

حضانة الشارقة
SHARJAH NURSERIES

Admission and

Registration Policy

2024, 2025



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SHARJAH EDUCATION ACADEMY

Admission and Registration Policy

The enrolment process is the initial stage in securing your child's placement at our nurseries. Our objective is to promote the sustainability of early childhood care by providing a holistic educational setting that supports each child's cognitive, behavioural, and health development. We are dedicated to fostering a culture of innovation and excellence within our nurseries.

The admissions department accepts registrations during specified periods based on space availability. To simplify parents' admission and registration process, we expect them to provide us with a valid mobile number and email address. This will allow us to inform them about informative sessions (for parents, families, and children) that will be arranged.

The age for admission

From



3 months

to



kindergarten

Required documents for the registration process



Electricity, Water, and Gas Authority bill for Sharjah



Passport



UAE ID



Family book/family information



Employment letter



Child's photo



Vaccination card

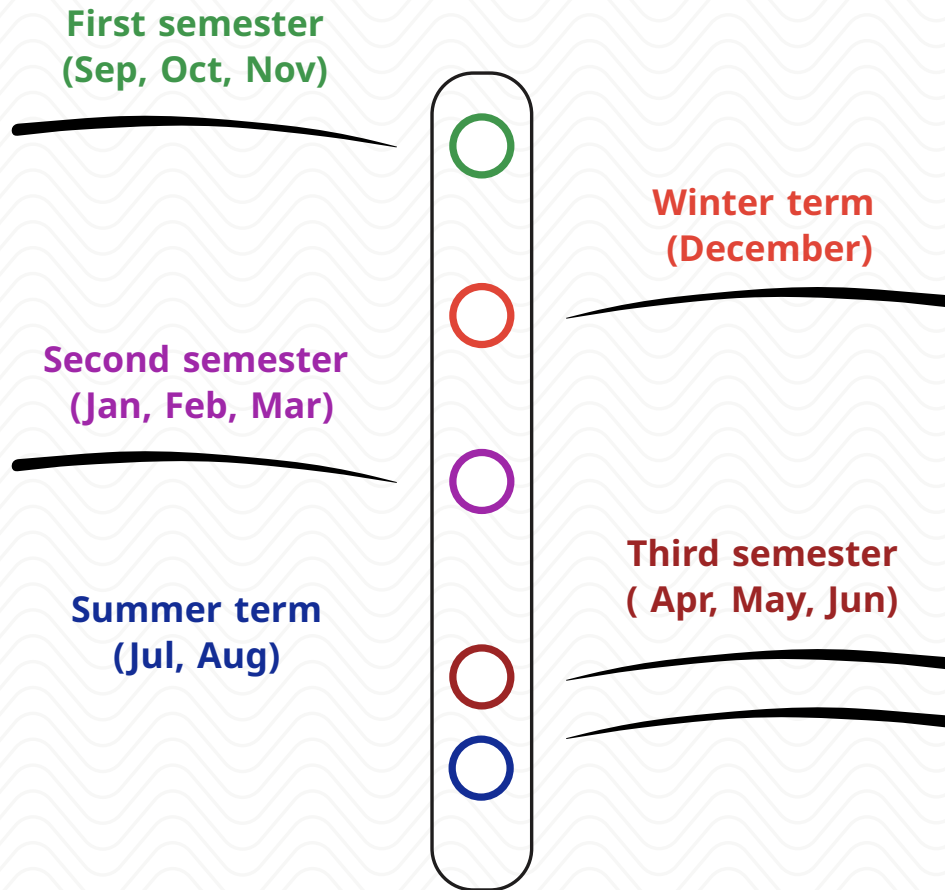


Birth certificate



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The designated timeframes for child care and education in government nurseries are as follows



Admission to Sharjah Nurseries

- Batch Admission

The term "Batch Admission" denotes the procedure for applying to enroll children in Sharjah Nurseries in June for the forthcoming academic year commencing in September. This period is when new children are admitted.

- Regular Admission

The term "Regular Admission" describes the continuous registration process throughout the academic year, concluding at the end of each month from September to June, subject to seat availability.



Admission Process Procedures

1. Application Submission Via Sharjah Nurseries Platform

To submit your application, please follow the steps outlined below:

- Create an Account: Register on the Parent Portal using your phone number and email address.
- Create Profiles: Establish profiles for parents, family, and children, and attach all necessary documents.
- Select one or more nurseries according to your preference.

2. Document Verification

During this stage, the documents you have submitted will undergo verification. You will receive notifications and alerts regarding the status of your application. In certain instances, you may be requested to resubmit documents or rectify information within a maximum of four business days.

3. Allocation To Nurseries

New children will be assigned to nurseries based on seat availability. You will be informed about the nursery in which your child has been enrolled. If no seats are available in the initial batch, your application will remain active within the regular registration process.

4. Fee Payment

Successful applicants will receive payment links via SMS and email. Parents must confirm seat reservations by completing the fee payment within 96 hours (4 days) of receiving the payment notification. Failure to meet the deadline will result in the forfeiture of the allocated seat and the cancellation of the application.

5. Acceptance Confirmation

The final step of the admission process involves receiving an acceptance confirmation and payment notification via email and SMS.



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Transfer Request

- Once a child has been allocated a seat, a transfer to another nursery can be requested through the Sharjah Nurseries Platform. Upon completing the transfer process, the child's guardian will receive a notification if a seat is available.
- If the transfer process is not finalised, the child's request will remain at the registered nursery, and the guardian will be required to settle the due fees.

Withdrawal Request

- Should a child's guardian wish to withdraw the child from the nursery, they may submit a request via the Sharjah Nurseries Platform. They will have the option to resubmit a new registration request after 3 months from the withdrawal date.
- The withdrawal request must be made prior to the start of the following month to avoid any financial obligations.

Request for Registration Suspension During Optional Months

- If you wish to suspend your registration for the optional months of December, July, or August, please submit your request within the first five days of the month to prevent any financial charges. Please be aware that once your suspension request is approved, it cannot be reversed under the withdrawal policy if you decide to re-register later.



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Fee Structure

The approved fees for compulsory academic requirements are outlined below:

Classrooms Mandatory	First semester (September, October, November)	Second semester (January, February, March)	Third semester (April, May, June)
Fees payable	800 dirhams per month, totaling 2400 dirhams for the semester	800 dirhams per month, totaling 2400 dirhams for the semester	800 dirhams per month, totaling 2400 dirhams for the semester

The approved fees for optional classes are as follows:

Optional academic months	December	July and August
Fees payable	1000 AED	1000 AED for each month

Late fees are charged

Fees payable
50 AED for each hour.



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Terms and Conditions

- Admission fees (seat reservation AED 800) are non-refundable and included in the first month's childcare fees.
- Parents have the option to pay monthly or per semester.
- Childcare fees are mandatory during academic terms; however, they are optional during vacation terms if parents choose not to enroll their child in nursery sessions.
- Payments can be made through the provided link or the Sharjah Nurseries platform.
- Failure to meet payment deadlines will result in cancellation of registration, requiring reapplication for admission.
- "After-hours fees" refer to additional charges incurred when parents extend childcare hours beyond regular nursery hours. This service provides flexibility for parents with work or other commitments that exceed nursery operating hours.
- Nursery hours are from 7:30 AM to 3:30 PM, with any delays in picking up children subject to late fees. Late fees are set at AED 50 per hour per child, with morning drop-off starting at 6:45 AM and evening pick-up ending at 4:00 PM.

Deadline for calculating delay	Fees payable
4:11	50 AED per hour

- A notification will be sent to parents/guardians of children 15 days prior to the due date for childcare fees for the next month.
- Late fees, if applicable, are included and will be sent to registered mobile phone numbers and email addresses.
- Drop-off and pick-up of children are limited to one of the child's parents or those authorised who are over 18 years old.