



Admission and **Registration** Guide

2024-2025





Introduction

The registration process is the initial step to secure your child's place in our nursery. Our mission is to ensure the sustainability of early childhood care by creating a comprehensive educational environment. We focus on nurturing each child's cognitive development, skill-building, behavioral growth, and health. We are committed to fostering a culture of continuous innovation and excellence within the nursery. Our goal is to make the admission and registration process smooth and straightforward for parents.

Age Requirements for Admission to the Nursery

FROM **2 months** TO **4 years old**

Required Documents for Registration



A copy of a valid Qatari residence permit and passport for all non-Qatari students (with the original for verification).



A copy of valid Qatari residence permits and passports for all non-Qatari parents/guardians (with the original for verification).



A copy of a valid Qatari ID card for all Qatari students.



A copy of a valid Qatari ID card for all Qatari parents/guardians.



2 passport-sized photos of the student.



A copy of the student's birth certificate (with the original for verification).



A copy of the vaccination record.



Scheduled time periods for the care and education of children in the nursery





Registration and Acceptance Steps

Stage 1

Completing the Registration Form and Submitting the Application

The parent should complete the registration form and submit the application via:



The nursery's website
lemontree.qa



Visiting the nursery in person at
Qatar - Al Wakra - Ezdan 23.

Stage 2

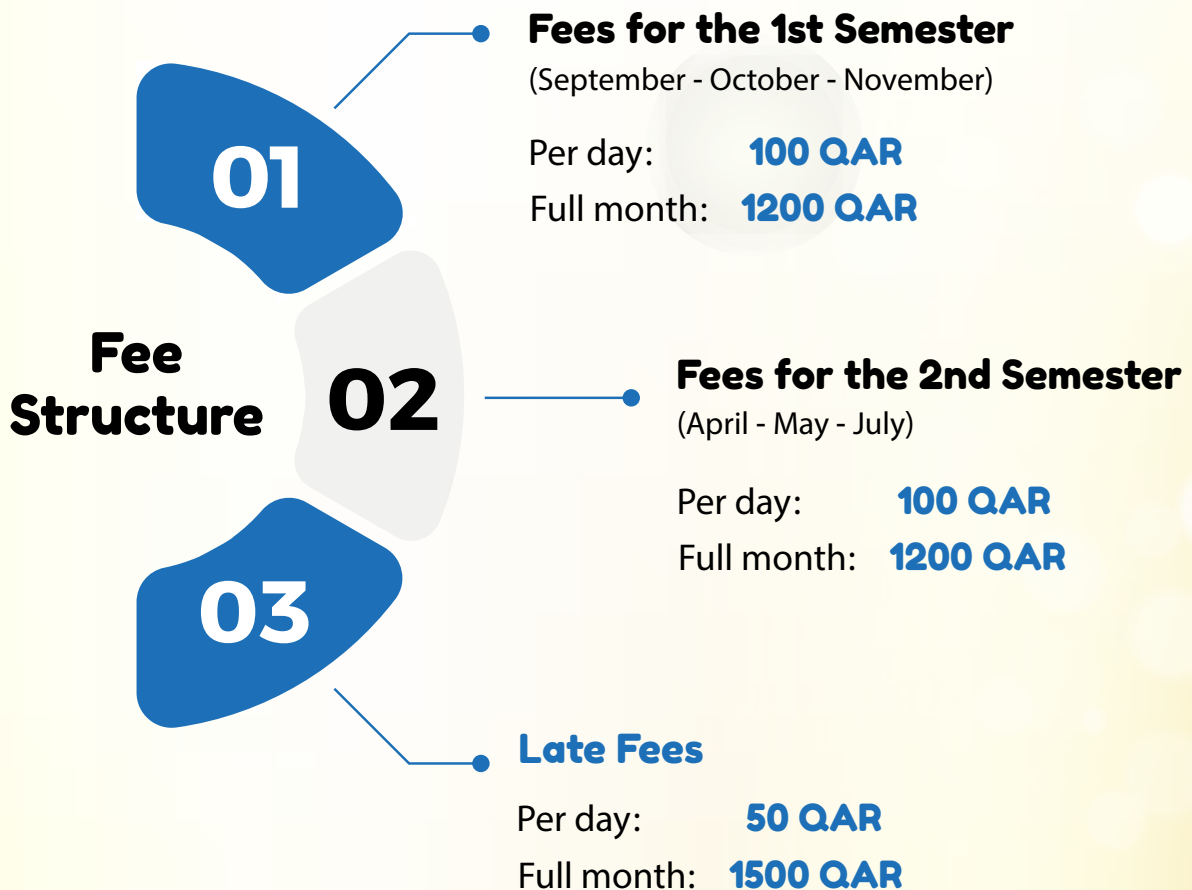
Document Verification and Application Acceptance

After submitting the application, the documents provided by the parent will be verified. They will receive notifications and alerts regarding the status of their application. If all documents are successfully verified, the registration request will be accepted. In some cases, the parent may be asked to resubmit the application to amend information or documents within a maximum of four business days.



Payment of Fees

After being informed of your child's acceptance into the nursery, the parent will be required to confirm the seat reservation by completing the payment of the required fees within **48 hours** by personally visiting the nursery to settle the fees. Failure to meet the specified deadline will result in the loss of the allocated seat and cancellation of the application.





Terms and Conditions

- Parents have the option to pay either monthly or quarterly.
- Childcare fees are mandatory for regular class sessions. During vacation periods, fees are optional if the parent wishes to continue their child's attendance at the nursery.
- Failure to adhere to payment deadlines will result in cancellation of registration.
- The term "late fees" refers to additional charges applied when parents choose to extend their child's care beyond the nursery's regular operating hours. This service provides flexibility for parents who have work or other commitments extending beyond nursery hours.
- The nursery operates from 6:00 AM to 3:00 PM. Any delay in picking up the child after these hours will incur a late fee, which is set at 50 QAR per hour per child. (Late fee calculation starts at 3:10 PM, with a charge of QAR).



Terms and Conditions

- A notice will be sent to parents 15 days before the due date of the upcoming month's childcare fees, including any applicable late fees.
- The notice will be sent to the registered mobile phone numbers and email addresses.
- Pickup and drop-off of children are restricted to one of the child's parents or an authorized individual over 18 years of age.
- No adjustments will be made to the fees for children who do not attend the nursery due to illness or travel.
- No discounts will be provided during months when the nursery is closed for staff training, official holidays, religious holidays, or nursery holidays such as Sports Day, and Winter Break.



**Where little seeds
bloom into big dreams**

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