



## **FEE POLICY**

### Terms & Conditions

The Terms and Conditions set out below reflect the customs and practices of Alphabet Street Nursery (ASN). The Terms are designed to encourage stability and preserve consistency in our nursery. We request all parents to read the below mentioned terms and conditions carefully before signing.

#### **Fees**

For our current Academic Year Fees, please refer to the Fee Structure available at our website

[www.alphabetstreetnursery.com](http://www.alphabetstreetnursery.com)

- AED 1000 registration fee - One-time payment (Non-refundable)
- AED 950 medical fee – One-time payment (Non-refundable)
- AED 550 starter kit - One-time payment (Non-refundable)

Enrollment is subjected to ASN Terms & Conditions and availability.

Fees are effective from 1<sup>st</sup> September 2023 until 30<sup>th</sup> June 2024 and will be reviewed annually.

#### **Payments**

- Fees can be paid in full in the beginning of the Academic Year.
- Fees can be paid by the Term
  - Term 1 – 1<sup>st</sup> of September
  - Term 2 – 1<sup>st</sup> of January
  - Term 3 – 1<sup>st</sup> of April
- Fees can be paid by the Month
  - Monthly fee payment is paid 1<sup>st</sup> of every month by providing 10 post-dated cheques dated 1<sup>st</sup> of each month. In case of admission during the month the fee will be calculated on pro-rata basis and will be regularized from the following month.

ASN accepts fee payments via Cash, Debit card, Credit card, Cheques, and Bank Transfer.

#### **ASN Bank Account Details**

Beneficiary Name: Alphabet Street Nursery

Bank Name: Abu Dhabi Commercial Bank

Branch: Al Manara Branch

AED A/C No: 11928748920001

AED IBAN: AE920030011928748920001

Swift Code: ADCBAEAXXX



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#### **Late Pickup fee**

To ensure the quality of our care and safety of our children we request the parents to pick up their child according to the registered timings. We respect that from time-to-time unforeseen delays may occur, however, we request that parents are prompt in receiving their children from the nursery.

Late pickup fee will be applicable as below:

- If parent is late up to 15mins once a month – NO CHARGE
- If parent is late up to 15 mins, more than once a month – AED 50 will be charged
- If parent is late over 15 mins, the full additional hour will be charged at AED 100

Invoices for late pickups will be issued at the end of every month.

#### **Refund of fees**

There will be no refund of fees in the following circumstances:

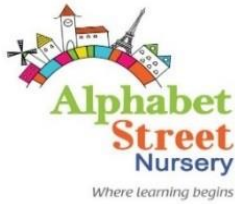
- Ministry Approved Public Holidays.
- Family Holiday during operational months.
- A child's short-term illness.
- Closure of Service for staff training days ( 5<sup>th</sup> week of August 2024).
- Closure of the service due to extreme and unavoidable circumstances.
- Closure of nursery for term breaks (winter and spring breaks).
- 14 days mandatory isolation or closure of nursery by the Government or MOE.
- Where a family chooses not to send their child to the programme for the maximum number of hours for which they are enrolled.
- If a child withdraws at any time, or does not join ASN after registering, the Registration fee, Medical Fee, and Starter Kit fee are Non-refundable

#### **Withdrawal during the Academic Year**

One month's written notice must be given if you no longer require your child to attend the nursery.

If the child attends the nursery for two weeks or less in an academic year, one 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 the 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.



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If the child attends for more than a month, three months’ notice fees are payable from the 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 10-month academic year from September to the following June.

In the unlikely event that ASN ask your child’s admission is cancelled by the nursery, then refund will be given for any forward payment that has been made.

**Non Payment of Fees**

Invoices will be issued by the nursery during the beginning of every Month/Term/Year. Parents will receive a reminder from ASN if the fees has not been paid, to alert them of any oversight, and to clear the outstanding invoices.

- The 1<sup>st</sup> Reminder shall be sent 7 days after the Invoice date.
- The 2<sup>nd</sup> Reminder shall be sent 15 days after the Invoice date.
- The 3<sup>rd</sup> Reminder shall be sent 21 days after the Invoice date.

If the Fee Invoice remains unpaid after 30 days of the Invoice Date, ASN reserves the right to cancel the admission.

ASN remains committed to support parents affected by the current COVID 19 situation and are always open to discussion, to show flexibility in genuine cases undergoing Financial difficulties in these challenging times.

**We thank you for your support to help us maintain, and continually improve, our quality and standards. Your contribution to the knowledge and care imparted to the children who we educate in our nursery, is highly appreciated.**

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**Parent Acceptance:**

**I have read and understood the Terms and Conditions for Admission to Alphabet Street Nursery and confirm acceptance of the Terms and Conditions contained herein.**

**Parent/ Guardian Signature**

**Name:** .....

**Date:** .....

**Child’s Name:** .....