



## TERMS AND CONDITIONS

### 1-Delivery and Collection of Children

Children should be delivered by parents/guardians into the care of a Nursery staff member and entered into the attendance register. Children will not be released into the care of anyone other than those names on the registration form unless authorized by the parents personally, by telephone or in writing. In addition, a personal visit of introduction by the parents, of anyone who will be collecting the child on occasions is encouraged so we are able to confirm their identity.

### 2-Emergency Medical Treatment

Any child who attends Nursery and has an accident whilst in our care will be given basic first aid treatment by our qualified nurse. This will include the treatment of minor cuts, bumps or bruises. All parents will be informed and required to sign the accident report. In the case of more serious accident a child will be taken immediately to a doctor or the nearest hospital and parents will be informed. Any emergency treatment or medical advice will be permitted unless a parent states in writing otherwise. The Nursery does not accept any responsibility for treatment given against parent's wishes if we have not been informed otherwise. Moreover the Nursery is covered by public liability Insurance.

### 3-Meals (food and nutrition)

#### LE PETIT POU CET NURSERY & KINDERGARTEN

provides a daily complementary healthy snack for all children. Lunch can either be packed from home, or signed up by parents to be provided by our catering company.

A meal of salad, hot meal and fruit salad will be provided by our catering company for an additional cost (please refer to Timing & Fees Form).

An extra after-noon snack to be provided by parent for children staying after 3:00pm

Junk food and nuts are not allowed at the Nursery.

### 4-Milk Feeds, Nappies and change of clothes

Formula bottle feeds should be supplied, prepared and labeled by parents and brought to the Nursery each day where they will be stored at the correct temperature until required. Bottles will be rinsed and sent home end of every day for sterilization. Parents are asked to provide supplies of their preferred nappies, diaper rash cream wet wipes in addition to 2 changes of clothes (5 changes of clothes if the child is potty training) when required. These have to be labeled with each child's name.

### 5-Sickness

The Nursery reserves the right to refuse or to accept children until the Nursery is satisfied they are not infectious. This is to protect other children from cross infection. If your child is suffering from a doubtful rash, sore throat, discharge from the eyes or nose or diarrhea please keep the child at home until the doctor has certified that the symptoms have disappeared. No child will be allowed to enter Nursery after sickness unless by getting a medical report.

If your child is prescribed antibiotics, please keep them at home until 24 hours dosage has been administered in

case of adverse reaction to the medication. Antibiotics and medicines will only be administered by Nursery staff after the child has been taking them for more than 24 hours at home, and only then with written authorization from the parents.

The Nursery will notify parents should their child become sick at the Nursery. Senior staff reserves the right to remove the child to hospital in an emergency.

## 6-Fees&Payment

- Tuition fees- please refer to information on fees given on the Form "Timing and Fees "which is also available on the website ([www.lepetitpoucet.ae](http://www.lepetitpoucet.ae)) for the relevant academic year.

- Registration Fee- AED 500/- (one off payment and fully non-refundable).

- Medical and Insurance Fee -AED 750/- (an annual fee and fully non-refundable).

- Registration, Medical and Term fees must be paid in full before the agreed joining date. Late payment of fees may incur a Late Payment Fee.

### Additional Costs

- Parents are also responsible for any additional cost of children attending Le Petit Poucet which include but not limited to educational materials fee; uniform; transportation and field trips organized from time to time.

- Late pick up fee of 30 AED/hour shall apply where a child is picked up after 15 minutes of regular timing.

### Payments

Term 1 fee due by 1st September.

Term 2 fees due by 15th December.

Term 3 fees due by 15th March.

An invoice will be issued sent and emailed to parents a head.

The academic year is divided into 3 Semesters. Semester 1 runs from September to December; Semester 2 runs from January to March and Semester 3 runs from April to June. The Nursery calendar at [www.lepetitpoucet.ae](http://www.lepetitpoucet.ae) will contain Semester start and finish dates.

- The Parent/s agrees to provide payment for the Academic Year, either in full (10% discount on fee if full year fee is paid in advance) or by way of 3 cheques (preferable postdated cheques). These cheques being dated as per the above mentioned dates. Please make all cheques payable to "Le Petit Poucet Nursery".

- An Advance re-enrollment fee of AED 2,000/- confirms your child's place at the Nursery. This fee must be paid by the specified deadline for active students who wish to continue at the Nursery for the immediate next academic year. This fee does not include the Registration and Medical Fees and is adjusted against the Term Fee. Failure to make payment by this deadline will result in the child having to reapply as a new student and subject to availability.

-Re-enrollment fee is refundable only if the Nursery receives written notice that the child is leaving one month prior to the Term Start Date. Otherwise this fee is fully non-refundable.

- Sibling discount of 10% of tuition fee for the second child.

- If a child joins the Nursery during a term and his/her place has been held from the beginning of the Term, the full Term Fee/s must be paid.

- If a child joins the Nursery after the commencement of the Term where the place has not been specifically held, the Nursery shall decide the applicable adjusted Term Fee.

- No discounts, refunds, reductions or transfers in the Term Fees will be given, for any reason whatsoever, after the Term Start Date including if your child is absent, leaves the Nursery during a Term or a child's registration is cancelled.

-The Nursery only accepts cash or cheques. Should a cheque be dishonored for any reason whatsoever, an administration fee of AED 200 shall be charged for each returned cheque.

- The Nursery reserves the right to cancel a child's registration should applicable fees not be paid in a timely fashion and/or the Nursery decide, for any reason whatsoever, the child is not suited to the Nursery environment or the parents are not accepting the Nursery rules and regulations as per

UAE Federal Law regarding Nurseries (administered by the Ministry of Social Affairs).

## 7- Documentation

Parent/s shall undertake to provide all documentation required by Le Petit Poucet to complete child registration. This includes, but may not be limited to:

- 2 Copies of Child's current and valid passport.
- 2 Copies of Child's current and valid UAE residency visa.
- 2 Copies of Father's current and valid passport.
- 2 Copies of Father's current and valid UAE residency visa.
- 2 Copies of Mother's current and valid passport.
- 2 Copies of Mother's current and valid UAE residency visa.
- 1 Copy of Caregiver's (Nanny /Driver) current and valid passport.
- 1 Copy of Caregiver's (Nanny /Driver) current and valid UAE residency visa.
- Passport photographs of the Child x4
- Passport photographs of the Father x2
- Passport photographs of the Mother x2
- Passport photographs of the Nanny/Driver X2
- 1 Copy of Child's immunization records

All applicable forms and supporting documents must be provided prior to child's start date.

## 8- Contact Information

Parent/s agrees to inform LE Petit Poucet management of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone.

## 9- Other terms & conditions

- Availability of spaces at the Nursery depends upon staff/child ratios, the age of the child and the registration requirements.

- In respect of completed applications preference is given on a first come first serve basis.

- Priority will be given to children who are booking full time places and those who already have siblings at the Nursery.

- Babies (18 months and below) need to be booked in for a minimum of 3 day sessions per week.

Children above 18 months of age need to be booked in for 5 day sessions per week. This is for the benefit of the children as it helps them to settle well at the Nursery.

- Children must attend the Nursery only on their registered days.

- One month's prior notice must be given if your place/s at the Nursery is/are no longer required.

- Children should not bring any items of value into the Nursery.

- The Nursery is covered by Public Liability Insurance.

- Parents shall abide by all rules, regulations and policies of the Nursery

## 10- Declarations

My child's photograph being used in any brochures, advertising or publications for the Nursery.

**Yes I agree:**-----

**No I don't agree:**-----

**11 Indemnity/Consent**

I/We hereby agree that LE PETIT POU CET NURSERY & KINDERGARTEN, any member of its staff, supervisors, teachers, assistants, directors, shareholders, helpers or owners of the Nursery have no responsibility of whatsoever nature in respect of bodily injury to our child under any one these circumstances:

Prior to actual delivery of our child into the custody of the said teachers or officials inside the LE PETIT POU CET NURSERY & KINDERGARTEN grounds, or after our child has been collected from the LE PETIT POU CET NURSERY & KINDERGARTEN grounds by us or a person authorized by us to do so on a normal Nursery day; or

Whilst on Le Petit Poucet Nursery & Kindergarten grounds before or after the official LE PETIT POU CET NURSERY & KINDERGARTEN timings; or

At any other time, unless our child is in the direct custody or control of one of the said teachers, or on a recognized Le Petit Poucet Nursery & Kindergarten outing of Le Petit Poucet Nursery & Kindergarten function arranged by Le Petit Poucet Nursery & Kindergarten; or

Unless the injury is caused by or resulting from:

The neglectful act or omission of any employee, teacher or other person or persons authorized to act for or on behalf of Le Petit Poucet Nursery & Kindergarten.

Any defect on the premises of Le Petit Poucet Nursery & Kindergarten.

**In addition, I/ We agree:**

To indemnify and keep indemnified and its staff, supervisors, teachers, assistants or directors / shareholders, or volunteers or helpers or owners, absolutely harmless fully and effectively indemnified against all actions, claims, liabilities, damages, expenses, costs, charges, fees (including medical, judicial, and attorney's fees) whatsoever, which are in respect of any amounts which LE PETIT POU CET NURSERY & KINDERGARTEN

may pay, in respect of medical or other expenses arising from accidental bodily injury to our child other than as set out in 11.

To indemnify and keep indemnified Le Petit Poucet Nursery & Kindergarten in respect of any loss or damage to property belonging to or in the custody or control of LE PETIT POU CET NURSERY & KINDERGARTEN caused by our child.

I/We lawful parent or guardian of the child hereby accept and agree that in case of an accident or injury occurring to or virus/diseases being contracted by the child, the Director, Nursery Manager, Assistant Manager, Nurse, or any persons in charge in LE PETIT POU CET NURSERY & KINDERGARTEN, shall have full authority to take the necessary decisions to ensure appropriate emergency medical treatment of my child by the nursery at a government hospital/clinic, if I cannot be reached at the emergency numbers.

- The Nursery shall not be responsible or liable, in any manner whatsoever, in respect of transportation facilitated and outsourced by the Nursery.

- The Nursery shall not be responsible or liable, in any manner whatsoever, in respect of meals facilitated and outsourced by the Nursery.

- All information and documentation provided to the Nursery is true, accurate and complete.

**\* This document is subject to review at start of each academic year. Parents will be informed of such changes.**

I have carefully read and fully understand the contents of this document and agree to abide by the same.

Parent/Guardian Name .....

Signed .....

Date .....