

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.

Registration & Fees

An amount of 1000 QR non-refundable fee is required upon booking a place. Nursery fees are payable in advance via bank transfer before the 2nd of each month. Further: Any late payments received after the 2nd of the month will incur late payment fees of 10% on the monthly fee. We will also require a one-month fee as security deposit (cheque) which will be adjusted with the last month's fee. All fees are payable via bank transfer. There will also be a nominal fee for nursery books provided by the Nursery.

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 or even if your child attends the nursery for 1 day. If you fail to pay the fees for the month it will be considered as discontinuity.

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

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

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.

Termination / Cancellation

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

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.

Refunds/Force Majeure

If due to unexpected or unforeseen circumstances/ force majeure the Nursery is instructed to close at any time by the Ministry of Administrative Development, Labour and Social Affairs the Nursery will not be held liable for any refund of fees. If the Nursery was to close at any point then we are fully set up to continue your child's learning 'online'.

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.

Covid-19

On arrival at the security gate, parents will NOT be permitted inside but must show GREEN on the Ehteraz App and must be wearing a face mask.

The child will visit the Nurse in the Wellness Room and the parent will wait outside briefly whilst the Nurse checks the child's wellness. Only after approval from the Nurse the parent may leave.

Please note medication will not be accepted in the Nursery. If your child is taking medication then please stay at home. If your child is sick, she/he will not be accepted into the Nursery.

Parents are forbidden to send their child in the event that they or their child has come into contact with anyone who has tested positive for Coronavirus. Also, the parent to inform the nursery in such case.

Children with any COVID 19 symptoms will be required to stay home and not attend the Nursery for 14 days from symptom onset and will only be permitted to return to the Nursery with a 'Fit Certificate'.

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.

Accidents and Illness

Daffodils Nursery, Doha reserves the right to administer basic first aid and treatment when necessary.

Parents are required to inform us of any update in the child's immunization record.

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.

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. After a period of sickness absence, the child will be permitted to return to the Nursery with a 'Fit Certificate' issued by a Government Medical Facility.

The qualified nurse at Daffodils Nursery, Doha will ensure the highest medical standards are met, thus the nurse's 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.

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 food which includes fruits, 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 a dedicated hygiene officer to supervise and maintain the hygiene of our nursery on a daily basis.
- 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.

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.

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: _____