

***Butterfly Montessori Pre School
Registration Document 2011/1012***

Butterfly Montessori Pre-School, where education has a different meaning. . . .

"The child in his sweet and tender age of childhood should be respected with a kind of religious veneration. It is like the sun which appears at dawn or A flower just beginning to bloom"

Maria Montessori

1. Registration Procedures:

1. Book an appointment to attend a presentation of the *Montessori Method of Education*
2. Submit the Application form(s) to the administrator with the required documents:
 - Three recent photographs of your child
 - Photocopy of Parents & child's Passport (Resident visa)
 - Photocopy of Birth Certificate
 - Photocopy of Vaccination Booklet
3. Pay Registration fees of AED 3000. It is due upon registration.
 - Registration AED 1500 –Non-refundable
 - Medical fees AED 500 - Non-refundable
 - Advance AED 1000 -Adjusted against Third Term Tuition Fee

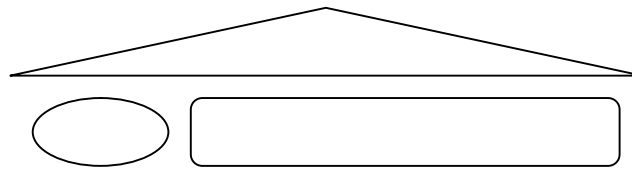
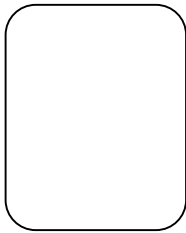
This payment does not confirm your child's placement in the Pre School until the tuition fee is paid in full on the due dates. (Fee Policy Attached)

2. Fee Structure 2011/2012

Tuition fees are to be paid in full by due dates, as per the payment schedule & deadlines, as per the fees policy. Please note that the child will not be admitted until accounts are settled.

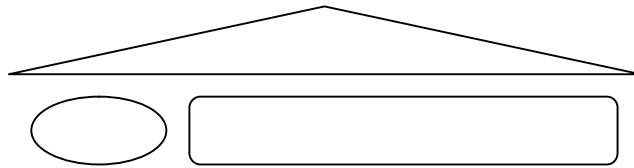
<i>Tuition Fees 2011/1012</i>				
<i>Groups</i>	<i>Play Group</i>	<i>Montessori 1</i>	<i>Montessori 2</i>	<i>Montessori 3</i>
Born in	2010	2009	2008	2007
Registration	3000	3000	3000	3000
Term I	7000	8000	9000	9000
Second II	7000	8000	9000	9000
Term III	7000	8000	9000	9000
<i>Optional Services per Term</i>				
Transport	One trip AED 1200		Two trips AED 2400	
KidzGym	AED 1200			
Web Camera	AED 100			

Tuition fees may be subject to change as determined by administrator



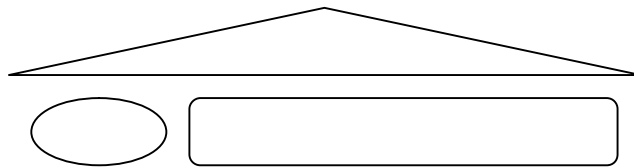
3. Application form 2011/2012

Child Profile				
Full Name				
Date of Birth				
Nationality:		Religion:		Mother Tongue:
Other languages spoken at home				
Has your child attended Nursery before			<input type="checkbox"/> yes	<input type="checkbox"/> No
Has your child encountered difficulties at his/her previous nursery			<input type="checkbox"/> yes	<input type="checkbox"/> No
If yes, please explain				
Does your child use Nappies			<input type="checkbox"/> yes	<input type="checkbox"/> No
Any personal favorites e.g. Security blanket, doll, cup, pacifier			<input type="checkbox"/> yes	<input type="checkbox"/> No
Describe briefly your child's personality				
Summarize your child's food habits				
Has your child shown fear of something			<input type="checkbox"/> yes	<input type="checkbox"/> No
If yes, please explain				
Parents Data				
	Mother		Father	
Name				
Nationality				
First Language				
Occupation				
Company Name				
Home Address	Area:	Street:	Flat/Villa No:	
Home Tel				
Mobile Number				
Email				
Siblings: (Brothers & Sisters)				
Name	Age		School	
Emergency Contact / Authorized Person To Child Pick Up Other Than Parents/Guardian Please note that your child will not be released to anyone not listed here				
Name	Relation to Child	Mobile	Home	Work
Fees Paid by:	<input type="checkbox"/> personal	<input type="checkbox"/> Company Name:		
Do you have an idea of the <i>Montessori System of Education</i>			<input type="checkbox"/> yes	<input type="checkbox"/> No
I learnt about <i>Butterfly Montessori</i>		<input type="checkbox"/> Friend	<input type="checkbox"/> Media	<input type="checkbox"/> Website
Enroll my child in these 2 languages:		<input type="checkbox"/> Arabic & English		<input type="checkbox"/> French & English
Name & Signature of Parents/Guardian			Date	



4. Medical Form

Child's Full Name:					
Date of Birth:					
Gender:		<input type="checkbox"/> Male		<input type="checkbox"/> Female	
Birth Status		<input type="checkbox"/> Born Mature		<input type="checkbox"/> Born Premature	
Has your child had any of the following conditions or illnesses :					
Childhood Illnesses	Yes	No	Clinic Illnesses	Yes	No
Measles			Heart Illness		
German Measles			Rheumatic Fever		
Scarlet fever			Kidney Disease		
Whooping Cough			Diabetes		
Mumps			Infectious Hepatitis		
Chicken Pox			Convulsions		
Poliomyelitis			Epilepsy		
Other			Other		
Has your child had any serious accidents, operations or other health problems				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:					
Does your child suffer from allergies		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what is your child allergic to:	
How does allergy symptom appear		<input type="checkbox"/> Asthma	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Hives	<input type="checkbox"/> Other
Does your child have difficulties in		<input type="checkbox"/> Hearing	<input type="checkbox"/> vision	<input type="checkbox"/> Respiratory	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Give Details:					
Pediatrician Name			Contact Numbers		
<p>In the event of an emergency or accident, I authorize <i>Butterfly Montessori Pre School</i> to take my child to the nearest Hospital /Clinic for emergency medical treatment. <i>Butterfly Montessori Pre School</i> will make every attempt to contact me or my emergency contact person.</p> <p>We shall also keep Butterfly Montessori updated of any changes in the above information relating to our child or to ourselves at all times.</p>					
Name & Signature of Parents/Guardian				Date	



5. Montessori Rules

- *Butterfly Montessori* curriculum covers the following topics: *Montessori* Concept, Themes, Sensorial, Practical Life Exercises, Languages, Math, Science & Culture, Environment, Sports and finally Music & Drama in addition to field trips & parties.
- Keeping the *Montessori* Philosophy in mind, please try not to put your children in comparison situations. Some children may need more time to cover the topics planned. Each child has his own ability.
- *Montessori* Working hours are from 7:15am until 14:00pm Sunday - Thursday
- **KidzGym** is from 14:00 - 17:00pm for an extra Term cost of AED 1200
- Parents are not allowed into classrooms during working hours, unless invited to participate in a chosen activity.
- It is to the benefit of the child to inform us of any new events or problems that the child may suffer, (such as, health problems, social changes, and a new birth in the family). Information helps us to deal properly with your child.
- Children should be provided daily with healthy meals such as sandwiches, pies, fruits, vegetables, biscuits, cookies, cakes milk and juices etc...
- **All kinds of nuts or food containing nuts are forbidden especially peanuts.**
- Chips, sweets and effervescent drinks are **not allowed** and will be sent back.
- Afternoon Birthday parties can be organized @ **KidzGym** with appropriate notice. (AED40) per child. Please contact 050 312 0 434
- Toys and personal items brought to *Montessori* should be **labeled**.
- Lost and found items will be displayed at the Reception area.
- Children are not allowed to bring or wear gold & valuable accessories.
- **Only Parents and emergency persons listed**, are allowed to pick up the children
- *Montessori* uniform cost is (AED 120) and must be worn on **Tuesdays & Thursdays**.
- Parents are requested to pay fees on due dates.
- Parents are not allowed to offer part time job or ask for additional services from any of *Butterfly Montessori* workers, teachers or nannies.
- Please label & send the following: Complete outfit (Shorts, T-shirt & underwear)
Diapers (if needed)

Declaration:

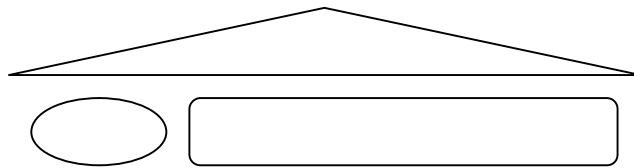
We have read & accept the *Butterfly Montessori Pre School* Admission Application, Fees Policy and Rules. We confirm that all information in the Admission Application is true & accurate. We agree to fully abide by all of *Butterfly Montessori* policies in support of our child's well being, including Tuition Fee payment. We understand that *Butterfly Montessori* provides a transport service, web camera, and extended day option, and the fees for these optional services are not included in the Pre School Tuition Fee. We shall submit all required documents not accompanying this Admission Application to *Butterfly Montessori* within 1 calendar week from confirmation of our child's seat.

We, the parents of the below mentioned child hereby accept *Butterfly Montessori's* terms and conditions for enrollment at the Pre School.

Name of Child: -----

Name & Signature of Parent/guardian: -----

Date: -----



6. Montessori Fees Policy

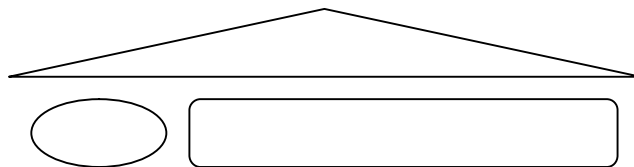
- **Fees Due Dates:**
 - Term I full Tuition Fees for the new academic year are due in June 2011
 - Term II full Tuition Fees are due on the first week of December 2011
 - Term III full Tuition Fees are due on February 2012
- **Advance:** The advance is a non refundable, non-transferable payment. Required to secure a seat. The advance is deductible against **Term III Tuition Fee**.
- **Optional Services:** (KidzGym, Transport & Web camera): are paid per term. Tuition Fees exclude the cost of Optional Services
- All Fees (Tuition Fees & Optional Services Fees) are non-transferable, and cannot be carried forward to a subsequent academic term or year.
- **Late Entry:** If a place has been reserved for the child and he/she joins Butterfly Montessori during the term, then the **full Tuition Fees** for the term are payable.
- If a child joins at any time during the term, the full amount of the Registration, Medical and other fees are payable. However, the Tuition Fee will be calculated on a pro-rata rate for that term depending on when the child had joined.
- **Child Withdrawal:**
 - If a child withdraws at any time, or does not join Butterfly Montessori Pre School, the fees for Registration & Medical of AED 2000 is non-refundable
 - A child can withdraw from Butterfly Montessori by providing one full term's notice in writing, to secure a refund of the next term advance/Tuition Fee(if paid) subject to the terms and conditions noted herein, failing which that term's advance/tuition Fee in full shall be charged.
- Butterfly Montessori reserves the right to refuse re-admission unless all previous outstanding balances have been settled and if fees are not paid in the manner stated herein.
- Butterfly Montessori reserves the right to withhold the reports cards until settlement of all outstanding balances.
- Butterfly Montessori reserves the right to make any changes and exceptions to its Fee Policy at its discretion at any time.

We, the parents of the below mentioned child hereby accept Butterfly Montessori's terms and conditions for enrollment at the Pre School.

Name of Child: -----

Name & Signature of Parent/guardian: -----

Date: -----



7. Calendar 2011/2012

Term I		
September 4 – December 22, 2011		
No	Event	Date
1	First day for children of last year	Sunday September 4
2	First day for new children born in 2008	Tuesday September 6
3	First day for new children born in 2009 & 2010	Wednesday September 7
4	Eid Al Addha Holiday **	6 – 10 November
5	Islamic New Year Holiday (Al Hijrah) **	27 November
6	UAE National Day Holiday **	Thursday December 1 st
7	End of Term I, Christmas New Year Holiday	Thursday December 22
Term II		
January 2 – March 31, 2012		
No	Event	Date
1	First day of Term II	Monday January 2
2	Birth of Prophet Mohammed Holiday **	Sunday, 5 February
3	Last day of Term II	Thursday March 29
Term III		
April 2 – June 14, 2012		
1	First day of Term III	Monday April 2
2	Easter Holiday	April 15 & 16
3	End of year & Graduation Parties	June 10 - 12
4	Last day of Term III	Thursday June 14
5	End of year holiday	June 15 - 18
Summer Camp & Back to School 2012		
1	First day of Summer camp	Tuesday June 19
2	Back to School 2012	Sunday September 2, 2012

**** Marked dates are subject to change by the Ministry of Labor**