

**Terms & Conditions**

**Registration**

An amount of QR 800 non-refundable fee is required upon booking a place. This is payable at the time of registration. We will also require a one month fee for all children as security deposit (cheque or cash) which will be adjusted with the last month's fee. Full fees will be charged for the month/term regardless of the joining date.

**Nursery Fees**

**All Nursery fees are non-refundable.** Monthly fees should be paid before the 5<sup>th</sup> of each month and term fees should be paid 1 month prior to the beginning of each term. On the term fees you get a 5% discount, if the whole amount is paid in cash. If the amount is paid in 2 or 3 instalments with postdated cheques then no discount applies (**please note, no cheques will be returned even if the child does not attend at all**). **Any late payments may lead to cancelation of the registration.**

**No refunds or discounts apply for nursery holidays or in the event of the child's absence due to illness, nursery holiday, vacation (at any point of the year) or for any other reason.** This is because the Nursery reserves a place for the child with appropriate staffing in advance. Daycare children who are going to be absent for the whole month will be charged only the minimum tuition fee.

Daffodils Nursery, Doha reserves the right to increase the said fees at any time upon giving one calendar month's written notice to the parents/guardian of the proposed increase. **Failure to meet payments will result in the termination of the Nursery seat.**

**Termination / Cancellation**

Daffodils Nursery, Doha requires one month's notice in writing if you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period. **If a parent withdraws their child during this notice period the fees shall still remain payable. In case of discontinuity in between the term, Daffodils Nursery will not refund any fees paid through cash or cheque.**

**Daffodils Nursery, Doha reserves the right to terminate a Nursery place with immediate effect if any fees are not paid by the due date, or in the event of inappropriate behaviour.** In all other circumstances the nursery will give you one month's written notice should we wish to terminate a Nursery place for any reason.

**Nursery Holidays**

Daffodils Nursery, Doha will be closed on all Qatar official holidays as announced by the Government. Short term breaks are scheduled occasionally and all the dates are available in advance on the nursery website calendar.

**Behaviour Management**

Parents may be required to immediately withdraw their child from Daffodils Nursery, Doha in the event that the Nursery Director considers the child to be disruptive or displaying inappropriate behaviours which affect the development and safety of other children in the nursery.

**Daffodils Nursery, Doha encourages positive communication among all parties. We strongly discourage staff being spoken to in an abusive or threatening manner by parents, guardians or children.** Such behaviour may result in the immediate termination of a Nursery seat.

**Personal Belongings**

Although every reasonable effort will be made by the Nursery staff to ensure the children's belongings are not lost or damaged, Daffodils Nursery, Doha cannot be held responsible for any loss or damage to children's property. Practical 'inexpensive' clothing is strongly recommended for children attending the Nursery. Jewellery is not permitted and will be removed from the child and kept in the bag if worn.

**Accidents and Illness**

Daffodils Nursery, Doha reserves the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents. For accidents of a more serious nature involving hospital treatment, all attempts will be made by the Nursery staff to contact the parents, but failing this we are hereby authorized to act on behalf of parents to initiate necessary treatment.

**If your child becomes ill whilst in our care the staff will contact the parent/guardian or the emergency contact indicated on the registration form and the child shall be sent home.** The child should only return to the nursery when fully recovered. If you require the nurse to administer medication to your child then we will need a copy of the prescription (if available) and a written letter signed by the parent / guardian stating the medicine name, quantity, frequency and duration.

**If your child is suffering from a contagious sickness he /she should not attend the nursery until the doctor will issue a 'Fit to attend the nursery' certificate.** Daffodils Nursery, Doha understands the position of working parents but reserves the right to contact parents if their child becomes ill during Nursery hours and request them to collect the child from the nursery.

**Allergy / Health Information**

Parents are requested to inform the Nursery of any allergies that the child may have and / or any activities or other factors that may cause the child to have a reaction. Parents must provide details in writing of the severity of the reaction / allergy and must continue to inform the Nursery of any updates.

**Security**

Under no circumstances will the child be allowed to leave the Nursery with anyone apart from the parents or an adult who has been previously authorized by the parents. Authorization letters should be submitted upon admission. If the parents have made alternative arrangements for an unauthorized adult to pick up their child for the day they should inform the Nursery via telephone. The Nursery will request the full name, Qatar ID or passport number and telephone number of the person permitted to collect the child. Proof of identity will be required upon arrival at the Nursery.

**Use of Photography within Daffodils Nursery**

Photos are regularly taken of the children during their activities. These photos are used for either:

WhatsApp class groups – photos are sent via these groups to share with the parents.

Advertising (Facebook, Website, Flyers etc) - from time to time we may use some images to upload for advertising.

I hereby authorize Daffodils Nursery to use photos of my child for:

- WhatsApp parent group/ (only class parents and staff have access)
- Social Media (Facebook, Website, Flyers etc)

**Agreement**

These Terms and Conditions represent the entire agreement and understanding between the parents and the Daffodils Nursery, Doha. The nursery reserves the right to update / amend these Terms and Conditions at anytime. One month's notice will be given for any changes made.

**I hereby accept that I have read, understood and received a copy of the above Terms and Conditions (please sign below):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_