



MARCH 2012

TERMS and CONDITIONS

Dear Parents,

In order to alleviate any queries with regards to registration and term time fees, kindly pay close attention to the following terms and conditions applicable to your child's enrollment at the house of colours nursery.

ENROLLMENT FEES:

Please note that this fee pertains to continuous enrollment for a specific student. Should a child withdraw from the nursery, and at a later date wish to return, new fees will be applicable at this time. This registration fee is neither refundable nor transferable.

DATES OF PAYMENT:

Term fees are non-transferable, non refundable and are due in advance on specific dates.

Term 1 (September to December): For New Admission to reserve a place for a September start a Dhs 1,250.00 deposit is required on your first visit - this covers your registration Fee, Annual Medical Fee, security Bond. The remainder term fee balance will due as per due dates dependent on the Term you wish to book for. If the term has already began, we will need the full straight away.

For continuing children to reserve a place for a September start a Dh.s 1,500.00 deposit is required to be paid on or before 12th May. This amount will be deducted from your child's Term 1 fees. This is non-refundable deposit.

For New Admission and Continuing Children the Term 1 remaining balance to be paid in full during the first week of term (September 9th).

Term 2 (January to April): Full payment is due on or before November 4th

Term 3 (April to June): Full Payment is due on or before February 3rd.

All fees are to be paid in full and no partial payments are accepted. Parents will be notified by letter four (4) weeks before the due dates. Payments not received on the due dates will result in the following:

- A charge of Twenty Dirhams (20 Dhs.) per day for a two week period after November 2nd / February 2nd has passed.
- Your child's place will be removed from the timetable for the following term and offered to another family on our waiting list.

The Nursery will not be able to make up days due to illness or family holidays. Extra or swapped days will incur a charge and are dependent upon availability in the rooms. Request should be made to the office at least 48 hours in advance. **THIS POLICY WILL BE STRICTLY ADHERED** too.

All fees are to be paid in full and no partial payments are accepted.

Cheques - should be made payable to the "House of Colours" Should any cheque be returned to us for insufficient funds then you will be held accountable for a 75 Dhs bank charge.

Should your company pay for your child's Nursery education then you should first pay the required fee at the reception desk. The administration office will then prepare a company invoice with our trade license number and official business stamp added. Please try to give us 48 hours notice. The company can then reimburse you.

WITHDRAWAL NOTIFICATION

Parents are requested to advise the school one month prior to a student leaving the Nursery. This will enable the school to properly forecast space for the coming term. 150Dhs Administration Fee will be charged to anyone who cancels their place without giving 1 month notice.

REGISTRATION FEE

A non refundable, non transferable registration fee of 550Dhs is due upon enrolling at the Nursery (275Dhs for a family sibling). This is a one time fee only, based on continuous enrolment (See above). This payment does not confirm your child's place in the Nursery until the term time fees have been paid in full on the due date.

MEDICAL FEE

A non refundable, non transferable medical fee of 200Dhs Each Term is due upon enrolling at the Nursery which covers a Full Time Nurse, On Call Doctor and the running of our Nursery Clinic.

REFUNDABLE DEPOSIT- SECURITY BOND

A refundable deposit - security bond of 500Dhs is required on enrolling your child. This deposit will be returned when you leave the Nursery if all out standing invoices have been paid to date.

EARLY DROP OFF / LATE PICK UP FEES

For any children arriving before 7:20 am and 8:20 am and/or leaving after 12:30am, 2 pm or 5 pm there is a small extra charge. Extra time/late pick up charge are 10Dhs up to half hour and 20Dhs up to 1 hour. All invoices will be sent to parents for a monthly payment.

There will be no refund of fees in the event of a child leaving the House of Colours before the end of any term, as rent, salaries, music lessons, art supplies, food and daily running costs are calculated within the fee structure (With the exception of security bonds refunds).

Thank you for your cooperation. Please visit the office staff if you have any questions.

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Website: www.nurserycolours.com