



CR No. 52893 Doha-Qatar

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Terms and Conditions

It is important that you read and accept our terms, policies and conditions prior to the admission of your child into our institution. Please go through the following details carefully.

1. Registration Fee:

- *You are required to pay the one-time registration fee of QAR 750. Please note that this fee is non-refundable.*

2. Payment Policy:

- *All payment(s) are to be made in advance.*
- *The fee payment due date shall be the date of admission of your ward (unless stated otherwise. Your ward will not be accepted into the nursery the following day, if your payment has not been received. However, you may extend due dates upon special requests made well in advance for up to a maximum of 3 days.*
- *We accept payment by cash only. Receipts are to be requested, if required, prior to the payment.*

3. Daily Scheme Policy:

- *The daily charge whatever the amount may be, is irrespective of number of hours, up to a maximum of 8 hours.*

4. Monthly Scheme Policy:

- *Our monthly charges depend on the age of your child, required timings, number of days per week etc.*
- *This fee shall not be discounted based on your child's attendance.*

5. Discontinue Policy:

- *When you discontinue, you could either choose to pay the full fee of the month or pay for the number of days your child attended our facility, on our daily scheme basis. In the second case, the number of days your child attended in the month will be charged at QAR 40 per day (unless stated otherwise) and the rest will be refunded to you.*
- *Partial refunds also exist for special cases of attendance, if so requested. Please note that it is not guaranteed.*
- *Please note that the monthly fee for Nursery Students remains non-refundable under any circumstances.*

6. Late Pick-up Policy:

- *Parents are expected to pick up their ward at the scheduled time. Please do so kindly as it helps our staff to be efficient. Multiple cases of late pick-ups without pre made requests are eligible to receive fine penalties.*

7. Send Off Policy:

- *We will not send off your ward with any person, claiming to be having any relation with the child, unless you inform us well in advance and send us a written text message(SMS) to our mobile contact number requesting to do so along with the name of the person who will pick up the child. Please remember that this is a very strict measure for the security of your child. Also note that no exceptions are allowed in the case of the text message, it is compulsory.*
- *The above is applicable only for personnel not listed on the admission form at the time of admission.*

8. Transportation Policy:

- *For nursery students availing transport, please note that we take no responsibility or liability in safety or security of your ward in regard to the transportation to and from our nursery. You avail it at your own risk.*

9. Clothes and Ornaments Safety Policy:

- *Due to the playful and free nature of kids, they might knowingly or unknowingly stain, lose or damage their own or others dresses, cosmetics or jewellery etc.. Even though we try to prevent and monitor such occurrences, their playful nature always wins... Hence we request you to avoid sending them in costly ornaments, clothes or cosmetics and we take no liability in any damage, stain or loss of any of these items.*

10. Medical Policy:

- *Please accept that in case of a medical emergency with your child while in our nursery, we may perform appropriate first aid and may seek medical care with Hamad Medical Corporation. You will also be phoned with the information as soon as possible. You are hereby required to give full consent to the above procedure.*
- *This policy also entitles you to provide us your child's full history of chronic diseases or other important medical conditions. You should also accept that while your child has/ has inherited any serious contagious medical condition, we shall not be able to accept him/her into the nursery to account for the safety of other children, under any circumstances.*
- *You are also hereby responsible for letting us know of any such condition inherited by the child. Failure to let us know in time will not be entertained.*

11. Use of Official Documents

- *All documents or digital items that belong to Smart Nursery, including but not limited to our application forms, terms and conditions document, feedback forms, receipts, our logo, phone numbers, email address etc should never be copied, reproduced or edited in any manner without the written permission from an authorized staff member of the management. Any digital or printed copy of the same, not intended for use officially (i.e to be submitted to us) should be destroyed. Violation of these terms is prosecutable and punishable under copyright/plagiarism laws and may result in imprisonment or severe penalties.*

12. Incident / Accident Policy

- *In the event of an incident / accident that happened to your child such as injury or wound of any degree goes unnoticed while under our care and if you are the first to notice it, by law, you have to let us know first and foremost immediately. Kids play and accidents of small degree are normal and common. We request you to please consider this before taking any action.*

We thank you very much for your cooperation and patience in reading the above terms carefully. We sincerely solicit your adherence to the above for a smooth functioning of our institution and for best security and satisfaction of you- the parents/guardians and our lovely new family member – your child.