

Parents Handbook

1st: Registration System:

- The nursery conducts an entrance exam for the child to measure the physical and intellectual level and to determine the grade and educational level in accordance to the highest educational standards and psychological commensurate with the child's age and the destinies of mental and physical, and is not entitled to the parent objection to this decision.
- Abide by the parent to pay the registration fees non-refundable.
- Abide by the parent to pay monthly installments from the date of registration of the child.
- Abide by parent to bring all the needed papers for the child:
 1. Civil I.D copy (for the father, mother and the child)
 2. Passport copy (for the father, mother and the child)
 3. Residency copy (for the father, mother and the child)
 4. Birth certification of the child
 5. Vaccination documents of the child
 6. Personal photo of the child
 7. FBN health certification signed and stamped from your child's doctor
- FBN is committed to providing a nursery uniform paid off its price from within the registration fees and that the parents are committed to bring the child daily by the nursery uniform.

2nd: School Hours:

Students should attend from 7 AM to 2 PM during weekdays except public holidays

3rd - Nursery Commitments:

- To provide full care for the student in accordance with the highest standards of health and education.
- To provide pre-educational education in accordance to the child's abilities.
- To provide a healthy lunch.
- To provide school uniforms, paid by the parent with the registration fees
- To provide books and notebooks for the student, paid by the parent with the registration fees
- To provide the care and teaching your child needs.
- To maintain cleanliness of the child.
- No child delivery to any person other than the guardian, except in the case already notified the administration on behalf of the person in charge.

4th: - Parents Obligations:

- Pay the nursery fees on time.
- Bring the child wearing the nursery uniform.
- Attend parents meeting
- Bring the child with the PE uniform on the designated days.

- Coordinate with the nursery and informing them in the event of child travel or illness.
- Student is not allowed to wear accessories and jewelry and that the nursery is not responsible for the loss of any of them.
- Abide by the parent to respect public morals and do not insult or scream inside the nursery.
- Agrees by the parent on the child's filming and posting photos on social networks (Facebook / snapchat / Instagram)

5th: Educational Plan Policy:

- To provide parents with the monthly educational plan.
- To provide parents with an assessment of the child every two months showing in the child mental and physical level.
- Parents meetings are held between the teacher and parents to discuss the situation of children, so please attend to the benefit of the child.
- The nursery management forbids parents to enter the classrooms and if they wish to see their child in the classroom they are welcome at the reception to watch through the cameras screen.
- Our administration is pleased to listen to any complaint or inquiry by the parents through their communication with the coordinator or supervisor or through the administration.
- Customized time for the child's parent to meet class teacher through an appointment by the administration and is done after the official working hours so as not to conflict with the interests of the children.

6th: Health Status:

- The nursery disapproves from receiving any child suffering from any disease.
- In case of illness the child must be kept at home until he's fully recovered and is not received unless a medical report is received showing the recovery of the child completely.
- The nursery apologizes for the compensation days of absence due to illness of any kind or for the absence of a child by himself
- In case of any sudden illness or an emergency, the nursery will take the needed actions towards the child.
- Parents needs to report any injury or accident suffered by the child outside of the nursery and left its impact.
- Nursery takes no responsibility regarding giving medication to a child during the school hours, only through a prescription from your child's doctor handed over with the responsibility of the parent.
- Parents must maintain the cleanness of the child's hair, nails and uniform.
- Please supply the nursery with extra clothes for the child.

7th: Conditions Penalty:

- The nursery has the right to end the registration of any child in case of any abuse or insult done by the parents.
- The nursery has the right to end the registration of any child in case of discovering the need for centers dealing with special situations such speech delay mental retardation etc...

- The nursery has the right to end the registration of any child suffering from any severe health conditions.
- The nursery has the right to end the registration of any child in any case physical harm to other children, such as biting, beating, insulting.
- The nursery has the right to refuse to receive any child in the event of payment of installment executions without prior notice.