# Admissions Policy

Policy Adoption Date: September 1st,2025

Review Date: September 1st,2027

Responsible Person: Nursery Manager

1. Policy Statement

At Wonder Whiz Kids Nursery, we are committed to delivering high-quality early childhood education in a safe, inclusive, and nurturing environment aligned with the EYFS (Early Years Foundation Stage). This Admissions Policy outlines a transparent and equitable approach to enrollment, ensuring accessibility for all families, including Emirati families and children of determination.

2. Admissions Process Enquiry

Parents are encouraged to book a tour through phone, email, or in person to explore the nursery environment and curriculum. Application Submission

To secure a place, parents must submit:

- Completed registration and medical forms
- Passport and Emirates ID copies (child and parents)
- Vaccination records and birth certificate
- Passport-size photographs Enrollment

Admission is confirmed upon:

- Review of documents
- Payment of registration and resource fees
- Completion of the orientation session for child and parent

3. Admission Criteria

Enrollment is open to children of all nationalities, subject to space availability.

Priority may be given to:

- Siblings of existing children
- Transfers from another EYFS setting
- Emirati children (as per KHDA guidance)

Children of determination are welcomed and supported through individualized learning plans developed with the SENCO and specialists.

4. Age Groups and Annual Tuition Fees (Full-Time)

| Year Group / Grade | Age Range | Annual Tuition Fee (AED) |
|---|---|---|
| Babies | 45 days to 17 months | 48000 |
| Younger Toddlers | 18 –29 months | 42000 |
| Older Toddlers | 30-35 months | 42000 |
| Pre-K / FS1 | 36-47 months | 36000 |
| KG1 / FS2 | 48-57 months | 36000 |

5. Supplementary Fees

| **Supplementary Service** | **Frequency** | **Fee (AED)** |
|---|---|---|
| Transportation (2-way) | Annually | 18,000 |
| Online Parent Platform | Annually | 9600 |
| Extra-Curricular Activities | Annually | 12000 |
| Registration Fee | One-time | 500 |
| Medical & Resource Fee | One-time | 500 |

6. Transportation Service

Wonder Whiz Kids Nursery offers safe and supervised transportation services for children aged 2 years and above.

- Annual Fee: AED 18,000
- Safety Features: All buses are equipped with seat belts, GPS tracking, CCTV, and a trained female bus attendant.
- Allocation is on a first-come, first-served basis.

7. Settling-In & Transition

We support a smooth transition for every child:

- Flexible settling-in schedules during the first week
- Constant communication with parents
- Emotional support from dedicated staff

8. Withdrawal & Re-Enrollment

- One calendar month’s written notice is required for withdrawal.
- Re-enrollment is subject to availability and updated registration fees.

9. Equal Opportunity and Inclusion

We are committed to:

- Providing equal access regardless of background, nationality, or ability
- Supporting children of determination with inclusion plans
- Maintaining cultural sensitivity and individualized care

10. Communication with Families

We maintain open and transparent communication via:

- Digital parent platform (daily updates, photos, curriculum info)
- Monthly newsletters and curriculum overviews
- Termly parent-teacher meetings