



# Fees Information Policy 1

Please read through the fees policy to have a clear understanding of our payment terms. If you have any further queries, these should be addressed to the Nursery Manager, or Director.

## Registration Fees:

- Registration fees are paid when the registration form and all supporting documents are submitted. (A 2-month grace period is given for visa copies)
- Registration fees are non refundable
- Your child's registration will only be completed after the registration fees, medical fees and first term's fees have been settled.

## Deposit Fees:

- The deposit fee keeps the child's place from term to term for that year as long as the term fees are paid up to date.
- The deposit fee is deducted from the third (3rd) terms fees of your child's current year at the nursery.
- One terms written notice is required for the deposit to be refunded if your child is leaving the nursery before the end of the school year.
- The deposit will be refunded if your child is asked to be removed from the nursery.
- The deposit will not hold a seat if a child missed a term.

## Medical Fees:

- Medical fees are due at the beginning of the school year or when a new child is registered.
- Medical fees are non refundable.

## Late Pick up Fee:

- Parents will be charged an additional amount if a child stays longer than your registered time.
- If parents are constantly late, there will be a penalty charge added to the additional late pick up fee.
- Invoices for late pick-ups will be issued at the end of the month.

## Early drop off Fee:

- Parents will be charged an additional amount if you require your child to enter the nursery before set opening hours. We offer a 7:30am start and your child will be in the care of nursery assistants until the Teacher arrives.
- Invoices for early drop off facility will be issued at the end of the month.



# Fees Information Policy 2

## Term Fees:

- Term fees are to be settled before the end of the previous term.
- An invoice will be issued, detailing payments due, approximately three weeks before the previous term ends.
  - Term 1 fee due by 15th June
  - Term 2 fees due by 15th December
  - Term 3 fees due by 15th March
- Payments not received by the end of the first week of the new term will result in a reminder being sent to the concerned parent.
- Late payment, that is fees not settled before end of the second week of the new term, will incur a surcharge of 10% of the term fee.
- Reminders will be sent out every week, until the second week of term.
- If fees are not paid by the end of week three, the parents will be asked to remove the child from the nursery and the deposit will not be refunded.
- A returned cheque will incur a service charge of AED100
- The remainder of the term fees will be refunded if your child is asked to be removed from the nursery, for reasons other than non-payment of fees.
- When a nursery place has been accepted prior to the starting date and the starting date gets delayed, or deferred for any reason, the nursery still require full fees to be paid from the starting date originally agreed upon and noted on the registration form.

## Refunding of Fees:

- In order to refund the deposit, a full term's written notification is required. This written notification must be made to the attention of the Administrator and the Nursery Manager/ Director.
- Notice of a child's withdrawal must be made in writing to the Nursery Manager/ Director.

## Withdrawal during term time:

- When a child has attended one week, or less, parents will incur one-third of the term fees.
- When a child has attended one week, but less than one month, parents will incur two-thirds of the term fees.
- When a child has attended one month, or more of the term, parents will incur a full term fees.

## Sibling Discounts:

- Upon registering a sibling, you will be rewarded with a 5% discount off the term fee.
- Once there is only one of the siblings attending nursery, the discount will be retracted.

## Pro-Rata Rates:

- We do not offer pro-rata rates