

Terms and Conditions

Introduction

Daffodils Nursery, Doha management and staff would like to welcome you on board and wish you and your child a journey full of wonderful memories and accomplishments. We kindly request you to take a moment and read through this policy and procedure manual to ensure the best for you and your child's experience at Daffodils Nursery, Doha.

Nursery Seat Bookings

Daffodils Nursery, Doha must receive a signed and fully completed application form before a place can be considered.

Registration

An amount of 1000 QR 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 as security deposit (cheque or cash) which will be adjusted with the last month's fee.

Contract

Upon your child's registration you are entering into a contract and a commitment between Daffodils Nursery, Doha and you the parent. You are obligated to abide by this contract from the date you registered your child until you withdraw your child.

Once the contract is signed Daffodils Nursery, Doha is committed to taking care of your child and the parent is committed to paying for the service. We therefore have a binding contract. If your child does not attend Daffodils Nursery, Doha for any length of time and the fees have not been paid, then Daffodils Nursery, Doha has the right to withdraw your child.

Nursery Fees

Nursery fees are payable in advance by cash or cheque before the 5th of each month. **Further:** Any late payments received after the 5th of the month will incur late payment fees of 10% on the monthly fee.

No partial fee will be accepted after the initial admission to the nursery.

Fees are calculated on a yearly academic basis. Any absences due to holidays, sickness or leave will be charged at the full monthly rate. You are liable to pay the full fees even if your child is absent from the nursery for any reason. If you fail to pay the fees for the month it will be considered as discontinuity.

There is a 10% discount off sibling's fees and/ or pre-arranged companies.

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 the dates are available in advance from the Nursery calendar.

Transition/Settling Down Period

During the transition period whilst your child is settling into the Nursery routine we may ask you to keep the hours shorter for the benefit of your child. It is important that your child settles comfortably and confidently without feeling any pressure. The settling down period is extremely important and we will do everything we can to ensure that this process runs smoothly.

Behaviour Management

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

While Daffodils Nursery, Doha and its staff are always open to communicating and receiving feedback; Daffodils Nursery, Doha strongly discourages Nursery 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 place.

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.

Termination / Cancellation

Daffodils Nursery, Doha requires one month's notice, in writing, should you wish to terminate a Nursery place for any reason. Parents still remain liable for fees throughout the notice period.

As discussed above, 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 if a parent, guardian or child displays abusive, threatening or otherwise 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.

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, Daffodils Nursery, Doha are hereby authorised to act on behalf of parents to initiate necessary treatment.

Daffodils Nursery, Doha follows a strict sickness policy. We provide a full time qualified nurse that checks the children regularly. Children are routinely checked upon arrival and in case of any health concerns the parents will be informed.

The nurse can administer medication, provided that it is in the original container, labelled with the Child's name and a signed authorisation paper by the parents.

If a child becomes sick at the nursery, the parents will be contacted immediately. The child should be picked up from the nursery within 30 minutes of the initial telephone call.

In line with our aim to provide a healthy and safe environment for the children and the staff, Daffodils Nursery, Doha will not accept sick children.

The qualified nurse at Daffodils Nursery, Doha will ensure the highest medical standards are met, thus the nurses policies must be adhered to. The nurse at Daffodils Nursery, Doha will make the final decision concerning any child's welfare.

If a child is discovered to have lice he/ she will need to be picked up as soon as possible to avoid any unwanted spreading. The child will need to be treated for the head lice and nits until clear of the condition. Upon their return the nurse on duty at the nursery will check to confirm this and only then the child will be allowed to resume to their class.

Parents are required to inform us of any update in each child's immunization record incase an outbreak should occur.

Please see below a guideline of recommended time that your child should be absent from the nursery varying on their sickness:

Types of sickness	Recommended days absent
Cough and cold	24 hours – consult doctor if it is worsening
Raised temperature (over 37.5 degrees)	24 hours
Contagious rash/ flu/ measles	3-5 days (with clearance note from doctor)
Vomiting and diarrhea	48 hours until symptoms have gone
Chicken pox	7-10 days (with clearance note from doctor)
Hand, foot and mouth disease	7- 10 days (with clearance note from doctor)

Allergy Information

Parents are requested to inform the Nursery of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/ allergy. Parents must provide details, in writing, of the severity of the reaction/ allergy and must continue to inform the Nursery of any changes/progress to the condition, in writing, when they become aware. Parents are requested to update the Nursery for any changes in the records of the child.

Health & Nutrition

The Nursery encourages and promotes a healthy balance of food including fruit, vegetables, healthy carbohydrates, protein and dairy. Therefore, the following items are not permitted and will be returned home: Nuts, chocolate, chocolate cake, chewing gum, lolly pops, sugary food, flavoured milk and heavily fried foods.

Safety

Safety of the children is our number one priority therefore we have implemented the following safety measures:

- We have a full time security guard who is on the gate at all times.
- We have dedicated staff to maintain hygiene of our classes and equipment.
- We have a camera system that covers all areas of the nursery.
- We run regular fire drills to ensure our staff and children act in the safest and quickest manner.

Under no circumstances will the child be allowed to leave Nursery with anyone unknown to Nursery staff unless the parent has previously arranged for this and informed in advance. If the parent has made alternative arrangements by telephone, the Nursery will require the name, ID and contact number of the person permitted to collect the child and proof of identity will be required upon arrival at the Nursery. A list of responsible adults who are authorised to collect the child should be given to the Nursery Office.

Use of Photography within Daffodils Nursery, Doha

Photos are regularly taken of the children during their activities. These photos are used for either: Class Dojo 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. **If you do NOT consent to this please inform us in writing.**

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 any time. 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: _____ Date: _____ Sign: _____