



Welcome to Children's House Montessori

About Us

Children's House Montessori is situated in the heart of Khalifa City, Abu Dhabi, serving the local community with high quality childcare and education. We provide facilities for children from 45 days to 4 years of age. The nursery has a strong Montessori foundation and follows the Montessori philosophy which is linked to the EYFS curriculum and framework.

Vision

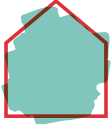
We seek to provide a holistic approach to childcare and education, which considers the emotional, intellectual, physical and social development of each child in a safe, secure and happy environment.

Mission

Children's House Montessori is committed to delivering exceptional standards of Montessori principles with an uncompromising approach to quality.

Aims & Values

- To provide a high quality, unique and exciting educational environment for all children
- To care for each child's individual needs
- To create positive partnerships with parents
- Celebrate diversity
- Create an environment of respect for the community and for each other.
- A love of learning
- Freedom to choose
- Independence
- Self-direction and motivation



Attendance Booking Pattern Form

Child's Name

Please select your chosen days and timings from the options below. If you need any assistance please contact the Nursery Manager or Administration Office.

Days Attending Nursery

Please tick your requirements:

Number of days per week

Timings

2 days

7.45am - 1.45pm

3 days

7.45am - 3.00pm

5 days

7.45am - 5.00pm

Early Bird (7am - 7.45am)

Please tick your preferred days:

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

For Little Montessorians only:
(Please tick both if you have no preference)

English class

French class

- Our timings are flexible to meet the needs of all our parents. If you require additional days or timings please check with our Administration Office and we shall do our best to accommodate your request.
- Early Bird option is available from 7.00am and is charged at a daily rate with an invoice sent at the end of each month.

For Office use only



Registration Form

Passport
sized
photo of
your child

Date of Enrolment _____

Child's Details

Child's Name _____

Family Name _____

Date of Birth _____

Gender: Male /Female _____

Child's Nationality _____

Religion _____

1st Language (spoken) _____

2nd Language _____

Siblings Names _____

Family Details

	Mother	Father
Full Name		
Mobile Phone Number		
Work Phone Number		
Residence Phone Number		
Email Address		
Occupation		
Place of Work		
Home Address		



Registration Form

Emergency Contacts Details

(Please provide us with 3 contacts other than the parents' details)

CONTACT 1

Name

Relationship with Child

Mobile Number

CONTACT 2

Name

Relationship with Child

Mobile Number

CONTACT 3

Name

Relationship with Child

Mobile Number

Collection Password

(Your child will not be released to your emergency contacts without the password)



Your Child's Profile

Your child is special and unique. Please take time to fill out this form as it contains important information that will support us in finding out more about your child's likes, dislikes, habits and routines. Thank you!

General

Child's Name

Any 'Nick Names' used

Names and ages of siblings

What is your child's first language?

Additional language spoken at home, if any:

Has your child attended Nursery before? If YES, where was it and did they have a positive experience?

Does your child have any special words for certain things?

Dietary requirements

What does your child take: breast milk / formula milk / cow's milk (please circle).

Is there a limit to the quantity of cow's milk given whilst at the nursery? Yes / No Please detail:

Quantity _____ Frequency: _____

If your child is weaned, describe the foods given (snacks, main course & desserts)

Does your child have any special dietary requirements, food allergies, intolerances?



Your Child's Profile

Personal Development & Independence

What is your child currently interested in?

What is your child's day time sleep pattern?

Is your child able to use the toilet (please mark where appropriate)

- | | |
|--|---|
| <input type="checkbox"/> unaided | <input type="checkbox"/> in pull-ups |
| <input type="checkbox"/> requires assistance | <input type="checkbox"/> in nappies |
| <input type="checkbox"/> requires reminding | <input type="checkbox"/> able to wash own hands |

Is your child able to: (please circle)

Drink from an open cup: Yes / No

Help dress him/herself: Yes / No

Eat independently using a spoon, knife or fork: Yes / No

Help put toys away: Yes / No

Climb stairs independently: Yes / No

Emotional Development

Does your child interact well with other children?

Does your child relate well to familiar adults?

Is your child able to share and take turns?



Your Child's Profile

Enjoyment and Curiosity

How would you best describe your child

What are your child's favourite toys?

What activities does your child most enjoy?

Does your child have any fears e.g. loud noises?

Any additional information regarding your child/individual care plan which you would like to share with the setting?

For Office use only

Key worker assigned:



Medical Record

Child's Paediatrician Details

Child's Name:

Family Name:

Child's D.O.B:

Gender: Male/Female:

Name of Doctor/Clinic:

Family Clinic Number:

Child's Health History

Please tick boxes if immunised or had illness

	Illness	Immunised		Illness	Immunised
Measles			Diabetes Type 1 or 2		
German Measles			Epilepsy		
Chicken Pox			Heart Condition		
Mumps			Rheumatic Fever		
Whooping Cough			Asthma		
Scarlet Fever			Convulsions		
Hand, Foot & Mouth			Kidney Disease		
Polio 2 months			Tuberculosis		
Polio 4 months			Hearing Condition		
Polio 6 months			Vision Condition		
Hepatitis A			Speech Condition		
Hepatitis B			Rheumatism		
Meningitis C			Skin Disorder/Eczema		
Pneumonia					



Medical Record

Please notify us of any known allergies

Please notify us of any special dietary requirements

Please notify us if your child is seeing any medical specialist or having additional treatment - e.g. speech therapy, occupational therapy etc.



Medication Agreement, Permissions & Consent Form

Child's Name _____

Date of Birth _____

Permissions and Consents

MEDICAL	Yes	No
Administer Medication		
Administer Calgel (teething)		
Administer Calpol		
Authorise Emergency Treatment		
Authorise Insect Bite Treatment		
Authorise Teething Gel		
Administer First Aid		
Apply Nappy Cream		
Apply Sun Cream		



Medication Agreement, Permissions & Consent Form

Information Security:

I / We agree to Children's House Montessori electronically recording and storing this information. All information is secure and will be encrypted using encryption technology when recorded online.

Accurate Information:

I / We can confirm that all the information you have provided CHM with is both complete and accurate and that any false information could invalidate your childcare contract terms and conditions.

Policies and Procedures:

I / We have read and understand all CHM Policies and Procedures and agree to adhere to them.

I / We fully comprehend the permissions that I / We have authorised as detailed in the Registration Pack.

I / We confirm that I / We have read and understand the terms and conditions of the Nursery and agree to comply with them and any updated regulations and instructions as necessary.

Mother's Signature

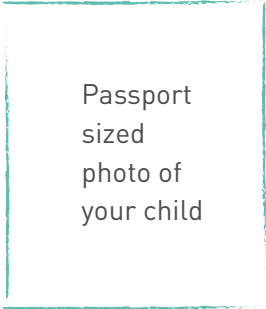
Date

Father's Signature

Date



Allergy Alert!



For Display in all Classrooms & Nurse's Information Board

Child's Full Name

(WRITE IN CAPITAL LETTERS PLEASE)

No allergies known at present

I am ALLERGIC TO

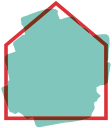
Reactions Include

Please use my (SUPPLIED) medication/or my EPIPEN in the event of a reaction

Name of Medication and How to Administer

Contact number in case of an Emergency:

Parent's Signature



Minimum Exclusion Periods for Illnesses

DISEASE/ILLNESS	MINIMUM EXCLUSION PERIOD
Fever	24 hours at home
When on Antibiotics	48 hours at home
Vomiting	48 hours at home
Chickenpox	7 days from appearance of the rash
Conjunctivitis	24 hours at home with prescribed medication
Diarrhoea	48 hours at home
Gastroenteritis	Until authorised from Community Doctor
Hand, Foot and Mouth	3-5 days from appearance of the blisters
Impetigo	Until skin is healed
Infective Hepatitis	7 days from onset of Jaundice
Head Lice	Until appropriate treatment has been given
Measles	7 days from appearance of the rash
Meningitis C	Until recovered from illness
Mumps	Unless swelling has subsided, 7 days from start of treatment
Plantar Warts	No exclusion but should be treated and covered
Poliomyelitis	Until authorised by Community Doctor
Rubella	4 days from appearance of the rash
Ringworm of Scalp	Until cured
Ringworm of the body	No exclusion provided treatment is given
Scabies	No exclusion provided treatment is given
Scarlet Fever	No less than 3 days from start of treatment
Tuberculosis	Until authorised by Community Doctor
Typhoid Fever	Until authorised by Community Doctor



Fees Information Policy

Please read through our fees policy so that you have a clear understanding of the payment terms and conditions. If you require any further information please contact the Nursery Manager or Administration Office.

Registration Fees

- The registration fee is to secure your child's place at the nursery, these are neither refundable nor transferable.
- The fee is paid when submitting the registration form and all the supporting documents, this is payable within one week of a placement offer.
- Your child's registration is only complete once you have settled the registration fee and the first instalment in full.

Tuition Fees

- Term 1 in two instalments. Instalment 1 is 50% of the fees payable by 1st week of June for returning children or with the registrations for new children. 2nd instalment 50% will be due in the 1st week of term 1.
- Term 2 fees are due before the end of Term 1.
- Term 3 fees will be due by the end of the second week in March.

Payment

- Tuition fees are paid either in full or as the required instalments.
- Please note that late fees will be charged 50 AED for every day they are overdue.
- A returned cheque will incur a service charge of 100 AED.
- When a child is withdrawn from the nursery for a valid reason, the tuition fees will be calculated accordingly. Notice of a child's withdrawal must be made in writing to the Nursery Manager giving 4 weeks notice.

Absences

- As the space is reserved for your child and the associated costs of staffing will continue, the full fees remain payable during any periods of absence of your child.

Sibling Discounts

- The Nursery will offer a 5% discount on registration of a sibling, on the term fees only.
- If the sibling then leaves the Nursery the discount will be retracted.

Children's House Montessori reserves the right to make any changes to the charges and the terms and conditions with prior notice.



Terms and Conditions

Hours of Opening

- Children's House Montessori is open Sunday to Thursday from 7.00am to 5.00pm. We offer a variety of timings to suit parents own requirements, please refer to Section 2 for booking patterns.

Availability of Places

- We offer places for children aged 45 days to 4 years of age.
- Places are offered when available and only on submission of all documentation and full fee payment. Please note that you can add additional days or change timings but this is subject to availability.
- Changes can only be arranged with the Administration Office.

Settling In Routines

- Starting nursery is a big adventure for you and your child and it may take some time for your child to settle in. CHM follow a routine that allows children time to adjust and a settling in period. To allow this to happen we need your co-operation and support. Each child reacts differently to starting nursery, but the procedure for any child starting nursery is the following;
- During the first week of settling in, your child will spend five days at nursery regardless of how many days they are registered to attend. The time your child spends at nursery will gradually increase depending on how they are settling into the nursery environment. Once your child's key person feels that they have settled, they will start attending full days. This should be arranged and discussed with your child's key person directly.
- Once registration and payment has been made induction sessions will be booked with your child's key person at a time convenient to both parties. The first induction session will be a chance to talk to your child's key person about your child and a chance to get to know the key person, who will pass on information about the class structure, routines and introduce you to the rest of the team, your child should attend also.
- The second induction session will be a chance to leave your child for an hour or two maximum to allow them time without you in the classroom. You are welcome to stay in the nursery during this period, but not inside the classroom.

Uniform

- Uniform is compulsory for children attending the Infant Community and Little Montessorians.

Arrival and Departure of Children

- Your child's safety is given the highest priority and we ask that you follow these simple guidelines. Your child is delivered by the parent/carer into the care of the nursery staff member and it is recorded in the attendance register. Your child will not be released to anyone other than those authorised on the registration form to collect your child. We will not release your child to anyone else without prior written notice. If you are unable to collect your child, please call the nursery immediately so we can arrange appropriate care until your arrival. No child will be released to anyone under 18 years of age.

Nursery Closures

- The Nursery will be closed on any public holidays as announced by Abu Dhabi Department of Education and Knowledge (ADEK) along with any scheduled holiday and training days as per our Calendar.
- If the nursery has to close due to unforeseen circumstances which are beyond our control i.e. power failure, then we are not liable to find alternative childcare for you.



Terms and Conditions

Changes of Details

- Please inform our Administrator of any personal changes to your details so we can update our records.

Mobile Phones and Cameras within the Nursery

- Your child's safety is of paramount importance to us. We ask that no mobile phones or cameras are used onsite. If you have to take a call or make a call, please can we ask that you do this off site. No photographs will be allowed to be taken by parents or relatives. If you wish us to take a record of an event regarding your child please speak to your child's key teacher and they will be happy to assist using the Nursery camera.

Nappies

- Parents are requested to supply all your child's personal hygiene requirements. Each child will have a nappy basket to store belongings and you will be asked to replenish these items as the need occurs.

Complaints

- We offer outstanding childcare services to the community. However, if you have any concerns or a complaint then we would like to be able to resolve these quickly. In the first instance please speak directly to your child's key teacher. If you do not feel satisfied that the problem has been resolved, please speak directly to the Nursery Manager and she will endeavour to solve the issue.

Equal Opportunities

- Children's House Montessori is an equal opportunities company and makes decisions without regard to race, colour, religion, national origin, age, disability, marital status or any other factors protected by UAE law.

Child Protection

- The Nursery has a full written policy on child protection which is available for parents to read from the Nursery Manager or on My Montessori Child.
- Children's House Montessori is governed by the Abu Dhabi Department of Education and Knowledge (ADEK). As per ADEK regulations we have a duty of care towards all the children registered at the Nursery. We have an obligation to report any instances where we consider a child may have been neglected or abused. We may do so without informing or asking for parents' consent.

Behaviour Management

- The Nursery has a full written policy on behaviour management which is available for parents to read from the Nursery Manager or on My Montessori Child. Every child will be treated with the utmost respect and no form of corporal punishment, verbal abuse or aggressive handling will be tolerated within the Nursery.



Terms and Conditions

Personal Property

- The Nursery does not accept any responsibility for loss or damage to personal property brought onto the site by either children or parents.

Car Park

- Car Parks can be dangerous places for small children. Please be alert and take great care when using the car park areas. Please do not leave your engine running with children inside. Any cars parked in the nursery car park do so at their own risk.

Food and Drink

- As a nursery, we encourage healthy eating and ask for parents support over this important matter.
- Fresh drinking water is always available to children at any point of the day. The older children are encouraged to help themselves to drinks throughout the day and for the younger children water will be offered throughout the day at regular intervals.
- Snacks and Lunch – parents are requested to send their child into Nursery with enough healthy food options to satisfy their individual needs. There should be no pork, no sesame seeds and NO CHOCOLATE (e.g, Oreo biscuits, chocolate flavoured milk) or NUTS. Should your child come into Nursery with such items, we shall remove them and send them back home with a polite note to remind parents/carers not to include these items.
- Milk Feeds – Formula bottle feeds should be supplied prepared, labelled by parents and brought into Nursery daily. These will then be stored at the correct temperature until required. Bottles will be rinsed and then sent home for sterilization.
- Please ensure that all containers and bottles are labelled with your child's name. The Nursery has a strict policy on **NOT REHEATING** food. If you require your child to have a hot lunch, please place the food in a thermas to keep it warm until served.

Birthday Celebrations

- Every child's birthday is a special and important day. We will celebrate with your child and their friends within their own Casa. Please speak to your child's key teacher and she will be happy to arrange a suitable day and time with you.

Changes

- We reserve the right to make amendments to the terms and conditions of your childcare contract without prior notice.



Visual Media Consent Form

PLEASE write in BLOCK CAPITALS

I, _____ the undersigned Parent/Legal

Guardian of _____

GIVE consent:

Photographs to be taken of my child for the use within:

- Children's House Montessori (internal newsletters, notice boards, yearbook etc.)
- Children's House Montessori website
- Children's House Montessori Facebook/Instagram Page

DO NOT give consent:

Photographs to be taken of my child for the use within:

- Children's House Montessori (internal newsletters, notice boards, yearbook etc.)
- Children's House Montessori website
- Children's House Montessori Facebook/Instagram Page

Parent / Legal Guardian:
Signature _____

Date: _____



Child Pick Up Consent Form

Please specify authorised person(s) to pick up your child from the nursery

e.g. details of grandparents, uncle/aunty, other family member, carer/nanny etc.

No siblings under the age of 18 years will be allowed to pick up their sibling.

PLEASE write in BLOCK CAPITALS

I, _____ the undersigned Parent/Legal

Guardian of _____

give consent to:

Please provide us with a copy of the authorised person(s) Emirates ID/passport.

In the capacity of: (please circle)
grandparent, uncle/aunty, family member, nanny, other

In the capacity of: (please circle)
grandparent, uncle/aunty, family member, nanny, other

In the capacity of: (please circle)
grandparent, uncle/aunty, family member, nanny, other

In the capacity of: (please circle)
grandparent, uncle/aunty, family member, nanny, other

Parent / Legal Guardian:

Signature _____



Registration Process Checklist

The Following documents are needed to complete the registration process:

- Booking Pattern
- Child's Profile Form
- Registration Form
- Medical Agreement and Consent Form
- Allergy Alert Notification Form
- Visual Media Consent Form
- Copy of Child's Birth Certificate
- Copy of Child's Passport and Valid Visa
- Original & Copy of Child's Emirates National Identity Card
- Copy of Child's Medical Insurance Card
- Copy of Child's Immunization Record
- Copy of Father's Passport and Valid Visa
- Original & Copy of Father's Emirates National Identity Card
- Copy of Mother's Passport and Valid Visa
- Original & Copy of Mother's Emirates National Identity Card
- Proof of residential address e.g. water & electricity bill (ADDC)
- Passport Photographs of Child attached to the appropriate forms (recent photos)
- Registration Fee
- Termly Fees

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