



Registration Date:        /        / 20

Registration status: (new / transferred)

## Child's Data

Child Full Name: (in Arabic)

Child Full Name: (in English)

Sex: (male /female)	Date Of Birth: (day        /month        /year        )
Nationality:	Religion:
Emirates ID #:	Mother Tongue :
Program: (Semester/weekly -----)	Class: (nursery / toddler / early learning level):
Academic Year:        20        / 20	Term: ( first    - second    - summer )
Address:	Landline:
Mum's Email address:	Dad's Email address:

## Parent's Data

Mother (Full Name):	Nationality:	Religion:
UOS ID no.	Marital Status:	
Job title:	Workplace:	
Work phone (office):	Mobile (cellular phone):	
Mom Emirates ID no.	Dad Emirates ID no.	
Father (Full Name):	Nationality:	Religion:
UOS ID no.	Marital Status:	
Job title:	Workplace:	
Work phone (office):	Mobile (cellular phone):	



How did you hear about our UOS nursery: (Internet - friends - social media - other

Mention the name of the nursery in which the child was previously registered:

Inform us about any family circumstances (divorce, death of one of the parents / children adoptions, etc.) If (yes) please provide details \_\_\_\_\_

**In emergency situations, please include at least 3 person to be contacted (except parents)**

Name	Relation	Phone Number	ID / passport number (provide a copy for the nursery)

**Please fill the information who is permitted to pick up the child from UOS Nursery (except parents)**

**NOTE:** Your child will not be released to anyone other than those mentioned below or without prior written or verbal consent. Nursery staff will not be responsible of the child once the guardian / parents receives the child from the nursery.

Name	Relation	Phone Number	ID / passport number (provide a copy for the nursery)



### Medical records (a child's health history)

Child is a gift and blessing from Allah (The Most Generous), the UOS Nursery was established to serve and provide children with full care, parents must provide copies of medical certificates describing the child's health history upon registration.

Child's doctor's name:	Phone number:
Does your child take any medication now or periodically? Yes / No	Please mention (if yes)
Has your child ever been evaluated for learning disabilities? Yes / No	Please mention (if yes)
Has your child ever suffered from any physical, emotional, psychological or linguistic problems? Yes / No	Please mention (if yes)
Has your child previously suffered or suffers from an allergy to any direction (food, medicine, animals)? Yes / No	Please mention (if yes)
Is your child toilet trained	(Trained - still training - using diapers)

Please mark and specify the date in case your child has any of the following conditions or diseases:

In the event that there are any diseases, please attach the medical reports and related analyzes describing the child's medical history at the time of registration

Ailment	No	Yes	Notes
Hearing defect	مشكلة بالسمع		
Visual defect	مشكلة بالنظر		
Reduced smell sensation	ضعف بالشم		
Nasal bleeding	رعاف الأنف (سيلان الدم من الأنف أو خروج نقاط مع المخاط)		
Recurrent rhinitis	التهاب الأذن المتكرر		
Recurrent tonsillitis	التهاب اللوزتين المتكرر		
Fauism / G6PD	انيميا الفول		
Acute rheumatic fever	حمى الروماتيزمية الحادة		
Rheumatic heart disease	امراض القلب الروماتيزمية المزمنة		
Congenital heart disease	امراض القلب الخلقية		
Hypersensitive heart disease	امراض ارتفاع ضغط الدم		
Thyroid gland disorder	اضطرابات الغدة الدرقية		
Diabetes mellitus	مرض السكري		
Epilepsy	الصرع		
Paralytic strabismus	الحول		
Hepatic disease	امراض الكبد وتضخم الطحال		
Cleft lip / Cleft palate	الشفة الأرنبية (شق بالشفة) / (شق بالحنك)		
Clubfoot	تشوه القدم		
Disorders of spine	اعتلالات العمود الفقري		
Skeletal deformities	اعتلالات العظام وتشوهات الجهاز الهيكلي المكتسبة		
Nocturnal enuresis	اضطرابات الجهاز البولي (تبول ليلي)		
Inguinal, femoral, umbilical	فتق سري / فتق فخذي / فتق إربي		
Anemia	انيميا نقص الحديد		
Aplastic anemia	الدم اللاتكوني		
Tumors	اورام		



Ailment		No	Yes	Notes
Surgical operation	اجراء عمليات جراحية			
Mental and behavioral disorders	الاضطرابات العقلية والسلوكية			
Gum and teeth disease	امراض اللثة والاسنان			
Disorders of brain development , communication and behavior	اضطرابات النمو والتطور والتواصل والاهتمام والسلوك			
Phobia	رهاب / هلع			
Allergy specify if any -----	حساسية اذكرها -----			
Other	أخرى			
In case of any disease, please attach reports and analysis of the disease		في حال وجود أي مرض الرجاء ارفاق التقارير الطبية والتحليل المتعلقة بالمرض		

Other Notes: -----  
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I undertake that the information provided is correct and administration will be informed if there are any changes.

Parents Signature: ----- Date: -----



## Undertaking

UOS Nursery has been established and furnished according to the safety rules of the ministry of the Social affairs (child department) and the ministry of defense, in spite of the complete care and alertness given to the children, any accident may happen UOS nursery staff is not responsible unless in case of personal negligence of staff.

**Therefore, we ask you to read and sign this form, which will remain in effect as long as Your child is in the University of Sharjah Nursery** (A guide to the policies and regulations is kept on the electronic nursery page on the University of Sharjah website for parents, who can view it at any time).

- Face / hands painting.
- Children over the age of one year will sleep on a safe mattresses on the floor to maintain their safety. The parents will provide a mattress cover/sheet, pillow, pillowcase, and quilt/blanket. They will be given to the parent at the end of the week to wash and sterilize it and bring it to the nursery at the beginning of the new week.
- Short walks, playing in the playground and nearby areas outside the nursery building.
- Permission to allow your child on the trips moving in the bus. (Note: Advance permission will be taken from the parents, information regarding the place of trip and date will be provided. Kindly send your child before 8:30 a.m. on the day of trip as the transport provided to the UOS nursery is bound to the timings given by the transport department as well as timings provided by the trip providing authorities)
- Participating in various religious and national celebrations and events, as well as the birthdays of other children, which is accompanied by music and songs with rhythm.
- Participation in events held in University (sports complex, theatre, Student Activities Center, Deanship of Student Affairs, main building, cooperative society and shops at the university, etc.)
- The child is allowed to eat food and beverages provided during trips, events and celebrations from the nursery or from other parties.
- I give permission to the nursery to take and use pictures / videos of my child (group or Individual) and to publish them in the nursery website and social media and the child's name will not be mentioned in these posts.



- Kindly note, it is better for your presence to have an alternative plan (who replaces the nursery for the service of the child) in the event that the child will be absent for any reason.
- I authorize the doctors and specialists who make periodic visits to the nursery to conduct medical examinations for the general health of the child in one of the following areas (teeth - eyes - bones - nerves - psychologist ... etc.).
- Sharjah University Nursery to use first aid including sponging until the parents receive the child immediately.
- Sharjah University Nursery to take decisions to contact hospitals and doctors during your absence.
- Sharjah University Nursery is not responsible for the child after being picked up if inside the building or in the surrounding yards.

**I also agree not to send my child to nursery in case they have symptoms, he will remain at home until he recovers completely and is free from any symptoms or infection, as in the following cases:**

- High temperature or its occurrence during the past twenty-four hours, the guardian must check the child's temperature and note any symptoms before leaving the house.
- The emergency of some rapidly spreading viral diseases in different seasons, and child may catch these viruses from the air anywhere. Please be aware that there is a preventive vaccinations provided by the Preventive Medicine Department for children.
- Infectious and skin diseases such as: chickenpox (the child should stay at home for two weeks after the rash disappears) - measles - rubella - lice (head bugs).
- Flu - cold - cough (persistent cough)
- Severe intestinal infections, such as: diarrhea.
- Lack of appetite, feeling tired and exhausted, as resting at home may prevent the development of his disease.
- Mums.
- Eye infections, redness and tearing due to the spread of ophthalmic disease of all kinds.
- Deep wounds / fractures and splints.
- Or something similar in order to ensure the health and safety of children in the nursery.

**Parents Name: ----- Signature: ----- Date: -----**



### **Nursery entry procedures**

- There are two nurses permanently inside the nursery building, holding a valid certificate in first aid for children and also an assistant nurse.
- One of the health services that nurses provide to children in the nursery includes measuring weight and height periodically.
- The nursery nurse measures the temperature of the children upon arrival, during working hours, also upon departure in order to ensure that they are free from any symptoms, marking on the checklist with the signature of the guardian and the nurse at the time of entry.
- Nursery nurses every morning while receiving the children examine child's health and general cleanliness that they are free from any infectious diseases such as: Sore or red eyes - runny nose - bad smell from the mouth - receiving the child with an abnormal smell - emaciated - obvious fatigue - bruises ... etc.
- If the child's temperature rises while he is in the nursery, the nursery nurse immediately contacts the guardian or his representative (the persons mentioned in the registration form) to receive the child from the nursery meanwhile the nurse makes sponging until any guardian arrive and receive the child.

### **Precautionary measures**

- Parents must provide home cooked food, a healthy balanced meal rich in important nutrients to raise the efficiency, strengthen and support the child's immune system, avoid sending foods such as: fish, eggs, mayonnaise, preserved processed meats, and nuts.
- Send small water bottles for single use that meet the child's requirements during the day, in addition to plastic utensils, spoons and safe eating tools for their children. The nursery does not provide any types of food, utensils for eating. Kindly mention child's name on very belonging.
- Clean and sanitize all surfaces in the nursery on a daily basis, perform effective sanitization after the end of each day, and perform the cleaning procedure in compliance with the guidelines of the concerned authorities.
- All female employees and cleaners regularly wash their hands.





- Encouraging hand washing with soap and water according to hand washing guidelines (upon arrival at the nursery and before departure, before and after eating, activities and playing, after using the toilet, etc.)

### **Toys, equipment and tools**

- All equipment in the classroom are sanitized (toys, books, scissors, pen crayons and art and crafts materials) after each use.
- Toys are sanitized after use and immediately removed from the play area if the child puts them in his/her mouth.
- The child wears a plastic apron with sleeves (provided by the parent) during activities and coloring time.

### **Priority admission**

Admission priority is granted to working parents who need to secure the care of their children while they are outside their home and for parents who have critical cases, as follows: (The children of the working mother who are employees of the University of Sharjah who do not work remotely, the children of female students who do not study remotely, and then the children of the male employees of the University of Sharjah, and finally the non-working group at the University of Sharjah.)

### **Monthly evaluation**

- The teacher / specialist evaluates each child individually every month, taking into account the physical distancing and maintaining precautionary and preventive measures between the child and the teacher / specialist.
- We will send monthly evaluation to parents and the guardian will be informed, if any necessary observations it will be discussed with the management.
- Inquiries and communication via phone call or WhatsApp messages, unless there is an urgent need for a pre-agreed personal meeting.



## Finance

- With the support and honor of His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi, Member of the Supreme Council of the Union and Ruler of Sharjah, the University of Sharjah Nursery was established in 2005.
- The financial department of the University of Sharjah, which is responsible for determining and collecting the value of the service fees, by transferring the value of the fees to it.
- Fees are paid quarterly for (first semester and second semester)
- Fees are paid on a weekly basis (summer semester and between the smesters)
- Nursery semester dates (approximately 4 and a half months) according to the beginning and end dates of the semester for University of Sharjah students, which you can find in the academic calendar on the University of Sharjah website.
- The nursery operates for 11 consecutive months in the academic year, and interested parents can use the nursery on a weekly basis between the two semesters (a period of two weeks) and in the summer semester (approximately 7 to 9 weeks) according to the academic calendar on the University of Sharjah website.
- Children's service stops for a period of one month during the year, approximately from the end of the month of July and back at the end of the month of August, when the building is handed over to the Maintenance Department of the University of Sharjah to carry out the usual periodic maintenance of the nursery building.
- The start times for children's services during the school year start after 7:00 am.
- The working hours vary during the summer semester, between the two semesters, and during the month of Ramadan, according to the circulars that we receive from the University of Sharjah administration.
- The nursery policy is consistent with the policy of the University of Sharjah, and the nursery provides its services according to the University of Sharjah in terms of working hours, the start and end of semesters, and official holidays, according to the academic calendar of the University of Sharjah, and based on any circulars issued by the university administration for any circumstance.
- There is no compensation policy for days of absence or vacations.
- If parents/guardian are late in picking up their children, they are required to pay a late fee for every hour or part of hour (even if it is a slight delay). The late fee should be



- paid in cash at the nursery at the same time while the child is picked up. (during the first 30 minutes the fine is AED 100, and AED 50 extra for any additional 30 minutes)
- In the event of any emergency circumstances - God forbid - that call for closing the nursery and not completing the semester, the Financial Department at the University of Sharjah will be referred to determine the position of the refunded fees.
- **The Fees has been determined by the Financial Department of the University of Sharjah, and the fees are subject to change based on the decisions of the administration, and the method of paying the fees is as follows:**
- The dates for paying semester fees and opening the door for registration are announced on the nursery's electronic page on the university's website and the nursery's Instagram account.
- The full fee is collected before beginning of the semester and the child is served in the nursery, knowing that seats are limited
- For the convenience of the guardian, the fees is to be paid in advance as follows:
  - 1) The first semester fees are paid from February to May of the academic year preceding the child's registration.
  - 2) The second semester fees are paid from September to December during the year preceding the child's enrollment in the nursery.
- The semester fees in addition to the uniform and the daily activity files are paid through the electronic link belonging to the University of Sharjah account, which the nursery administration will provide you with when registering the child.
- After transferring the fees, a copy of the receipt must be sent to the nursery department's email [helkady@sharjah.ac.ae](mailto:helkady@sharjah.ac.ae).
- In addition, message to WhatsApp number (050 6977861) of the amount paid, the name of the child and the guardian, the phone number, the employee staff ID number (for the category of employees and students of the University of Sharjah) and the date of birth of the child, to send all data later to the Financial Department to confirm the payment process.
- When the Financial Department confirms that the fees has been paid, the nursery must complete the admission and registration procedures and the possibility of beginning the child's service at the nursery with the beginning of the period in which the child is registered.



### **Withdrawal policy**

- The guardian must submit the request to withdraw from the registration by a written letter or send an e-mail to the nursery administration, indicating in it the name of the guardian in Arabic and English, the contact number, the name of the child and a copy of the payment receipt, and then the application will be sent to the financial department at the university, to obtain a cheque in the name of the guardian , or bank transfer for the value of Refund amount.
- In the event that the child is withdrawn after the start of the semester and does not use the nursery, a fine of 25% will be deducted from the fees as a withdrawal fine for missing an opportunity for another person who is on the waiting list.
- In the event that the child is withdrawn after the start of the semester and uses the nursery, the period in which the nursery was used (part of the month even if one day counts as a full month), in addition to a fine of 25% deducted from the remaining fees as a withdrawal fine.
- In the event that the guardian's employment or administrative status changes from (employee, student, or academic) at the university to the category of those outside the university, and he has a desire to keep his child in the nursery, tuition fees are applied to a category other than university employees and the financial differences are settled.

**Please ensure that all data are correct and submit complete supporting documents to the nursery office to complete the registration.**

**I acknowledge that I have read well and agree to the above, and what is stated in the Nursery policy on website of University of Sharjah, and I am committed to implementation - God willing**

**Parents Name: ----- Signature: ----- Date: -----**

### **For inquiries and information:**

**Office: 06 5053790 - 06 5053791 - 06 5053792 - Email: [helkady@sharjah.ac.ae](mailto:helkady@sharjah.ac.ae)**

**Instagram: <https://www.instagram.com/sharjahuniversitynursery/>**

**Hand in hand towards a bright future for our children**