

CHILD'S QID	
FATHER'S QID	
MOTHER'S QID	
CHILD'S PASSPORT	
FATHER'S PASSPORT	
MOTHER'S PASSPORT	
VACCINATION RECORD	
CORPORATE CARD FOR %	



HONEYPOT NURSERY REGISTRATION FORM

START DATE	ADDMITED TO CLASS	ARABIC	QUR'AN (After 2,5 y.o.)	PHOTO PERMISSION	ALLERGIES	CAMERAS PAID YEARLY
		YES NO	YES NO	YES NO	YES NO	FEE

CHILD'S DETAILS

NAME AS PER QID	DATE OF BIRTH	NATIONALITY	PHOTO
LANGUAGE SPOKEN	RELIGION	GENDER	
QID NUMBER	EXP. DATE	VACCINATION	

PARENTS' DETAILS

FATHER'S NAME	FATHER'S EMPLOYER	MOTHER'S NAME	MOTHER'S EMPLOYER
FATHER'S EMAIL	FATHER'S MOBILE	MOTHER'S EMAIL	MOTHER'S MOBILE
QID NUMBER	EXP. DATE	QID NUMBER	EXP. DATE

COLLECTION CONSENT FORM

NAME	MOBILE	RELATION	QID NUMBER
NAME	MOBILE	RELATION	QID NUMBER

I allow to share my contact information with schools affiliated with Honeypot for future school enrollment purposes

YES NO

EMERGENCY CONTACTS (OTHER THAN PARENTS) :

NAME	MOBILE	RELATION	QID NUMBER
NAME	MOBILE	RELATION	QID NUMBER

MEDICAL INFORMATION:

Does your child have any allergies?	YES	NO
aphsy, or any chronic condition?	YES	NO
Is your child on any regular medication?	YES	NO
Any major illness or surgery we should be aware of?	YES	NO
Does your child have any behavioral or developmental delays that we should be aware of?	YES	NO
Do you allow the nursery staff to administer over the counter medication (diaper rash ointment, sun block etc)?	YES	NO

EXPLANATION:

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Please note that our nurse is authorized to administer only medication prescribed by the doctor accredited in Qatar. The medication should be properly labelled and parent should fill out and sign Medicine administration form.

MEDICAL INFORMATION

If at any time, due to circumstances such as injury or sudden illness, medical treatment is necessary, I authorize the operator, Admin or staff of Honeypot nursery to take whatever emergency measures is necessary for the protection of my child while in care. I understand that this may involve applying CPR, First Aid, calling a physician and carrying out the instruction given and / or transporting my child to a hospital, including the possible use of an emergency vehicle. I understand that this may be done prior to contacting me and that expenses incurred for such treatment, including emergency transportation, is my responsibility. While Honeypot Nursery staff will make every effort to prevent incidents, the nursery is not liable for any injuries a child may sustain, whether from falling or during interactions with other children while playing.

NAME	DATE	SIGNATURE

TERMS AND CONDITIONS:

1. Fees are paid monthly and are due by the 28th of every month for the following month.
2. Failure to pay fees within specified time will result in a late fee charge (QR 400 after the 5th of the month and QR 600 after the 10th of every month) or Your child's name will be withdrawn from the registers.
3. No refunds or discounts apply for vacations, illnesses or your child's absence from the nursery.
4. No refunds apply to your decision to remove your child from the nursery or in the event of family relocation.
5. Please inform the nursery **IN ADVANCE** if your child will be away for vacation. You may get one month vacation without paying the monthly fees provided that you will pay for the following month in advance to secure Your child's place. This offer is valid once per year only. If vacation does not fall into a calendar month, fees are recalculated exclusively as per daily fees approved by the Ministry of Education. If the child is being absent for more than one month, his place is not guaranteed upon come-back and his name will be removed from Qatar NSIS registration system. Should you wish to re-enroll, there is a re-enrollment fee of 300 QR.
6. Honeypot nursery is closed for a few days throughout the year. These days are marked in the calendar and parents should be aware of these days. We follow Ministry of Education and Amiri Diwan guidelines for closures. The breaks are Eid Al Fitr, Eid Al Adha, short winter break, short spring break, Qatar National Day, Qatar Sports Day. If Qatar National Day or Eid falls on the weekend, Honeypot Nursery will be closed on the working day following the holidays. During the Holy month of Ramadan Honeypot Nursery is open from 7:30 am to 2:00 pm only. **Monthly fees are not subject to recalculation or deductions when the nursery is closed for holidays, as outlined in the provided calendar.**
7. You have to collect your child BEFORE the end of the session paid. To avoid late pick-ups, we introduced a late pick up fee equal **1 QR** per minute late. **Parents are required to sign out when late.**
8. Honeypot reserves the right to terminate the agreement between the nursery and parents for the following reasons (but not limited to): Failure to pay fees as per policy; Failure to abide by illness awareness policy; Lack of parental cooperation; physical or verbal abuse of any person/property of Honeypot Nursery School.
9. If, after an assessment, a nurse determines that it is unsafe for a child to remain in the nursery due to a transmissible disease or illness, the parents will be required to take the child home. The child may return to the nursery only after being assessed by a doctor from a governmental or private clinic, confirming with a **certificate** that the child is fit to return.
10. Registration fee is **1200 QR**.

FEES AND ATTENDANCE:

Session Selected	Morning session 7:30 am - 2:00 pm	Afternoon session 7:30 am - 4:00 pm	Full day session 7:30 am - 6:00 pm	Evening session 2:00 pm - 6:00 pm	Early Birds 6:30 am-7:30 am 150 QR
5 days/week	2950 QR	3250 QR	3550 QR	1700 QR	Camera Access Yearly 500 QR
3 days/week	2600 QR	2950 QR	3100 QR	1450 QR	Custom Schedule
2 days/week	2200 QR	2400 QR	2600 QR	1000 QR	

I acknowledge that all the details furnished here is true to my knowledge and that I have read, understood and agree to all the terms and conditions stated in this application form and parents handbook. Parent book and Calendar are received by me.

NAME:

DATE:

SIGNATURE:



Dear Parents,

We would like to inform you that as per the Ministry of Interior (MOI) regulations, recording or sending any videos streamed by the nursery's CCTV is a violation of the law. Please be advised that if you wish to review any specific video footage, this must be done in the Manager's office by making a special appointment.

To continue having access to the live streaming, all parents are required to sign a non-disclosure agreement. Parents who choose not to sign this agreement will unfortunately not be able to access the live CCTV feed.

We appreciate your understanding and cooperation in ensuring compliance with the regulations.

CCTV Non-Disclosure Agreement

I, parent of _____, fully understand that as per Qatar Law, I am not permitted to record, share, or send any videos from the nursery's CCTV streaming to anyone.

I acknowledge that if I engage in such actions, I bear full responsibility for any legal or personal consequences that may arise. I also acknowledge that HoneyPot Nursery is not liable for any violations I may commit in this regard.

By signing this form, I agree to adhere to these terms and understand the consequences of any breach.

Name: _____

QID Number: _____

Signature: _____

Date: _____

Name: _____

QID Number: _____

Signature: _____

Date: _____



ALL ABOUT ME

Child's name _____ Nickname _____ I have _____
brothers and _____ sisters and their names are _____

How would You describe Your child's personality?	
What are your expectations from the nursery?	
Has Your child been to the nursery before? YES NO	
Does Your child have a regular bedtime schedule? What time does Your child usually go to bed? What time does he/she wake up in the morning? Your sleeping routine advice.	
Are there any special dolls/blankets/toys etc that Your child needs to go to sleep?	What time and for how long does Your child usually nap?
Does Your child have any known health problems? YES NO	If yes, specify below:
Does Your child have any known allergies? YES NO If yes, specify below:	Special instructions in case of allergic reaction:
Does Your child need any regular medication? YES NO	
Are there any indications of hearing/vision problems?	YES NO
Does your child have any physical or mental disabilities?	YES NO
What are your child's eating habits?	
If infant, what kind of formula does Your child usually drink?	
Does Your child eat unaided? YES NO	Does your child enjoy eating? YES NO
Is Your child potty trained? YES NO	Did sibling attend before? YES NO
How did you find out about Honey Pot nursery?	



PARENT'S HANDBOOK



WELCOME TO HONEYPOT FAMILY

We are delighted that you have chosen **Honeypot Nursery** as your partner in the care and education of your child. Our commitment is to provide you and your child with the highest quality of childcare and education. This handbook is provided to all parents upon enrollment and is designed to familiarize you with our nursery's policies and procedures, ensuring a smooth and positive experience for you and your child.



OUR CURRICULUM

At Honeypot, we follow the Early Years Foundation Stage (EYFS) curriculum, tailored to reflect Qatar's cultures and traditions. We offer Qur'an and Arabic lessons while incorporating elements of Montessori education into our program.

OUR PHILOSOPHY

We believe in the development of the whole child. Our curriculum is designed to focus on the creative, emotional, intellectual, physical, and social growth of each individual. The purpose of our approach is to foster competency in the young child. While the emphasis is on children, family involvement is encouraged and supported.



WE HELP AND ENCOURAGE CHILDREN

TO BE COMPETENT AND CONFIDENT IN THEIR ABILITIES

TO BE SELF-DIRECTED IN A CONSTRUCTIVE, CREATIVE MANNER

TO BE SUCCESSFUL IN FUTURE EDUCATIONAL EXPERIENCES

TO DEVELOP A LOVE FOR LEARNING AND THE ABILITY TO KNOW HOW TO LEARN

TO DEVELOP SELF-CONTROL AND A SENSE OF RIGHT AND WRONG

TO FEEL GOOD ABOUT WHO THEY ARE

TO LEARN COOPERATION WITH OTHER CHILDREN AS WELL AS ADULTS

TO GET READY FOR SCHOOL ASSESSMENT AND SCHOOL ENVIRONMENT

TO ENHANCE THEIR SPEAKING ABILITIES AND TO ENRICH VOCABULARY

TO REACH THEIR FULL POTENTIAL IN EMOTIONAL, INTELLECTUAL, PHYSICAL AND SOCIAL DEVELOPMENT



SESSIONS AND FEES

Honeypot Nursery is open Sunday through Thursday from 6:30 a.m. to 6:00 p.m. Our full-day program runs from 7:30 a.m. to 6:00 p.m., morning program from 7:30 a.m. to 2:00 p.m. (with an optional extension to 4:00 p.m.), and evening program from 2:00 p.m. to 6:00 p.m. The early drop-off option is available from 6:30 a.m. to 7:30 a.m. for an extra charge of 150 QR per month.


Parents are free to drop off and pick up their children **within the paid session**. Early drop-off is a paid feature, and late pick-up is charged at **1 QR per minute**.

There is **1200 QR** non-refundable/non-transferable registration fee.

Payments are done monthly and are due by the 28th of every month for the following month. Failure to pay the fees on time will inflict the late payment fees (**QR 400** after the **5th** of the month and **QR600** after the **10th** of the month).

There is a **10% discount** for the siblings who are registered with the nursery school. Sibling discount cannot be combined with any other offer.

Tuition rates are subject to review and change each year. See registration form for current rates. Payment may be done through cash, transfer or cheque. **No refunds for tuition are made for absences due to illness, family relocation, or personal decision.**



Monthly fees are **not** subject to recalculation or deductions when the nursery is **closed for holidays**, as outlined in the provided calendar. When calculating payments for partial attendance, the **daily approved fee will be used for the calculation**.

ATTENDANCE / CANCELLATIONS

Please inform the nursery if your child will be absent on a scheduled attendance day due to illness or personal reasons—we care about their well-being. If you need to withdraw your child from the nursery, please **provide a written notice of your planned exit date** at least two weeks before your child's last day. We will then withdraw your child from the Qatar National Student Information System (NSIS), allowing them to register at another school in the future.



PARKING AND DROP OFF/PICK UP

All the parents are required to park strictly in front of the nursery during the drop off/pick up times. If parking is not available, you must wait for several minutes till the other parent leaves. For your own safety and safety of others, please follow the speed limits and driving rules in the area, since there are children facility, mosque and residential buildings around.

For the safety of your children, do not leave them unattended in the car.

EMERGENCY CONTACT INFORMATION

Each parent must have on file a list of names and phone numbers of emergency contacts. The emergency contacts are persons in the area who are authorized by the parent(s) to pick up and/or care for the child in case of illness or emergency when the parent cannot be reached. Please be sure the persons whose names you give **are aware** that they have been listed for this purpose and that staff members will ask for identification of any person with whom they are not familiar.

SICK CHILD POLICY



For the safety and health of all our children and teachers, sick children need to be at home. **Please do NOT send your child** to school if she/he has had any of the following described conditions during the previous 24 hours.

Also be advised, if your child exhibits any of the following signs while at school, she/he will be isolated immediately and you will be contacted to come pick up your child. When you have been contacted because of illness, please pick up your child within the hour. It is very important you have alternative care for your child when she/he is sick. We know it can be a very frustrating time when a child is sent home because of illness. **However no tuition adjustment will be made for absences due to illness.**



KEEP YOUR CHILD AT HOME IF THERE IS

1. Diarrhoea (2 or more loose stools).
2. Difficulty or rapid breathing.
3. Asthma or severe upper respiratory infection unless parent provides evidence that child is under physician's care.
4. Vomited within last 6 hours.
5. Yellowish skin or eyes.
6. A temperature of 37,2 C or higher and/or has had a fever during the previous 24 hours.
7. Mucus with green or yellow colour, unless child has been on antibiotic therapy for 24 hours.
8. Undiagnosed rash.
9. Sore throat.
10. Severe cough.
11. Chicken pox, pertussis, measles, mumps, rubella, impetigo, diphtheria or herpes simplex.
12. Untreated scabies, tinea corporis or capitis (ring worm).
13. An ear infection, unless provided notification that child is under physician's care.
14. Untreated head lice.

Please notify the school at once if your child has been exposed to a communicable disease.

AFTER 2 DAYS OF ABSENCE CHILDREN SHOULD BRING A DOCTOR NOTE TO RESUME THE NURSERY



MEDICATIONS

All medications, including over-the-counter and homeopathic ones, **require a prescription** from a local doctor licensed in Qatar

Parents must complete a **daily medication authorization form** detailing dosage and administration times. Medication **should be labeled with the child's name**, administration dates, and expiration date. Please bring appropriate measuring tools to avoid sharing. Paracetamol also requires a prescription, indicating dosage and usage reason, commonly for teething or immunization discomfort. We cannot accept phone instructions from doctors; everything must be in writing for licensing purposes.

INCIDENTS/ACCIDENTS



All our staff are trained in CPR and First Aid, and we employ a full-time nurse who holds a QCHP (Qatar Council for Healthcare Practitioners) license.

While we will do everything possible to prevent incidents and ensure your child's safety, accidents can happen despite our best efforts. Since children are young and learning how to interact, communicate, share, and maintain balance, incidents like bites, scratches, falls, and others may occur. If incident happens, our nurse will address it and will inform you accordingly by issuing Incident/Accident report. However, nursery cannot be held liable for any injuries that may happen.



LUNCH/SNACKS

Due to nut allergies we ask that you read the labels carefully on any item you might be considering. Any product containing nuts or manufactured in a facility that handles nuts products can not be brought into this facility.

Each day the children have a fun time together around the table as they eat. Snack time teaches patience, manners, independence, language development and nutrition.

Parents provide their child's lunch. Please label your child's lunch box. We do heat children's lunches if required. Please inform us if you prefer your child to have breakfast at home or at the nursery. We strongly recommend to bring in only healthy food and not to send any junk food and soft drinks.

Some Suggestions for the meals

Cheese	Fresh Fruit	Laban	Graham crackers	
Corn flakes	Croissant	Saltines	Yogurt	Finger foods
Raisins/dry fruit	Soft cheese w/cracker sticks		Boiled broccoli	
Sandwiches	Carrot/Cucumber Sticks		Pancakes	Soup
Rice cakes	Arabic bread Roll-ups		Cupcakes	Meat Balls
Milk or Juice	Rice/pasta/couscous		Home made chicken nuggets	
Eggs	Vegetable sushi rolls	Hummus and veggies	Macaroni&cheese	



CLOTHING AND PERSONAL BELONGINGS

We ask that all clothing be appropriate for child care. We do many fun and messy activities and we don't want to ruin anything that is special to you or your child. Please do not send your kids wearing golden jewellery.



DAILY REQUIREMENTS

- Breakfast, snack (2-3 – if child is staying long hours), lunch.
- 2-3 drinks
- 1 set of spare clothing (to be kept at the nursery OR in the child's bag)
- Diapers, wet wipes, nappy cream/powder (when required)
- Swim wear, slippers, sun block, hat and towel (when required)
- Bed sheet, pillow, pillow cover, small blanket (if the child is going to take naps at the nursery) - to be brought in every Sunday and picked up every Thursday.



ALI



JOSHUA



MILANA

Always label everything with your child's name, including clothing, bags, food containers and bottles.



TOYS



We ask that all toys with the exception of a soft sleepy time toy or toys for sharing days stay at home. This assures they will not be lost or broken while at school.

Any toys that are brought to school will remain in the child's cubby until pick up time. During settlement period you may let your child bring a comfort toy or object to the nursery but it has to meet safety standards.

BATHROOM ROUTINE



At HoneyPot Nursery we do not provide diapers. Parents are required to supply diapers/wet wipes, which will be marked with your child's name. We prefer washing with water over using the wipes, but please notify us if you prefer otherwise.

Changing areas have running water and are disinfected after each use. Teachers wear a fresh glove each time they change a child's diaper. Every precaution is made to keep the diaper changing areas as germ free as possible.

We assist parents with the potty training. Please notify your child's teacher when you start the potty training so we will cooperate with you and inform you of the progress. At that time please send your child to the nursery in appropriate and easy to pull down clothes. Also please provide some extra clothing (including shoes) for possible "accidents".

DISCIPLINE

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior.

If unacceptable behavior is displayed, we explain why the behavior is inappropriate. If the behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed from the activity for a short period of time in order to regain his/her self-control. The general rule for "time out" is one minute per year of age, up to five minutes maximum. Time out is used as a skill building tool, not punishment. If you see a problem or have witnessed a situation you do not understand, please inform management right away.



DISCIPLINE

We aim to create a safe and respectful environment by setting clear, understandable limits for children. Biting may sometimes occur when children cannot yet express themselves with words. We ask parents to avoid playing games at home where biting is involved. Major changes at home, like the arrival of a new sibling, can also lead to attention-seeking behavior. It's important to inform the teacher of any changes, as communication between home and the center helps manage and resolve behavioral issues effectively.

ARRIVAL AND DEPARTURE ADJUSTMENT

Parents must always accompany their child to and from the nursery; car drop-offs/ pick-ups are not allowed. Be sure to sign your child in and out at reception upon arrival and departure for safety and in case of emergency evacuation.



Our nursery opens at 6:30 a.m. with regular sessions starting at **7:30 a.m.** If you require **early drop-off, a fee of 150 QR per month applies.** Staff will be available to care for your child during this time. We follow the ratios set by the Ministry of Education and Higher Education in Qatar, so early drop-off service is only available for those who have paid. You may drop off or pick up your child at any time during the chosen session. **Late pick-ups will incur a charge of 1 QR per minute.** Please always inform the nursery if you're running late.



GUIDELINES FOR A SMOOTH SEPARATION

Separation anxiety is challenging for both parents and children, but with a few simple steps, we can make the transition to nursery easier!

Leaving your child at nursery can be a new experience, and it's important to make this transition smooth for both of you. Here are some tips to help:

- 1. Spend a Few Minutes Together:** When you arrive, spend a few moments with your child. Help them settle by finding a familiar face or favorite activity. This reassurance helps children feel secure before they explore on their own.
- 2. Allow Time to Adjust:** Children often need time to adjust, especially when starting at a new nursery. If your child senses you're comfortable staying for a moment, they may feel more at ease. Avoid rushing through drop-off as it may cause anxiety.
- 3. Say Goodbye Calmly:** When it's time to leave, make sure to say goodbye. Avoid slipping out unnoticed, as this can confuse your child. Once you say goodbye, leave confidently to signal that they're safe.
- 4. Expect Initial Separation Anxiety:** Your child may cry or protest when you leave. This is a normal developmental process known as separation anxiety. Over time, as your child becomes familiar with the nursery environment, this behavior will likely decrease.
- 5. Be Consistent:** Continually returning after saying goodbye can make it harder for your child to adjust. A clear and consistent departure helps them understand that you will return later.
- 6. Communicate with Us:** If your child is having difficulty separating, speak with the teachers. They are experienced in helping children through these transitions and can offer strategies for a smoother process.

Separation anxiety is a natural part of growing up. By following these steps, you can support your child in developing independence while feeling secure.