



# Fees Information Policy 1

Please read through the fees policy to have a clear understanding of our payment terms. If you have any further queries, these should be addressed to the Nursery Manager, or Director.

## Registration Fees:

- Registration fees are paid when the registration form and all supporting documents are submitted. (A 2-month grace period is given for visa copies)
- Registration fees are non refundable
- Your child's registration will only be completed after the registration fees, medical fees and first term's fees have been settled.

## Deposit Fees:

- The deposit fee keeps the child's place from term to term for that year as long as the term fees are paid up to date.
- The deposit fee is deducted from the third (3rd) terms fees of your child's current year at the nursery.
- One terms written notice is required for the deposit to be refunded if your child is leaving the nursery before the end of the school year.
- The deposit will be refunded if your child is asked to be removed from the nursery.
- The deposit will not hold a seat if a child missed a term.

## Medical Fees:

- Medical fees are due at the beginning of the school year or when a new child is registered.
- Medical fees are non refundable.

## Late Pick up Fee:

- Parents will be charged an additional amount if a child stays longer than your registered time.
- If parents are constantly late, there will be a penalty charge added to the additional late pick up fee.
- Invoices for late pick-ups will be issued at the end of the month.

## Early drop off Fee:

- Parents will be charged an additional amount if you require your child to enter the nursery before set opening hours. We offer a 7:30am start and your child will be in the care of nursery assistants until the Teacher arrives.
- Invoices for early drop off facility will be issued at the end of the month.