

# fees information

## Registration Fees:

- ▶ Registration fees are paid when the registration form is submitted
- ▶ Registration fees are non-refundable
- ▶ Your child's registration will only be completed after the registration fee and the first term's fees have been settled

## Medical Fees:

- ▶ Medical fees are due at the beginning of the school year or when a new child is registered
- ▶ Discount on medical fees will only be given in the last term. Refer to the Director for approval
- ▶ Medical fees are non-refundable

## Retainer Fees:

- ▶ The Retainer fee is a deposit that keeps the child's place from term to term for that year as long as the Term Fees are paid up to date
- ▶ The Retainer fee is deducted from the Summer Term's fees of the child's school year at the nursery
- ▶ One term's written notice is required for the retainer to be refunded if the child is leaving the nursery
- ▶ The Retainer will be refunded if the child is asked to be withdrawn from the nursery
- ▶ The Retainer will not hold a seat if a child has missed a term or missed days without any notice

## Term Fees:

- ▶ Term fees are to be settled before the end of the previous term
- ▶ An invoice will be issued, detailing the payments due, approximately three weeks before the previous term ends
  - Term 1 fees due by 15 June
  - Term 2 fees due by 15 December
  - Term 3 fees due by 15 March
- ▶ Payments not received by the end of the first week of the new term will result in a reminder being sent to the concerned parent
- ▶ Late payment, that is fees not settled before the end of the second week of term, will incur, at managerial discretion, a sub charge of 10%
- ▶ Reminders will be sent out every week until the fourth week of term. If fees are not paid by the end of week four, the parents will be asked to remove the child from the nursery and the retainer will not be refunded
- ▶ A returned cheque will incur a service charge of AED 100
- ▶ The remainder of the term fees will be refunded if the child is asked to be withdrawn from the nursery
- ▶ When a nursery place has been accepted prior to the starting date and the child's starting date gets delayed or deferred for whatever reason, the nursery will still require full fees to be paid from the starting date originally agreed upon
- ▶ Any other issues regarding the term fees can be discussed with the Director

## Late Pick up:

- ▶ Parents will be charged an additional amount if a child stays longer than the set time
- ▶ If parents are consistently late there will be a charge for every 15 minutes a child has been picked up late
- ▶ Invoices will be issued at the end of each month

## Refunding of fees:

- ▶ Notice of a child's withdrawal and application for fees to be refunded, must be made in writing to the Director
- ▶ In order to refund the Retainer, a full term's written notification is required



[www.stepbystepnursery.ae](http://www.stepbystepnursery.ae)

# infection control policy

In order to reduce the spread of illnesses in the nursery, the following regulations apply:

1. Please **DO NOT** send your child to nursery if they have:

- ▶ a fever
- ▶ a skin rash
- ▶ vomiting (not to return to nursery for 24 hours after the last vomiting episode)
- ▶ diarrhea (not to return for 24 hours after the last episode of diarrhea)
- ▶ a heavy nasal discharge
- ▶ a sore throat
- ▶ a persistent cough
- ▶ red, watery and painful eyes

2. If they have an infected sore or wound, it must be covered by a well sealed dressing or plaster.

3. If your child is assessed by the School Nurse and thought to be a possible source of infection to other children and staff, you will be contacted to take them out of the nursery immediately.

Please inform the School Nurse if your child has been, or is being treated for a medical condition.

# fees information and infection control policy

## Return slip

I \_\_\_\_\_ parent of \_\_\_\_\_  
in the \_\_\_\_\_ class, do hereby take note of the Fees Information and  
Infection Control Policy of Step by Step Nursery.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

