



Fee information policy

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

Registration fees:

- The registration fee guarantees your child a place in the nursery
- It should be paid when the registration form and all supporting documents are submitted to the nursery. Registration fees are non – refundable.

Medical fee:

- The medical fee is due at the start of the academic year or when the child is registered in the nursery. Medical fees are non-refundable.

Term fees:

- Term fees are to be paid by the end of the first week of term as per the published calendar for Learning Ladder Nursery
- Payment can be made through Direct Debit, Cash, Cheques or Credit Card. Cheques should be made payable to “**LEARNING LADDER NURSERY PARK DMCC**”. Credit card payments with an extra 1.5% of the total amount.
- Bank transfers can be made to IBAN AE660860000009281349210, WIO Bank P.J.S.C
- Payments not received by the end of the first week of the new term will result in a reminder invoice being sent out. If the fees are still not settled after reminders the Manager will contact you to discuss the payments.
- In the case of any cheques returned by the bank 200aed will be charged

Important notes regarding fees:

- Pro –rata rates are NOT available. Full term fees must be paid in order to hold a place in the class during any absences eg: If a child returns to the nursery a week after the beginning of term due to illness or vacation, full fees are still payable. We encourage parents NOT to take holidays during the term time
- Transfer certificate will be withheld until all fees are cleared
- In line with UAE law and practice, public holidays and the shortened working day during Ramadan will be observed. Full fees apply for all these periods without adjustment or reduction.
- In the event of a government-enforced closure, programme fees remain payable for any period during which the service is available and provided, including when the service is provided through distance learning or any other alternative method deemed appropriate and approved by KHDA.
- Where the nursery closes for documented health, safety, or safeguarding reasons, including the management of an infectious disease outbreak, for 5 or fewer consecutive days, no compensation is due. For closures beyond 5 consecutive days, parents will be offered a fee credit or additional sessions.



- Camp attendance during term breaks and summer holidays is charged separately

Re-registration Fee:

- We require a deposit of 1000aed payable by the end of every term, to guarantee your child's place in the nursery for the next term or year
- The deposit is refundable against the next term fee payment.

Refunds:

Notice of a child's withdrawal must be made in writing to the Manager. A child's absence from the nursery does not constitute withdrawal and does not trigger a refund. Being listed on the enrolment register counts as active enrolment regardless of attendance. Parents must submit a formal written withdrawal request at the earliest opportunity to avoid additional fee liability.

Tuition fee refunds are based on the withdrawal date given by the parent in the official withdrawal request to the Manager. The same date will appear on the Withdrawal Certificate. This date cannot be backdated. A Withdrawal Certificate or Transfer Certificate is required for enrolment at any other KHDA-licensed nursery or school in Dubai.

Duration enrolled in the term

Fee deducted

Before term starts	Full tuition fee refund (registration fee is non-refundable/non-transferable)
2 weeks or less	1 month's fees deducted
More than 2 weeks up to 1 month	2 months' fees deducted
More than 1 month	Full term's fees deducted

Early Drop off Fee:

- Parents will be charged an additional amount if you require your child to enter nursery before set opening hours. We can offer a 7.45am start and 6pm pickup and your child will be in the care of the learning assistants.

Late Fees:

- A late collection fee of 50 AED/ hour will apply if the child is picked up later than 10 minutes after their registered timing

I acknowledge that I have read and understood the terms and conditions above:

Name: _____

Signature: _____ Date: _____