



**Thank you for choosing PreScholars Nursery for your child's
Education and day care needs.**



Contact us: (landline) +974 4468 8520 (mobile) +974 5557 2533

Email: info@prescholarnursery.com

Website: www.prescholarnursery.com

Address: 102 Ibn Shabeeb rd.

Al Aziziyah,

P.O.Box: 45845, Doha – Qatar



[/prescholarnursery](https://www.facebook.com/prescholarnursery)



[/Prescholarnursery](https://www.instagram.com/Prescholarnursery)



[Prescholarnursery](https://www.snapchat.com/add/prescholarnursery)



[prescholarnursery](https://www.youtube.com/prescholarnursery)

Passport size photo
of your child

Registration Details

Childs Details

First Name:		Family Name:	
Nationality:		D.O.B.:	
QID:		First Language:	
Start Date:			

Mothers Details

Full Name:			
Contact No. Mobile:		Email Address:	
QID:		Profession:	

Fathers Details

Full Name:			
Contact No. Mobile:		Email Address:	
QID:		Profession:	

Emergency Contacts:

Emergency Contact 1		Emergency Contact 2	
Full Name:		Full Name:	
Relationship:		Relationship:	
QID:		QID:	
Contact No. Mobile:		Contact No. Mobile:	

How did you find out about PreScholars Nursery? _____

Declaration

By signing this I confirm that I have read and understood the full contents of this registration pack.

Parent Name:			
Signature:		Date:	

Parents Signature:

Fee Structure

Nursery Hours

Nursery day	6:30am-2:30pm
Late owls	2:30pm-5:00pm

Once off Registration Fee	QR 1,100
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Days per week	September Fees 6:30am-2:30pm	Term Fees 6:30am-2:30pm	Late Owls per month Extended Hours	Late Owls per term Extended Hours
5	QR 3,850	QR 10,710	QR 700	QR 2,100
4	QR 3,317	QR 9,228	QR 600	QR 1,800
3	QR 2,782	QR 7,740	QR 500	QR 1,500
2	QR 2,333	QR 6,489	QR 400	QR 1,200

Payment Plan

Settle in month	September	FEES DUE 1st September 2019
Term 1	1 st October – 16 th December	TERM FEES DUE 30th September 2019
Winter Camp	20 th December – 31 st December	Included in term 1 fees
Term 2	3 rd January- 25 th March	TERM FEES DUE 30th December 2019
Spring Camp	28 th March – 8 th April	Included in term 2 fees
Term 3	April-June	TERM FEES DUE 30th March 2020
Summer camp	July and August	Advance payments as per attendance

Fees Policy

- ❖ Fees are payable by cash, Card or bank transfer.
- ❖ Winter and Spring Camp fees are included within the term fees.
- ❖ Bank transfer details are: Preschools Nursery School
A/C no. 100000643299
IBAN: QA73BRWA000000000100000643299
- ❖ Please issue the receipt of transaction to admin staff.
- ❖ Fees are paid on a **term basis only**, except for the month of September and summer camp.
- ❖ Please be aware that registration fees and tuition fees are **non-refundable non-transferable and non-negotiable**.
- ❖ We do not provide any discount on fees during scheduled nursery holidays, when a child is absent for any reason or if PreScholars is requested to close by authorities.
- ❖ All children are entitled to take one vacation from the nursery per academic year for no more than one month (this may be used or either/or vacation or Ramadan – not for both). For this time the fees will be deducted from the term fees. Any additional holidays will need to be paid
- ❖ We do provide a 10 % sibling discount on the fees for children registered for 5 days per week.
- ❖ Late Payments: any fees not paid as scheduled above in the payment plan will result in your child being unable to attend nursery until all outstanding fees are up to date. There will be a late payment fee of 50QR per day for any fees not paid within 5 days of the due dates mentioned above.
- ❖ One months' notice is required should you wish to withdraw your child from PreScholars nursery, should you not give notice you will be liable to pay the following terms fees.
- ❖ Please be aware that nursery hours will be shorter during Ramadan usually 6 hours (subject to change according to MOLSA) however fees structure will remain the same for this period

Parents Signature:

Waiting list

PreScholars accept applications all year round, should the nursery be full your child's name will be placed on our waiting list. When a place becomes available in the required class, we offer a place based on the waiting list on a first come first serve basis.

Annual Fees Discounts

We offer discount if the fees for the full academic year (September – June) are paid in advance by 1st September.

Days per week	Full Annual Fees	Discount	Discounted Fees
5	QR 35,980	QR 1,500	QR 34,480
4	QR 31,001	QR 1,200	QR 29,801
3	QR 26,002	QR 900	QR 25,102
2	QR 21,800	QR 6,600	QR 21,200

Documents and forms required for registration

Child	Office use only:
Immunisation card copy	
Passport photo x 3	
Birth certificate copy	
Copy of child's passport	
Copy of child's QID	
Parents	Office use only:
Mother Passport Copy	
Mother QID Copy	
Father Passport Copy	
Father QID Copy	
Emergency Contact QID Copy	
Signed and fully Complete Registration Pack	

Please be aware that no child may start nursery until all above mentioned documents have been FULLY completed and received by nursery administration.

Office use only:

Days per week	Sunday	Monday	Tuesday	Wednesday	Thursday
LATE OWL					

Class	Lavender Buds Under 1	Lemon Limes 1-2	Shining Apricots 2-3	Peachy Pumpkins 3-4
Joining date				
Leaving date				

Parents Signature:

Passport size photo
of your child

Medical Form

Childs Details

Full Name:			
Parents Name:			
D.O.B.:		Gender	Male / Female

Does your child have or previously had any medical conditions that we should be aware of	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please detail:		
Does your child take any regular medication	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify:		
I give permission for paracetamol to be administered by qualified staff members if my child presents with a fever of 37.5 degrees Celsius or more. (In case of an allergy to Paracetamol Ibuprofen can be administered. Please provide a doctor's note confirming the allergy)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Ibuprofen due to allergy	
I give consent for my child to receive first aid, emergency and medical examination at PreScholars Nursery. PreScholars nursery is fully covered by public liability Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I give permission for the visiting Doctor to give my child general check up's at PreScholars Nursery. The Ministry (MOLSA) requires a Doctor to visit the nursery once a month to do a general check up on children. The check-up is non-invasive and all findings will be brought to parent's attention, to allow parents to make decisions on follow up treatment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any allergies to food, medication or anything else	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify details of reaction and action to be taken: If a severe allergy is present please share an allergy action plan with the nusery:		

Parents Signature:

Important Policies

Medical Policies

In the event of medical emergencies parents will be notified first, if you are not contactable, a text message will be sent and your child will be taken by ambulance to Hamad Paediatric Emergency and treatment or medication will be given without prior consent. All efforts to contact parents will continue.

When a child presents with a sudden fever at nursery (over 37.5°C), parents will be notified first, if you are not contactable, a text message will be sent; paracetamol/ibuprofen will be administered and recorded on administering medication form. Once notified, you will be required to collect your child as soon as possible within an hour. Sick children must remain isolated with the nurse/staff member in the medical room during this time until collected.

If child has a fever at home they should stay home until the child's temperature has been below 37.5 degrees Celsius for at least 24 hours without medication.

Children on antibiotics are required to stay at home for the first 48 hours commencing administration and for at least 24 hours after a fever has subsided.

If you child presents with sickness or diarrhoea at home they should stay home until they have been clear of all symptoms for at least 48 hours.

Whilst considering the best interests of all the children at nursery, we reserve the right to ask you to take your child home if they are unwell. This decision will be made by the manager with guidance from the nursery nurse.

Photo Consent

We are continually taking pictures and videos of the children while learning and participating in activities at PreScholars. Most parents enjoy seeing what their children are learning and how they participate during nursery hours. These photos will be used for displays in the classroom, on notice boards around the nursery and on our social media sites, advertising and website.

We understand that some parents may not wish for their child's photographs to be displayed or on social media. Before making your decisions please do however consider how this may affect your child's feelings by being excluded from photo opportunities.

Please do not hesitate to check our Facebook account and follow our Instagram and Snapchat.

I give consent for photos and videos of my child to be used across our social media channels, website and advertising.

Yes

No

Parents Signature:

2020 - 2021 Calendar

August '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Summer Camp
	Winter Camp
	Vacation (nursery closed)

	National holidays (nursery closed)
	Spring Camp
	Ramadan (reduced hours)
	Staff Training (nursery closed to children)

Parents Signature: