



Humpty Dumpty Nurseries

TERMS AND CONDITIONS

■ OPENING HOURS

The Nurseries are open Sunday to Thursday between the hours of 7:30am and 2:00pm from September through to June.

For the Holy month of Ramadan our hours are 8:00am till 1:00pm.

Dependant on demand, and at an additional monthly charge, we will also offer an optional summer programme for July and August operating on reduced hours from 7:30am till 1:30pm.

■ FEES

There is a one-time only registration fee due as your child enters the Nursery.

Tuition Fees are payable termly by the invoice due date and no later than the second week into term. Fees not paid by the invoice due date will attract a late fee of Dhs 20 per day.

If fees remain unpaid by the end of the second week of term, the child will no longer be admitted to attend until accounts are settled.

Once paid, fees are non-refundable. Fees are payable for all absences inclusive of illness, vacation, public holidays and any unforeseen closures.

*Please note that cheques should be made payable to **Rhymes Nursery** and not Humpty Dumpty Nursery.

■ TERMINATION

Humpty Dumpty Nursery reserves the right to terminate any child's place if we feel it is in your child's best interest to not continue with our programme.

■ ARRIVALS AND DEPARTURES

Children must be brought to and collected from the main Nursery entrances only. No child should be left or taken without a staff member being informed.

Please only park in the designated parking areas and remember that the safety of your child and others is of paramount importance.....Go slow.

In order to avoid any embarrassment, kindly remember that it's your duty to inform the office directly and in advance of any changes to the authorised person who will be responsible for collecting your child. Without your permission and without verification, your child will not be allowed to leave the premises.

■ MEDICATION AND ILLNESS

The Nurseries **MUST** be informed of anything of concern regarding your child's health.

It is therefore understood that parents agree to allow us to seek medical advice or aid from our Nursery Doctor or a hospital depending on the circumstances and situation.

It is a mandatory requirement that both parents sign and date the child's Emergency Medical Information sheet when beginning at the nursery.

If you require the Nursery Nurse to administer any medication to your child, please proceed to the office to fill in an illness report detailing dates/time/dosage/medicine name and your signed permission.

- Any medication must be safely stored in the office and not sent in school bags.



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ANY CHILD WHO BECOMES SICK OR UNWELL DURING ATTENDANCE MUST BE COLLECTED BY A PARENT OR GUARDIAN IMMEDIATELY.

Any child suffering from a condition that requires the prescription of antibiotics must be kept at home for the first 24 hours and will not be admitted to Nurseries during this period.

We have strict guidelines concerning infection control and illness within the Nurseries. Please find below the list of signs and symptoms of infection in infants and small children that serve as attendance exclusion criteria:

- **Fever (higher than 101 °F or 38.3 °C)**
- **Rash with or without fever**
- **Diarrhoea**
- **Vomiting**
- **Unusual lethargy and tiredness**
- **Poor appetite**
- **Persistent crying or irritability**
- **Breathing difficulties or persistent coughing**
- **Yellow skin or eyes**
- **Conjunctivitis or eye infection**
- **Head Lice**

The Nursery Doctor is Dr JPR McCulloch. Dr McCulloch is in practise with Dr Samia Tufail. His surgery details are as follows:

Al Noor Hospital building
10th floor
Khalifa Street
Phone: 02 626 2677



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■ ALTERATIONS AND AMENDMENTS

The parent/Guardian undertakes to inform the Nurseries, in writing of any changes to the following:

- Address
- Telephone/contact numbers
- Authorised and Emergency contacts
- Child's attendance/health and well being/educational needs

Kindly note that the Nurseries require a one month notice period in writing prior to leaving. Please collect a 'Letter Of Notice' from the office.

I/WE HEREBY AGREE THAT I/WE ACCEPT & UNDERSTAND THE TERMS AND CONDITIONS FOR HUMPTY DUMPTY NURSERIES 2009 – 2010.

For: _____
Name of Child

Signature: _____ **Date:** _____
Mother

Signature: _____ **Date:** _____
Father

Can you please sign the bottom of each page of the Terms & Conditions to acknowledge that you have read and understood them.

RECEIVED FOR HUMPTY DUMPTY:

Name: _____

Signature: _____ **Date:** _____