



الحضانة الإماراتية البريطانية  
EMIRATES BRITISH NURSERY

# Admissions Policy 2025 - 2026



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## **Statement**

At EBN, we aim to provide a welcoming, nurturing and secure environment for all children. We also hope to ensure that our admissions practice supports all families. We are proud to be inclusive and do not discriminate against any child or family on the grounds of varying needs, nationality, ethnicity, or religion. We aim to provide clear and precise communication of our procedures and policies to any parent wanting information. We also want to ensure parents have an understanding of our registration and fee structure policy.

## **Admission Requirement Procedure:**

- Parents are advised to attend the nursery at an appointed time to discuss our curriculum, fee structure and age appropriate class and to take a tour of the nursery.
- Registration documents need to be fully completed in all areas.
- The following paperwork must be received (as per KHDA requirements) before the child starts attending the nursery:

- 1.Registration Form
- 2.Child's Birth Certificate (photocopy)
- 3.Child's Passport (photocopy)
- 4.Parents' passports (photocopy)
- 5.Completed Medical Consent Form
- 6.Immunisation Record (photocopy)
- 7.4 passport photos of the child
- 8.Emirates Id of parents and child

## **All the following fees must be paid in full prior to the child starting Nursery:**

- Deposit Fee - refundable at the end of the nursery year (as per terms and conditions)
- Registration fee - Non-refundable
- Term fees
- Medical fees - Non-refundable
- Uniform Fees



A Parent Handbook will be emailed to the parents containing a brief outline of our policies and procedures, curriculum, timings and advice for preparing their child for the first day of Nursery.

- The nursery operates a waiting list. Whenever a vacancy arises, it will be offered to the applicant at the top of the waiting list;
- All places, whether full or part time, will be offered on a first come, first serve basis, with the following exceptions:
  - Parents with a child already in the nursery and applying for a place for a second child will be given priority over first time applicants when a place is available at the nursery. If more than one parent is eligible for a priority place, then allocation will be in order in which applications were dated.
  - Staff employed at the nursery who apply for a first-time childcare place will be given priority over the other categories of first-time applications. They will be allocated a priority place at the nursery in the order in which their applications were dated.
  - Parents who want a full-time place but accept a part time one as an interim measure will be given priority whenever additional sessions become available.

If you wish to withdraw your child from the nursery, you are required to give the nursery a **months' notice** (as per our written terms and conditions); this notice should be submitted via the Educore Application. Failure to provide this notice will result in the forfeiture of the term's fees.

A parent who has accepted a place in advance of the starting date and then decides to delay their child's start date (for whatever reason), will be liable to pay the full fee from the date originally agreed. See terms and conditions.

A parent who is offered a place in the nursery from the waiting list and subsequently declines the place (for whatever reason), will be moved to the bottom of the waiting list.