



2.2 Admission & Registration Policy

PURPOSE(S):

Equal treatment:

Little Haven Nursery welcomes families and children from all nationalities, we operate an inclusion and equality policy and ensure that all children have access to nursery places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Our aim is to provide the best teaching and learning environment in which all will achieve their very best academically, physically and socially.

DESCRIPTION(S):

The policy is in compliance with:

- Local Requirements (ADEK)
- UAE Federal Law No. 5 of 1983
- UAE Federal Law No.3 of 2016 on Child Rights
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2014

Little Haven Nursery accept children from age 2 months to 4 years, Prior to a child attending the Nursery, parents must complete and sign application contract and registration form. These forms provide the Nursery with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, vaccination, parental consent of social media and medical attention as needed.

Documents required before your child's first day:

- Application and Registration Form
- Medical and Consent Form
- Allergy Alert Form (if applicable)
- 6 Passport Photos
- Copy of Child's Passport including Visa page + Emirate ID
- Copy of Parent's Passport including Visa page + Emirate ID
- Copy Immunization Records
- Copy of Birth Certificate
- Copy of Medical Card / Emirates ID Card





Disability and Special Educational Needs:

The Nursery has limited facilities for the disabled children but will do all that is reasonable to comply with its legal and moral responsibilities under the care of the UAE in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the Nursery can provide adequately.

We do however reserve the right to refuse entry or placement if we believe this will be detrimental to the care and well-being of your child, or the children in our care.

To help better understanding of the individual special needs, Parents of a child who has any disability or special educational needs should provide the Nursery with full written details at registration before accepting the offer of a place.

Required:

- Doctors diagnosis of special needs that reflect child to moderate spectrum of abilities.
- Any medical documents/reports that identifies ability and need.
- These must be updated yearly.

This policy should be read in conjunction with the following:

- ADEK # 48 - Students with Special Needs.
- Equal Opportunities Policy.
- Inclusion and diversity policy.
- Anti-discrimination policy.
- Complains policy.

This policy is reviewed annually by Policy committee

Dr. Sandra Zaher

Ms. Walaa Saleh

Last reviewed: 18th July 2018

Dr. Sandra Zaher

Nursery Principal

