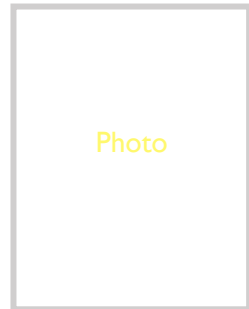


Registration Form

Child Information

Gender: M F
First Name: _____
Middle Name : _____
Last Name: _____
Date of Birth (dd/mm/yyyy): ____/____/____ Child's ID#: _____
Nationality: _____ Child's First Language: _____
Place of Birth: _____ Religion: _____
Address: _____
Start Date: _____ Previous Nursey attended: _____
How did you hear about us ? Web Friend/Family Social Media
 Other: _____



Enrolment Preference

Child's Age Level : 4 M- 1 Year 1 Year- 2 Years & 6 M 2 Years & 7 M – 3 Years
Days : Five Days Three Days Two Days
(compulsory for children over 3 year)
 Sunday Monday Tuesday Wednesday Thursday
Enrolment period : Daily Weekly Monthly 3 Months 6 Months
 9 Months 12 Months

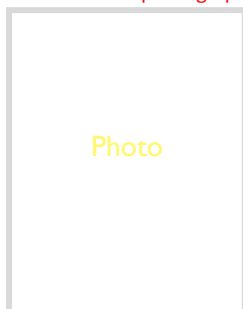
Family Details

Father's Name: _____ Mother's Name: _____
Nationality: _____ Nationality: _____
Occupation: _____ Occupation: _____
Employer: _____ Employer: _____
Mobile Number: _____ Mobile Number: _____
Work Number: _____ Work Number: _____
Home Number: _____ Home Number: _____
Primary Email Address: _____
Secondary Email Address: _____
Are there any family circumstances of which you feel we should be aware of?
 Divorced Parent Deceased Parents/siblings Adopted Child
 Other _____
Child resides with: Father Mother Both
 Other : _____

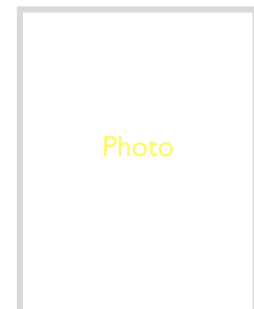
Pick Up Permissions

Other than parents, please indicate people authorized to collect your child from the nursery:

Please submit photographs of the people authorized to pick up your child.



1st Person: _____
Mobile Number: _____
Relationship to Child: _____
2nd Person: _____
Mobile Number: _____
Relationship to Child: _____



Emergency

In the event of an emergency, please nominate someone who will act on your behalf in case the Nursery is unable to reach either parent:

Name: _____

Relationship: _____

Nationality: _____ Occupation: _____

Company Name: _____ Mobile Number: _____

Work Number: _____ Home number: _____

Email Address: _____

Nursery Permissions

- I give the Nursery permission to use my child's photograph/video clips for marketing purposes such as social media, website, flyers, brochures or any applications. I realize that my child's first or last name will not be used in such publications.
- I give the Nursery permission to use my child's photograph/video clips for the Nursery App and social media (Instagram).

Nursery Waiver

Your child's safety is our top priority, and we will always do our utmost to ensure the safety of your child; however, accidents can and sometimes do happen regardless of the professionalism, supervision and safety policies that the staff of the nursery provides. Therefore, we require you to read and sign this form, which will remain valid for the entire duration that your child is attending Kunooz Nursery.

Nursery Waiver

I hereby agree to keep Kunooz Nursery and its owners, staff, fully indemnified against all actions, claims, liabilities, damages, expenses, costs, charges, and fees (Including lawyers & medical), which are suffered by as a consequence of any accidental injury or contraction of any illness or virus by my child.

I agree to observe and abide by the Policies & procedures of Kunooz Nursery and comply with rules & regulations put in place.

Name of Parent/Gurdian: _____

Date: _____ Signature: _____

Terms and Conditions

Our efforts are always toward having clear and relevant information available to our parents; we kindly request you to read the following terms and conditions for clear understanding. Kindly contact us in case of further queries.

Registration Requirements

- Parent(s) or caregivers should visit the nursery with the child for an informal meeting and assessment.
- Parents will collect all required forms and submit the Registration Form along with the non-refundable Registration Fee of OMR 50.
- For waiting listed children (up to 1 year), a deposit of OMR 100 should be submitted along with the Registration Form and Waiting List Form.
- This deposit will be rendered towards the first term's fees when the child is called for admission.
- All fees (including the full first term fees, and postdated cheques for the remaining term fees and deposit), must be submitted. prior to the new admission's start date. Failure to submit all documents with fees may result in a delay of the child's start date or attendance at the nursery.
- A charge of OMR 30 will incur for any dishonoured cheques.
- If fees are to be paid by a company or employer, then parents will be provided with an Employer Invoice Payment Form from which the employer will provide payment, according to the terms & conditions outlined



on the form. Children will not be able to attend the nursery until all fees, forms, and documents have been submitted.

- The management reserves the right to terminate or amend an admission decision if any false, inaccurate, or incomplete information has been submitted, if the required payments/fees have not been paid by required date, or if any serious breaches of the nursery policies occur.
- Children attending the nursery less than 5 days a week are requested to attend only on agreed days. In the event of missed days, days are not interchangeable. If the parent wishes their child to attend an additional day, the parent must inform the administration 24 hour in advance and a daily fee is applicable.

Fee Payment Terms and Conditions

- Fees once paid are non-refundable and non-transferable.
- No refunds, reductions, or offsets will be made in the case of absence, illness, vacations, or any other event.
- If a child joins during the term, the full amount of registration fee, meal plan, deposit and uniform fee must be paid.
- Late payment of fees incurs an additional charge of 10% of the outstanding balance. Late payment of fees may also result in the loss of a child’s place in the nursery.
- Enrichment fees should be paid separate to normal nursery fees and should be paid in full at least one week before the first day of enrichment.
- A Late Pick-up Fee of OMR 5 will be charged for every 30 minutes past the designated pick up time. This will be paid upfront before collecting the child from the late room.
- The sibling discount is given at the rate of 10% on the eldest child.
- A referral benefit of OMR 30 will be granted to any parent with children in the Nursery, who is directly responsible for the successful and full enrolment of a new child. The enrollee must fill a Referral Form indicating the details of the referee.

Name of Parent/Gurdian: _____

Date: _____ Signature: _____

Withdrawal Policy

- Withdrawal prior to attendance: If a child withdraws before attending the nursery, but after the payment was made, a full refund of the tuition fees will be made provided that a written notice is received at least 3 weeks before the starting date. If the notice was not received before 3 weeks, the deposit will not be refunded and a payment of 10 % of total tuition fees will be charged. Registration fee is non-refundable.
- Withdrawal after attendance: If a withdrawal form is received three months prior to the child’s last day of attendance, the deposit will be refunded. Termly tuition fees will be calculated on a pro-rata basis:
- If the withdrawal is 2 weeks or less from the child's registration/ start date, a month's fees will be deducted.
- If the withdraw is more than 2 weeks, up to 1 month, from the child's registration/ start date, two month's fees will be deducted.
- If the withdrawal is more than one month from the child's registration/ start date, the fees for the full term will be deducted.
- If the withdrawal form is not received with three months’ notice, the deposit will not be refunded and a payment of 10% of the total tuition fees will be payable in addition to the pro-rata calculation.

Name of Parent/Gurdian: _____

Date: _____ Signature: _____

Additional Notes / Remarks

I confirm that all the information I have given within this registration form to Kunooz Nursery is true and correct. I understand and accept that if the information I have provided is false or misleading; and /or fail to pay the nursery fees; and/or I fail to abide Kunooz Nursery policies and/or I fail to complete the necessary paperwork, it is likely that my child will lose his/her place at the Kunooz Nursery, and I may forfeit any deposits made.

Name of Parent/Gurdian: _____

Date: _____ Signature: _____

REGISTRATION CHECKLIST – FOR OFFICE USE ONLY

Document	Yes	No	Document	Yes	No
Registration form completed/ signed			Copy of child/father/mother ID Card (Omani)		
50 OMR non-refundable registration fee			Copy of child/father/mother passport/residence permit (non-Omani)		
First month fees in addition to checks			6x photos		
35 OMR monthly meal fee			Baby immunization record		
35 OMR uniform fee			Child's birth certificate		