

Little Scholar Nursery Terms and Conditions

(To be reviewed annually)

1. Nursery Fees – Please refer to the fee structure

Nursery Fees include:

- 1.1 Annual Fees: For current Academic Year Fees, please refer to the Fee Structure available at www.littlescholarnursery.com
- 1.2 Non-refundable Registration Fee of AED 500
- 1.3 Non-refundable Medical Fee of AED 500

2. Additional Costs

Additional costs include but are not limited to:

- 2.1 Educational and field trips that may be organised from time to time may incur additional costs which will be intimated on a case by case basis. Fees payable for such trips will be payable separately to all other fees.
- 2.2 Voluntary excursions or other events in which costs are incurred.
- 2.3 Late classes and holiday camps may be offered at an additional cost.
- 2.4 Transport may be offered in the future at an additional cost.

3. Payment

The academic year is divided into three terms. The first term runs from September to December. The second term is from January to March and the last term is from April to June. The nursery calendar which is available at www.littlescholarnursery.com contains information regarding term start and finish dates.

- 3.1 The Parent/s agrees to pay the non-refundable Registration Fee within a week of the offer to secure the student's place.
- 3.2 The Parent/s agrees to provide payment for the Academic Year in full or in three termly payments. Payment can be submitted by cheque on or before 1st September; 1st January; and 1st April.
- 3.3 Alternatively, the Parent/s can pay by way of credit card, bank transfer or cash for the entire Academic year or by term, whereby payment is received on or before 1st September; 1st January; and 1st April.
- 3.4 (for new students) If a student joins the nursery mid-year and requires that a place be reserved for them from the start of the Academic Year, meaning that no other student is able to take the place, then the full Term's fees will need to be paid as per the Tuition Fee Schedule.
- 3.5 Should a cheque be dishonoured for any reason whatsoever, an administration fee of AED 200 for each cheque returned will be levied.
- 3.6 If payments are not received by the due date, Little Scholar Nursery may, at its discretion, suspend the student's attendance at the nursery and take such action as is deemed necessary as per the prevailing rules and regulations of Dubai.
- 3.7 (for returning students) A non-refundable Re-Registration Fee is payable for active students who will continue with Little Scholar Nursery for the immediate academic year and must be submitted within the deadline given in any academic year. Failure to

meet this deadline will result in the student having to re-apply as a new student and subject to the waiting list for the relevant academic year. The Re-Registration Fee will be deductible from the first term's fees.

4. Billing

The Parent/s or Guardian, whose signature appears on the Application for Admission Form or these Terms and Conditions, shall be jointly and severally liable to Little Scholar Nursery for the payment of outstanding nursery fees.

5. Refunds

5.1 Registration, Re-registration and Medical fees are not subject to refund.

5.2 Registration and Re-registration fee paid cannot be deferred or carried forward to next term or adjusted towards fee due for sibling.

6. Discounts

Sibling Discount: 5% for the second child; 10% for the third child, 15% for the fourth & fifth child & 20% from sixth child onwards.

7. Nursery attendance schedule: Flexible days (3 days in a week)/ Regular 5 days in a week:

7.1 Children opting for flexible attendance at the Nursery (3 days in a week) can attend only on the weekdays selected at the time of enrolment. Your child will not be permitted to adjust any lost days (for whatever reason including medical reasons) by attending any day other than the weekdays selected.

7.2 Our nursery prepares children for a smooth transition to school and therefore children Completing 3 years of age by the 31st of December/ 2years 8 months by 1st September in the academic year and older should attend the regular 5 days in a week.

7.3 Exceptions to the above will be considered on a case to case basis, especially for medical reasons.

8. Documentation

8.1 (For new students) Parent/s shall undertake to provide all documentation required by the nursery to complete student registration. All documentation of this nature must be provided by the Parent/s to the Nursery Manager or Little Scholar Nursery Admissions Office. This includes, but may not be limited to:

1. One copy of student's and parents' current and valid passport
2. One copy of student's and parents' current and valid UAE residency visa
3. One copy of student's birth certificate (in English or Arabic only)
4. Four colour passport photographs of the student
5. Copy of student's immunization records
6. Completed and signed Clinic form.
7. Signed copy of the Terms and Conditions

- 8.2 It is the Parent/s responsibility to ensure all documentation is provided before the student starts nursery. Little Scholar Nursery will not take responsibility for incorrect documentation or missing documentation that may result in a student not being fully registered at the nursery.
- 8.3 Failure to submit all required documents may result in the student's start date being delayed. The nursery may also take other action as is deemed necessary as per the prevailing rules and regulations of Dubai.
- 8.4 Parent/s undertakes that all documentation submitted to Little Scholar Nursery is correct, genuine and complete.
- 8.5 Parent/s confirms that all information provided in the application and admissions documentation is true and accurate.
- 8.6 Registration of the student's enrolment with KHDA: It is mandated by the regulatory authorities KHDA, that on enrolment, the Emirates ID of the student be electronically swiped at the electronic machine available at the Nursery with the Nursery Manager, as the final step of the student's official registration.

9. Code of Conduct

- 9.1 Parent/s agree to maintain and uphold their responsibilities outlined within the Little Scholar Nursery Welcome, Clinic /Permissions Packs and Parent Charter.
- 9.2 The nursery reserves the right to vary or reverse any decision regarding the student admission made on the basis of inaccurate, untrue or incomplete information or where a child's specific needs prove to be such that the nursery resources and/or facilities are insufficient to meet these special requirements.

10. Contact Information

- 10.1 Parent/s agrees to inform the Nursery Manager/ Little Scholar Nursery Admissions Office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone.
- 10.2 Parent/s ensures that the Nursery Manager is provided with the names and details of two emergency contact adults who will take responsibility for the care of the child should an unexpected event or emergency occur and neither parent can be contacted.
- 10.3 Should a child not be collected at the end of the nursery hours, the parent will be contacted for collection. If the parent is unavailable, the emergency adults will be contacted to collect the child.

11. Promotions

Promotions will be considered if children are assessed as developmentally ready for being promoted to the next age grouping any time during the academic year.

I have read and fully understand the Terms and Conditions for Admission to Little Scholar Nursery and confirm acceptance of these Terms and Conditions contained herein.

Parent/Guardian Signature

Name.....

Date.....

Parent/Guardian Signature

Name.....

Date.....

Appendix 1 – Parent-Nursery Charter

1. Introduction

At Little Scholar Nursery we promote positive partnerships between the parents, teachers and Management in the knowledge that our children’s learning opportunities are greatly enhanced by a spirit of mutual trust, collaboration and respect between all parties.

2. School promise

- 2.1 Your child will be inspired and encouraged by highly qualified early year’s practitioners that will instil a lifelong love of learning.
- 2.2 Your child will be challenged by a world-class curriculum to achieve individual development milestones and academic success in a safe and welcoming international environment.
- 2.3 Your child will attend a nursery that actively promotes its core values.
- 2.4 Your child will be given differentiated opportunities to reach their Early Learning Goals.

3. Little Scholar guiding statements

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Vision

Be leader in early childhood education by providing world class nursery experience through adoption of industry best practices.

In line with the school promise, core values and vision we have expectations for each valued part of our community.

4. We expect each parent or guardian will:

- 4.1 Actively support the nursery, its ethos and core values.
- 4.2 Work in partnership with administrative and academic staff.
- 4.3 Inform the nursery promptly of any concerns and work together to resolve issues appropriately and politely.
- 4.4 Respond promptly to any concerns raised by a member of staff.
- 4.5 Understand and respect the need for confidentiality when dealing with sensitive issues
- 4.6 Show respect to academic staff in all forms of communication.
- 4.7 Understand that all children are likely to experience challenges sometimes.
- 4.8 Ensure regular and punctual attendance each day.
- 4.9 Ensure all children are collected punctually each day.
- 4.10 Make every effort to attend Parent/Teacher Conferences.

5. We expect each teacher will:

- 5.1 Act as a role model to our students, actively promoting the schools core values.
- 5.2 Differentiate all lessons to meet the needs of all students
- 5.3 Ensure each lesson provides opportunities for students to reach their Early Learning Goals.
- 5.4 Engage with parents and provide clear attainment reports.
- 5.5 Always present a professional image and act in a professional manner.
- 5.6 Effectively communicate with parents and provide opportunities for parental involvement in learning.
- 5.7 Deal with any questions or queries with integrity whilst respecting the need for confidentiality when dealing with sensitive issues.
- 5.8 Offer support where behaviour is at odds with the core values.
- 5.9 Be fully aware of the nursery's Health and Safety and Child Protection procedures
- 5.10 Be aware and follow all nursery policies.
- 5.11 Will understand that if staff is identified as not actively promoted our core values, it will be raised to higher management.

6. We expect Manager will:

- 6.1 Act as a role model to our students and teachers, actively promoting the nursery's core values.
- 6.2 Offer support to the best of their ability to meet the needs of all students, teachers and parents.
- 6.3 Always present a professional image and act in a professional manner.
- 6.4 Effectively communicate with parents and provide opportunities for parental involvement in learning.
- 6.5 Deal with any questions or queries with integrity whilst respecting the need for confidentiality when dealing with sensitive issues.
- 6.6 Be fully aware of the nursery's Health and Safety and Child Protection procedures.
- 6.7 Be aware and follow all nursery policies.
- 6.8 Keep parents involved in the learning by actively posting on the recommended social media platforms with Innoventures Education.
- 6.9 Create a nurturing, happy, safe learning environment for all students.
- 6.10 Will understand that if staff is identified as not actively promoted our core values, it will be raised to higher management.

7. Conclusion:

The Parent-Nursery Charter is created for the greater good of our community and should be used in conjunction with the nursery's Social Media Policy and Terms and Conditions. At Little Scholar Nursery, we promote respect, tolerance and encourage positive relationships in all our communication, and work towards developing such relationships with our parent community.

I have read and understood the expectations of a parent of Little Scholar Nursery and hereby agree with the points stated above. I will honour the Parent-Nursery Charter by following the expectations set out.