



LDN BUS TRANSPORT FORM

Childs Name			
Childs Age		Childs class	
Childs Gender			
Start Date			
Bus Service (2 way or 1 way)	PICK UP-	Y / N	DROP OFF- Y / N

Address for pick up and drop off	Location on map
Area _____	
Building Name _____	
Villa/flat number _____	
Emirates _____	
Landmarks _____	

BUS SERVICE TERMS & CONDITIONS

- Only children above 24 months of age will be allowed to avail the nursery bus transport facility.
- All parents/authorized persons must agree to confirm with the Transport In-charge about the Pick-Up/Drop-Off timings and locations for their respective child before commencing the service.
- All parents/authorized persons must ensure that the child remains available at the pick-up location before the assigned pick-up time allocated by the Transport In-charge. The bus driver will not be responsible to wait for any child as this will cause delays for other students. If the bus reaches your location earlier than the designated time, a missed call will be given to the parent as an indication about the early arrival, by the Caregiver on the bus.
- In case if a parent/authorized person is not available to collect the child during drop-off, the child will be brought back to the Nursery and it will be the responsibility of the parent to collect them from the Nursery at the earliest. A late pick-up fee of 30 aed per hour will be applicable to the parent at the time of collecting the child from the Nursery in such instances.
- Any changes in the bus-routing or timings will be informed to the parents well in advance by the Nursery.
- Any change in the child's location, contact details or authorized person must be communicated to the Nursery at the earliest. However, the Nursery is not obliged to re-route the bus to the new location if the Transport In-charge feels it will impact the bus-routing or timings of the other students using the bus.
- If a new person is to be authorized for the collection of your child at the drop-off point, an authorization form along with their EID copy must be submitted to the nursery front desk by the parent prior. The child will not be handed over to any unauthorized person at the drop-off point unless the above procedure is followed.
- Any permanent/temporary changes about the child's transport details must be communicated **ONLY** to the Transport In-charge or the Nursery front-desk officer. Temporary request for any change in drop-off time or any other change required for a particular day must be communicated to the Nursery maximum by 10:00 am. The Nursery will not be liable to fulfill any information/requests received after this time.
- All matters of emergency must be brought to the attention of the Nursery manager or Transport In-charge directly for quick and satisfactory resolution.
- In case of a permanent/temporary discontinuation of the Nursery transport facility, a letter/email of discontinuation must be submitted to the nursery 30 days prior. Fees once paid are non-refundable and non-transferable in any circumstances.
- All transport fees must be paid termly before commencing the services and/or at the beginning of every term.
- Parents will not be allowed to ride in the Nursery bus under any circumstances due to insurance purposes.
- Students will not be allowed to eat or drink whilst on the bus.

Parent Declaration:

I would like to request the Little Diamond Nursery's bus transport service for my child registered at Little Diamond Nursery as per the information given in this form. I also confirm having read, understood and agree to comply with Little Diamond Nursery's bus transport service Terms and Conditions mentioned above and understand that the Little Diamond Nursery Management reserves the right to change these terms and conditions at its discretion.

Parent Name _____

Parent Signature _____

Parent Contact Details _____

Authorised Person Contact Details _____

Authorised Person EID Copy Given Y / N

Today's Date _____ Start Date _____