



## Fee Policy Terms and Conditions for Academic Year 2019-2020

Dear parents,

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 head teacher Ms Susan.

### FEES

For our current Academic Year Fees, please refer to the Fee Structure available at our website <http://childrenoasisnursery.com/fees/>

Enrolment fees are additional and include:

1. **AED 1,000 registration fee** - this is a one time, non-refundable fee for new children only.
2. **AED 1,000 medical fee** - this is annual and non-refundable fee.
3. **AED 2,000 retainer deposit** - this is refundable upon last day of attendance following the completion of 1 full year and with 3 months prior written notice.

Your child's enrolment is subject to Children's Oasis Nursery Terms & Conditions and our availability.

Fees are effective from 1st of September 2019 until 30th of June 2020 and will be reviewed annually.

### METHOD OF PAYMENT

Fees can be paid in full at the start of academic year or in quarterly advance payments (minimum 3 months in advance). First payment needs to be paid before child's first day at the nursery.

If you would like to pay monthly; you can do so as following:

1. Cash.
2. Providing 10 Post-dated cheques dated 1<sup>st</sup> of each month that should be made payable to 'Children's Oasis Nursery' and handed into the Admin office.
3. Bank Transfer - as per the details on the invoice.
4. Via Direct Debit. Direct Debit will be set up to pay monthly 1 month in advance.

### AD HOC FEES (EXTRA HOURS / EXTRA DAYS)

All ad hoc timings and any additional invoices must be paid within 15 days from the date of invoice by cheque or bank transfer. Late Payment Fees will be charged at 2% on all outstanding amounts after due date.

### LATE PICK UP FEE

To ensure the quality of our care and a safety of our children we request that parents stick to their registered timings. Of course, we respect that from time to time unforeseen delays may occur however, we request that parents are prompt in collecting their children from the nursery.

To accommodate from time to time delays we will give each family up to 15 min late pick up 'allowance' once a month however beyond this we will be obliged to charge you the following:



If parent is late up to 15 min once a month - no charge.

If parent is late up to 15 min more than once a month - we will charge AED 50.

If parent is late over 15 min, the full additional hour will be charged at AED 100.

Invoices for late pick-ups will be issued at the end of the month.

### **REFUNDS AND WITHDRAWALS**

In order to refund the retainer deposit, we require a written notice three months in advance addressed to the head teacher.

Registration and medical fees are not subject to refund. Registration fee paid cannot be deferred or carried forward to next term or adjusted towards fee due for sibling.

### **WITHDRAWAL DURING THE ACADEMIC YEAR**

If the child attends nursery for two weeks or less in an academic year, a month's notice fee is payable from date of notice in addition to pro-rata fees for the days up to and including the day of notice;

If the child attends nursery for a period ranging between two weeks and one month, two months' notice fees are payable from date of notice in addition to pro-rata fees for the days up to and including the day of notice.

If the child attends for more than a month, three months' notice fees are payable from date of notice in addition to pro-rata fees for the days up to and including the day of notice.

Annual Fee payments are based on a 10-month academic year from September to the following June. For children commencing or withdrawing mid-month each academic month is assumed to comprise of four weeks.

In the unlikely event that Children's Oasis Nursery ask for your child to be removed from the nursery then full refund of deposit will be given and any forward payment that has been made.

No refund is given for children who are absent for any reason during the year.

**I have read and fully understand the Terms and Conditions for Admission to Children's Oasis Nursery and confirm acceptance of these Terms and Conditions contained herein.**

**Thank you for your support to continually help us improve our quality and standards of the care and education of children we get the opportunity to teach in our nursery.**

### **Parent/Guardian Signature**

Name.....

Date.....

Child's name .....