯

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

hummingbird
early learning centre

Medical Information

Does your child have any medical, dietary requirements or allergies? 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 a 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.

CCTV Consent

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.

Child's Sick Leave

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 remain home until they have been fever-free for a minimum of 24 hours. If for any reason your 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 a maximum of 45 minutes. Before returning to the nursery, a doctor's clearance certificate must be provided.

Fees and Cancellation

To secure your child's place, all registration documents and initial fees must be submitted before enrolment. Nursery fees can be paid monthly, termly, or annually via credit card, bank transfer, or cheque. Monthly fees must be paid by the 1st of each month. Payments should be made during the last five days of the preceding month. A late fee will apply if payment is not received by the 1st of the month.

Late Pick-Up Charges:

- AED60 per hour before 6PM or AED150 after 6PM

Absences & Leave:

- Fees remain payable for sickness or unexpected absences.

- Planned leave requires one-month written notice; a 50% fee applies to hold your child's place.
- No refunds or absence discounts can be applied on term/annual packages.

Refund & Withdrawal Policy:

- Registration fees are non-refundable.
- When written notice is provided as outlined below, tuition refunds follow the below guidelines:
  - If your child attends two weeks or less of the package paid: The nursery will retain one full month's fee.
  - If your child attends less than one month of the package paid: The nursery will retain two months' fees.
  - If your child attends more than one month of the package paid: The nursery will retain the full-term fees.
- If you withdraw your child during a term package, the refund will be calculated by deducting the monthly package rate for the time your child attended the nursery.
- If you withdraw your child during a year package, the refund will be calculated by deducting the termly package rate for the time your child attended the nursery. Your child must have attended the nursery for a minimum of four full months, otherwise the refund will be calculated by deducting the monthly package rate for the time your child attended the nursery.
- One month's written notice is required to withdraw your child.

Refunds are not applicable for:

- Public holidays or government-mandated closures
- Illnesses or other short-term absences.
- Non-attendance without formal written notice or withdrawal

Non-Payment Consequences:
If fees are overdue for more than 10 days, your childcare contract may be terminated, and your child will not be allowed entry.

More details can be found in the Fee and Cancellation Policy attached.

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. I agree and acknowledge that the acceptance and the ongoing enrolment of my child are matters for the absolute discretion of the centre.

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, whether such loss, damage or claim arises out of any injury or illness sustained or suffered by my child.

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 of any change of information. I agree that this form will remain in effect during the entirety of my child's enrolment at Hummingbird.

Parent/Guardians Name _____

Parent/Guardians Signature _____ Dated _____