



LITTLE DIAMOND NURSERY – Al Raffa

REGISTRATION & PERMISSIONS

# Registration & Permissions

## Registration Form

Child's Name: \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_

**Enrolment Term:**

Term 1  
(Sept-Dec)

Term 2  
(Jan-Mar)

Term 3  
(April-June)

**5 Days a week**

8.00 am – 2.00 pm

2.00 pm – 5.00 pm

8.00 am – 5.30 pm

**3 Days a week**

Sunday

Monday

Tuesday

Wednesday

Thursday

8.00 am – 2.00 pm

2.00 pm – 5.00 pm

8.00 am – 5.30 pm

**Programs**

English/ Arabic

English/French

Islamic Studies

Application Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Child's Profile**

Child's Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_

# Registration & Permissions

Gender: Male / Female

Religion: \_\_\_\_\_ Nationality: \_\_\_\_\_

First Language: \_\_\_\_\_ Other Languages: \_\_\_\_\_

Optional Extras -

Daycare Hours Yes / No Time:.....

## Family's Profile

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Detailed Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Father's Mobile: \_\_\_\_\_ Mother's Mobile: \_\_\_\_\_

Father's Email: \_\_\_\_\_

Father's company and position of work: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Mother's company and position of work: \_\_\_\_\_

## Emergency Contacts

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Tel. Home: \_\_\_\_\_ Tel. Work: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Tel. Home: \_\_\_\_\_ Tel. Work: \_\_\_\_\_

Email: \_\_\_\_\_

# Registration & Permissions

## Nursery history

Name and location of any previous nursery attended

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Reason for transfer \_\_\_\_\_

## Child Pick up Authorization

The following individuals, other than myself, have my permission to pick up my child from the nursery.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

EID number \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

EID number \_\_\_\_\_ Phone: \_\_\_\_\_

### Special Remarks or Concerns:

*\*ID of any extra individual given the permission of pick up and drop off is required.*  
Under no circumstances will my child be released to anyone other than the individuals named above without prior written authorization. In case of emergency, the parents have to inform the nursery of the name of the person and a copy of the emirates ID will be required during pick-up time.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# Registration & Permissions

## FIELD TRIP GENERAL PERMISSION

I give my child permission to travel by bus on announced field trips during the academic year. I understand that additional information will be provided prior to the actual field trip and I may decide and inform the Nursery Manager at that time that my child will not participate.

The nursery reserves the right to vary or reverse any decision regarding the child's participation in the field trip made on the basis of incomplete field trip consent form.

I have read, understood and agreed to the contents of this form.

Parent / Guardian Name .....

Signature .....

Date .....

  
Little  
Diamond  
Nursery

## Permission for Commercial use of Photographs & Video

From time to time, we like to celebrate the children's achievements through press articles, social media (such as our website, Facebook, Instagram and other accounts) and displays at public events and at the nursery. We are also regularly approached by various publications for articles about our school and events. In addition to this, we also advertise our nursery across a range of platforms.

With all of the above, we often use photos and video to demonstrate the topic. We understand that some parents are not comfortable with promotional literature/press releases containing photos of their children, so we would like to ensure you have given your full permission for us to do so before any photos or video are published.

Please fill in the details below and tick whether you DO/DO NOT give permission for Little Diamond Nursery to use your child in our promotional literature/press release photographs/video.

Name of Child: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

I DO give permission for LDN to use my child's photographs/video.

I DO NOT give permission for LDN to use my child's photographs/video.

# Registration & Permissions

## General Authorization Slip

Child's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

I, \_\_\_\_\_, grant the permission for Little Diamond Nursery to:  
(tick when appropriate)

### General:

- Allow my child to play with water and participate in water activities
- Allow my child to play with sand and participate in sand activities
- Apply sunscreen when playing outdoors /field trip (provided by parent)
- Apply insect repellent when playing outdoors (provided by parent)
- Give my child an occasional treat and/ or snack

### Diapering and Toileting Training:

- Wipe using a wet wipe (provided by parent)
- Wash and rinse with water
- Assist my child with any toilet training procedures/problems

Comments: \_\_\_\_\_

### Naptime:

I would like my child to nap in the nursery if needed

### Policies:

- I have read all the policies and procedures and agree to abide them.

Comments: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Registration Form for Bus Service

Application Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

### Child Profile

Child's Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_

Gender: Male / Female

Religion: \_\_\_\_\_ Nationality: \_\_\_\_\_

First Language: \_\_\_\_\_ Other Languages: \_\_\_\_\_

### Family Profile

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Detailed Address: (please draw a map on the back if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile Mother: \_\_\_\_\_ Mobile Father: \_\_\_\_\_

Email Mother: \_\_\_\_\_

Email Father: \_\_\_\_\_

### Emergency Contacts

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Tel. Home: \_\_\_\_\_ Tel. Work/mb: \_\_\_\_\_

Email: \_\_\_\_\_



# Registration & Permissions

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Tel. Home: \_\_\_\_\_ Tel. Work/mb: \_\_\_\_\_

Email: \_\_\_\_\_

- Kindly keep in mind that our teaching assistants will be at the pick-up spot before time, please be ready at the allotted time.
- Kindly inform the nursery Manager or teacher of any expected absence beforehand. This is to ensure safety and to allow us enough time to inform our bus assistants. In case of an unexpected absence, we request parents to contact the bus assistant in the morning to avoid confusion and disturbance.
- In case the guardian who is picking up the child from the bus is changed, please inform us and give us a copy of her/his emirates ID. The child will not be given to an unknown person at any time.

I have understood the above and admit my child for bus service.

Signature of Parent: .....

Date: .....

# Registration & Permissions

## First Day of Nursery Checklist

This checklist is designed to help you plan and prepare your child's registration and admission process. Please provide all of the below documents and items by the first day of nursery.

Please check if you have:

- Read and signed the nursery's policies and permissions
- Submitted all required documents for registration
  - Registration and medical form
  - Pick up authorization form
  - 4 passport size photos
  - Colour copy of passport (Parent and Child)
  - Colour copy of visa (Parent and Child)
  - Copy of birth certificate
  - Copy of vaccination card
  - Colour copy of Emirates ID (Parent and child)

**Please note that we will need the original EID of child and parent for ministry registration**

- Provided 2 extra full set of clothes
- Supply of diapers and wet wipes in sufficient quantity
- Provided pillow and light blanket (if necessary)
- Labelled all personal belongings

Child's Name: .....

Date of submission: .....