

ENROLMENT PROCEDURE

STEPS FOR ENROLMENT

1. **Step 1: Application** - In order to apply for a place for your child at The Wonder Years ECC (the "Nursery"), please complete, sign and submit the Application Form which can be found on our website www.wonderyearsecc.com under the "Apply Now" section. Once this is done, please pay the non-refundable Application Fee of AED 500*, required in order for your application to be processed.
2. **Step 2: Nursery Offer of Enrolment** - Once you have applied for a place, depending on availability, you will either be:
 - (a) Offered a Nursery place immediately and be given the formal Nursery Offer of Enrolment OR
 - (b) Your child's name will be placed on our waiting list and you will be contacted later, with an offer, once a Nursery place becomes available.

In the unlikely event that the Nursery is unable to offer you a place for your child, the Application Fee will be refunded; however, in all other circumstances, the Application Fee remains non-refundable.
3. **Step 3: Parental Acceptance** - To accept our offer, please complete and sign the Parental Acceptance section on the Nursery Offer of Enrolment form and submit to the Nursery. Once you have accepted our enrolment offer, please be aware that you will need to pay the Registration Deposit of AED 3,000 which is required in order to secure your child's place at the Nursery. This fee is an advance payment, deductible from your child's tuition fees and refundable only if the Nursery has received formal written notice of your child's withdrawal from Nursery at least sixty (60) calendar days before your child's start date.
4. **Step 4: Nursery Enrolment** - To complete the Nursery's enrolment procedure and formally enroll your child in the Nursery, you will need to make full payment of all fees due and submit all the relevant and up-to-date documents required by the Nursery.

Below is a list of document and fees required to complete the Nursery's enrolment procedure:

Required Documents:

1. A copy of the following documents:
 - Child's birth certificate
 - Child's passport, UAE Visa & Emirates ID (both sides)
 - Both parent's passports, UAE Visa & Emirates ID's (both sides)
 - Child's Immunisation Records (up-to-date)
2. The following completed and signed documents :
 - Registration Form
 - Parental Authorisation / Photographic Image Form
 - Medical Forms
 - Meet and Greet Form

Required Fees*

1. Application Fee of **AED 500***
2. Registration Deposit of **AED 3,000.00**
3. Term Fees* - any relevant tuition fees, medical fees, transport fees, extended care fees, etc. that may be due.

Please refer to our **Schedule of Fees and Fee Payment Terms & Conditions** for further information.

*Please note that Nursery Fees are subject to the relevant VAT, applicable as per UAE tax regulations.