

Little Pandas ELC

Street No.51 Villa No.6, Off Jumeirah Road, Behind Dubai Zoo, Jumeirah 1,

Dubai U.A.E

Telephone No: +971 4 344 6371

Offering a Caring & Stimulating Learning Environment



REGISTRATION FORM

Deposit

Prior to entry a non-refundable registration fee is required of AED 500

Acceptance

Upon signing this agreement the parent / guardian has read and understands the terms and conditions contained overleaf and undertakes to be bound by the same.

For office use only

Customer No:

Deposit paid:

Registration fee paid:

Medical:

Bag:

Books:

Date:

1. CHILD INFORMATION

First Name	Family Name	Age
Date of Birth	Religion	Sex
Nationality	First Language	Other Language(s)
Dietary Requirements		

2. FAMILY INFORMATION

Mother's Name	Profession
Nationality	Language
Mother Mobile	Mother Office
Mother Home	Email
Father's Name	Profession
Nationality	Language

Father Mobile	Father Office
Father Home	Email
3. CONTACT INFORMATION	
Home Address	Bldg/Villa/Apt
P.O. Box	Area
Emergency Contact Person / Name	Relationship
Mobile Telephone	Home Telephone
4. AUTHORISED PERSONS TO COLLECT CHILD FROM CENTRE (Other than parents as listed overleaf)	
1 st Person Name _____ Relation/Gender _____	
2 nd Person Name _____ Relation/Gender _____	
3 rd Person Name _____ Relation/Gender _____	
In the event of an accident, if we are unable to contact you, do we have your permission to administer first aid and authorise emergency treatment ☐ Yes ☐ No	
Are your child's immunisations up to date ☐ Yes ☐ No	

Attendance Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday
7:00 - 8:00					
8:00 - 13:00					
8:00 - 16:30					
8:00 - 18:30					

Child Joining Date in the
Little Pandas Early
Learning Centre : _____

REGISTRATION CHECKLIST

Please attach one copy of the following

- ✎ Child's Passport & Visa
- ✎ Fathers Passport & Visa
- ✎ Mothers Passport & Visa
- ✎ Authorised Persons to collect Passport
- ✎ Child's Birth Certificate
- ✎ Medical Questionnaire and Child's Immunization Records
- ✎ 6 Colour Passport size Photo of child
- ✎ Deposit, Medical + Bag + Books fees and Registration Fee

Fees are due in full at least 3 weeks before the first day of enrolment / before term commencement. Late or incomplete payment may result in loss of seat allocation and registration fees and deposits.

Signature:
Parent/Guardian One:

Signature:
Parent/Guardian Two:

Print Name:

Signature:

(On behalf of Little Pandas Early Learning Centre)

Note: This registration form incorporates the terms and conditions overleaf.

Upon signing this form the parents / guardians are deemed to have read, understood and agreed the same.

Little Pandas Early Learning Centre

E-mail office@littlepandaselc.com

littlepandaselc1@gmail.com

TERMS AND CONDITIONS

Little Pandas Early Learning Centre hereinafter referred to as 'the Early Learning Centre' offer a definite / provisional place to the child referred to overleaf who is to join the Centre on the following terms. These terms and conditions relate to the contract between the Centre and the parent / guardian.

1. **Registration:** A registration fee as referred to in the fee sheet shall be paid by the parent / guardian to the Centre on submission of the completed registration form. The registration fee is non-refundable.
2. **Payment of Centre Fees:**
 - (a) Payment of Centre fees to the Centre for the child's attendance at the Centre shall be made by the parent / guardian termly, in advance before the first day of each term.
 - (b) If the payment of the fees referred to (a) above is not made before the starting date of the new term the place of the child will be cancelled.
 - (c) The Centre reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent / guardian.
3. **Calculation of fees:**
 - (a) The Centre runs from September 1st to August 31st. The Centre closes for one week at Christmas and all other UAE Public Holidays. Extra ordinary closure will only take place when there is a direct threat to the health and safety of the children and staff.
 - (b) The Centre does not permit the pro-rata reduction of payment fee if the child is absent from Centre due to illness or holidays whilst the Centre is open. The parent / guardian is therefore obliged to make full payment. In the event of payment not being made then the Centre reserves its right to terminate the agreement.
4. **Cancellation/Termination:**
 - (a) After an offer has been made by the Centre but before acceptance by parent / guardian either party may cancel the offer by serving 7 days written notice.
 - (b) After acceptance of the offer by the parent / guardian either party may terminate this agreement by the service of 1 term notice in writing, during that said term the Centre undertakes to continue to admit the child and the parent / guardian undertakes to continue to use the services of the Centre. In the event of the parent / guardian failing to pay the term fee the child's place shall be immediately withdrawn and the Centre shall be entitled to serve the formal demand by payment of such monies.
 - (c) For a re-imbursment of the Refundable deposit (1000 AED) a signed, written re-imbursment notice must be given 3 months prior to the intended date or last day of the child leaving the school. This must be handed to the Office Manager

- (d) If the reasonable opinion of the Centre manager, or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well-being of the child or other children of the Centre or the practitioners so employed then the Centre may serve notice to the parent / guardian or a request for the child to be immediately removed from the Centre.

5. Variation:

There shall be no variation of this agreement unless it is in writing and made between a duly authorized representative of the Centre and the parent / guardian, any such agreement being in writing from a director of the company or the Centre manager. It is thereby recognized that the Centre is owned by Little Pandas Early Learning Centre and the members of staff at the Centre are employees of the company .The employees of the company at this Centre are not authorised to bind the company in respect of the following matter:

- (a) The variation of any terms of this agreement except the attendance schedule.
- (b) The entering into of agreements be they oral or written with the parent / guardian as to payment schedules of current fees or arrears fees
- (c) The acceptance of any offer as to the payment of fees or arrears of fees other than in accordance with clause 2
- (d) Any representation as to the rights of the company to take legal or other proceedings.

- 6. Acceptance:** The above terms and conditions are considered to be fair and reasonable in the event of any term found by a court of law to be unreasonable then the clause shall be removed but the agreement shall remain in full force and effect. The parent / guardian has read and understood the terms and conditions contained and undertakes to be bound by the same.

Email: office@littlepandaselc.com
littlepandaselc1@gmail.com

Web Site: www.littlepandaselc.com

Facebook Page: Little Pandas Early Learning Centre

Signed (Parent / Guardian) _____

Date: _____