

TERMS AND CONDITIONS

- All fees must be paid in advance at the time of registration. Delay in payment will not be accepted.
- All fees must be paid before the 5th of every month to avoid a late fee charge of 50/- aed.
- Fees once paid will not be refundable nor transferable in any circumstances. No refunds, adjustments or reductions will be given in case of absence, illness or vacations (in any circumstances).
- Method of Payment accepted would be **Cash** or **Cheque** only. All cheques should be made in the name of **ARTKID NURSERY HOME**. All replaced cheques would incur an administrative cost of 100/- aed per transaction.
- All cash/cheque for the **Registration and Monthly Fees** should be paid upon registering your child.
- If a child has registered for the full month and his/her place has been held from the beginning of the month, the fees for the full month must be paid.
- In the event of missed days, reduction of hours or child leaving the nursery; the fees will not be refunded. Days are not interchangeable for any Nursery or Daycare students.
- A full month's written notice is required prior to removing your child from the Nursery/Daycare. Failing to do so, a full month's fees is payable.
- Registration fee will be waived off (cancelled) if the child doesn't pay the fees or remains absent from the nursery for two consecutive months or more. In this situation if the child has to resume the nursery then re-registration of the child would be required.
- Returning students will be allowed to attend Nursery only after all fees previously owed have been received by the Nursery. If payment is not received within the first week, your child's place cannot be guaranteed.
- All nursery and daycare students are not allowed to carry any valuables or personal belongings like story books, toys, mobile phones, jewelry, etc. to the nursery unless a circular is sent by the management office to do so. In case, if students still bring it, the nursery staff will not be held responsible for any lost or damage for the above mentioned articles.
- All parents are requested to avoid making their wards wear any kind of valuable jewelry to the nursery to avoid any incidents of lost or damage. Please note that this is in the best interest for everyone -- the students, the parents and the nursery staff.

- Please drop/pick your child at the registered time only. There will be an early drop-off/late pick-up fee charged, if the child will be in for even more than five minutes. **Parents will have to pay the early/late fee on the spot to the ARTKID staff without any discussions.**
- Please note that the nursery/daycare is not allowed to be open after 7:00pm strictly by the ministry rules and regulations. In case if nursery is found open after 7:00pm, there is a huge fine levied. All daycare parents are kindly requested to pick their wards not later than 7:00pm strictly to avoid inconvenience. No excuses would be considered with this regard.
- Parents are requested to ring the doorbell at Door #1 and wait outside the door for their child. **Parents are strictly not allowed to wait inside the Nursery at any time.**
- It is compulsory for all daycare parents to sign-in and sign-out for their wards every time they pick/drop them to the Nursery.
- All students must carry their communication book to the nursery every day. All parents are requested to check their wards bags and communication book on a daily basis to be aware of any information provided by the nursery.
- Parents are requested to be there at least 5 mins prior than the given timing at the bus-stop to avoid delay for bus transport for other students. Asst. teachers in the bus would not be responsible if the authorized person is not available at the bus-stop to pick the child at the given timing, in this case the child would be brought back to the nursery and the authorized person would have to pick the child from the nursery after 1:00pm only.
- The Board of Directors for the Nursery reserve the right to add, modify and/or amend the above terms and conditions from time to time at its absolute discretion. They also reserve the right to exclude any child whose fees remains unpaid.

**I have read and accept the terms & conditions laid down in the prospectus and the above registration document.
I waive all claims against the Nursery, its owners and employers and agree to abide by the Nursery's policies, terms and conditions**

Name: _____ **Date:** _____

Sign: _____ **Relation to the Child:** _____