

TERMS AND CONDITIONS

At the **Yellow Submarine Nursery**, we strive to maintain a safe and family-like environment that nurtures children's needs and encourages each child to develop their natural aptitudes and talents. It is a "home away from home" where children are surrounded by loving, caring professionals who allow them to explore, experiment, learn and grow through our Guided Discovery™ program.

A weekly Newsletter is sent home every Thursday, informing parents of material covered and upcoming activities. It is a valuable means of communication between parents and teachers. Your child's Thursday folder also contains some of the work done that week.

Our day at the **Yellow Submarine Nursery** is from 7:30 a.m. to 1:30 p.m., Sunday to Thursday, from September to June. Classes start at 8:00 a.m. Parents who cannot, or do not wish to collect their child by 1.30 p.m. may discuss this with the administration so an alternative arrangement can be made. We also offer an "After-Care" service from 1:30 p.m. to 5 p.m., Sunday to Thursday. If you are interested, please contact the administration for more information including: extra fees, activities, classes offered, etc. For security reasons, if someone other than the parents/guardian or nanny needs to take your child home on a specific day, it is compulsory that you personally inform us ahead of time.

To ensure your child has a smooth day at school, please send along the following:

- A packed snack and lunch – including a sandwich, fruit, vegetable, yoghurt, milk/juice etc. and a water bottle. Please refrain from putting any **sweets, nuts, eggs, or fizzy drinks** in the lunchbox.
- A change of clothes to be left in class. Remember to label all items with your child's name and class/section.
- A large pack of disposable nappies for children in nappies. A note will be sent home when more is needed.

Please notify the administration should your address, telephone numbers, or any other important information change during the course of the year.

School fees:

Tuition fees are paid per term in 3 installments. All fees are payable on or before the 5th day of each new term, either by cash or cheque or bank notes. Parents are notified 2 weeks in advance before payment is due. If travel arrangements are made within 5 days of the beginning of term, payments must be paid prior to travel.

Cheques must be payable to "Yellow Submarine Nursery". Please note that a returned cheque will incur a service charge of 100 AED.

- **Annual** Placement Fee, in addition to term fees and is non refundable - AED 2'000
- Late payment fee AED 50 per day

***Please Note:** The placement fee is non-refundable and must be paid to secure your child's place each academic year. The placement fee is an additional payment to the term fees detailed in our fee structure.

Term One: Sep–Dec (4 months) **Term Two:** Jan–March (3 months)

Term Three: April-June (3 months)

In case a child does not attend within the first 7 days of term and the nursery is not informed, he/she will lose his/her place.

Withdrawal during term:

- Two weeks or less attendance will incur one-third of the term fees
- More than two weeks, but less than one month will incur two-thirds of the term fees
- One month attendance will incur full term fees

A 10% discount will be rewarded upon registering a sibling.

Finally, we would like to emphasize the importance of preschool education. It is the first milestone in every child's journey through school-life. Finding the suitable place to start on this endeavor, and laying the proper foundation, is a guarantee of your child's lasting love for learning.

To complete your child's registration at Yellow Submarine Nursery, please read and sign the documents included in the Registration Pack.

Please complete in **BLOCK CAPITALS:**

Child's Name: _____

Child's Class: _____

"I understand and agree to abide by the above Terms and Conditions in the enrolment of my child at the Yellow Submarine Nursery, for the academic year _____".

Parent's Signature: _____

Date: _____