



little champions
nursery

LITTLE CHAMPIONS NURSERY

Terms and Conditions



Little Champions Nursery
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These Terms and Conditions govern the use of services provided by Little Champions Nursery (LCN). By enrolling your child in our nursery, you agree to comply with these terms.

Timings

Operating Hours: Little Champions Nursery is open from 7:30 AM to 6:00 PM, Monday to Friday, except on public holidays.

Session Timings: 7:30 AM to 1:00 PM, 7:30 AM to 3:00 PM, 7:30 AM to 6:00 PM

Arrival Time: Children should be dropped off no later than 30 minutes after their registered start time. This ensures that each child can fully benefit from the program and helps maintain a focused and uninterrupted environment for the teacher and children already present.

Departure Time: Children should be picked up promptly at their registered finishing time. Any delays in picking up your child should be communicated to the nursery as soon as possible. Exceptional delays will be accommodated, but consistent late pickups may incur additional charges.

For the safety and security of all children, the nursery maintains strict adherence to the registered timings. By adhering to these terms and conditions, we can ensure a productive, safe, and nurturing environment for all children.

Health and Safety

Children must be in good health to attend the nursery. Parents/guardians are responsible for ensuring their child is free from contagious illnesses.

Little Champions Nursery reserves the right to temporarily withdraw children from attendance if they are deemed unfit or unwell.

All medications brought to the nursery must be presented in their original container, clearly labelled with the child's name, the prescribed dosage, and the date of prescription. Medications that do not meet these criteria or have not been prescribed by a General Practitioner will not be administered.

Nursery staff are unable to administer the initial dose of medication. Therefore, children requiring medication must have received the first dose at least 24 hours prior to their attendance at the nursery.

All necessary vaccinations and medical records must be provided upon enrolment.

Sickness

The Nursery retains the authority to defer the re-entry of a child following a prolonged period of illness until they are deemed medically cleared. This measure is implemented to mitigate the risk of illness transmission and safeguard the well-being of other children against potential cross-infection.

In the event that your child is undergoing antibiotic treatment, we advise that they remain at home for a period of 3 days following the initial dosage, allowing for monitoring of any adverse reactions. Administration of any medications will only be facilitated by qualified First Aid trained staff after the child has been receiving treatment at home for a minimum of 3 days, contingent upon the completion of a written authorization form provided by the nursery to the parents.

If your child displays any of the following symptoms, we kindly request that they refrain from attending the Nursery until they have received clearance from a medical professional. Upon their return, medical clearance documentation must be provided to the Nursery.

- **Common cold/Tonsillitis:** While management discretion will be applied, the child must be assessed as generally well and content to be at the Nursery.
- **Head lice:** The child will be excluded until their hair has undergone complete treatment and no traces of lice remain.
- **Diarrhoea/vomiting/Gastroenteritis/Food poisoning:** The child must be symptom-free for a minimum of 48 hours following the last occurrence of loose stool or vomiting.
- **Bacterial conjunctivitis:** The child must undergo treatment with antibiotics and remain at home for the duration of the prescribed treatment.
- **Chickenpox:** The child must stay at home until all blisters have dried and their overall health has returned to normal.
- **Whooping cough:** The child must remain at home for a period of 5 days from the initiation of antibiotic treatment.
- **German measles and Measles:** The child must stay at home for 5 days from the onset of rash symptoms.
- **Hand, Foot, and Mouth disease:** The child must remain at home until all blisters have fully dried, and their general health has been restored to normal.
- **Mumps:** The child is required to stay at home for a period of 5 days from the initial onset of swollen glands.
- **Impetigo:** The child must remain at home for a duration of 5 days starting from the appearance of the rash.

Please note that the list provided above is not exhaustive.

If a child becomes ill or develops a fever while in attendance at the Nursery, parents will receive prompt notification requesting their immediate collection of the child. In the event of an emergency, a Senior Staff member maintains the prerogative to contact emergency medical services, including ambulance services, as necessary.

Safety and Security

LCN takes all necessary precautions to ensure the safety and security of children, staff, and premises.

Only individuals listed as authorized persons on the enrolment form will be permitted to collect the child.

Parents/guardians must notify the nursery in advance of any changes to authorized pickup persons.

CCTV cameras are installed in the nursery for the safety and security of the children and staff, ensuring compliance with our safeguarding policies, and access to the footage is restricted to employees only.

Safeguarding Children

As professionals working with children, we are committed to safeguarding and promoting their welfare. Little Champions Nursery employs trained staff members who are responsible for implementing our safeguarding policies and procedures. All nursery staff are fully briefed on their responsibilities regarding child protection matters and receive regular training on these protocols.

To ensure the suitability of our staff to care for children, thorough checks are conducted prior to granting them unsupervised access to children.

Attendance and Absences

Regular attendance is expected. Parents/guardians are requested to inform the nursery of any absences in advance.

Absences due to illness or other reasons must be communicated to the nursery as soon as possible.

Meal Service

The nursery provides an optional well-balanced meal service managed by a reputable catering company upon enrolment, subject to an additional fee. Registration for this service is conducted monthly.

It is the responsibility of parents to ensure that full additional snacks/meals are provided for their children based on the duration of their stay at the nursery if their child is not registered on this service.

The nursery strictly adheres to a policy prohibiting nuts and junk foods.

Personal Belongings

Children are encouraged to bring necessary items such as spare clothes and comfort items. However, Little Champions Nursery is not responsible for any loss or damage to personal belongings.

All items brought to the nursery must be clearly labelled with the child's name.

Incidents/Accidents

In the event of a child experiencing an accident while under our supervision, our qualified staff will provide basic first aid treatment, addressing minor injuries such as cuts, bumps, or bruises. Your child will be monitored and, in most cases, will be able to continue with their day at the nursery. All incidents and accidents will be recorded. Parents will be promptly notified by telephone and required to sign the accident log.

In the event of a head injury causing concern, you will be requested to collect your child, and it may be recommended that you seek advice from your general practitioner.

Should the accident be deemed significant, immediate referral to the nearest doctor, clinic, or hospital will occur, with notification provided to parents accordingly. Emergency and necessary medical treatment will be administered unless otherwise specified in the child's parental file. It is important to note that the Nursery assumes no liability for any treatment administered unless expressly informed otherwise.

Enrolment, Re-enrolment and Fees

Enrolment is subject to availability and is confirmed upon completion of all required forms and payment of applicable fees. Please refer to the fee structure on the last page of this document.

Tuition fees are payable on a termly basis and due in full 3 weeks before the commencement of the term.

Fees are non-refundable.

Late or incomplete payment may result in loss of placement and registration fee.

Replacement days will not be given for unattended sessions.

An academic Year calendar will be included in the Welcome Pack.

Siblings are entitled to 10% discount on second child's tuition fee.

The Nursery accepts payments via cash and bank transfers only.

Credit card services is available. However, a surcharge of 2.65% (plus VAT) is applicable for After School Activities, Meal service and Transportation.

Our teaching days/school days ratio is in line with KHDA guidelines for all schools and nurseries.



Little Champions Nursery - Fee Structure 2024 - 2025

Babies & Toddlers (45 Days to 35 Months)

Termly Fees		
Timings	3 Days	5 Days
8 Am to 1 Pm	dh9,350.00	dh10,835.00
8 Am to 3 Pm	dh10,450.00	dh11,935.00
8 Am to 6 Pm	dh12,100.00	dh13,585.00

Pre-School, FS1, FS2 (36 to 71 Months)

Termly Fees	
Timings	5 Days
8 Am to 1 PM	dh10,835.00
8 Am to 3 PM	dh11,935.00
8 Am to 6 PM	dh13,585.00

Registration Fee	dh525.00	<i>Non Refundable</i>
Medical Fee	dh1,050.00	<i>Non Refundable</i>

Late Pick up	dh50.00 (Before 6 PM)
Late Pick up	dh100 (After 6 PM)

Additional Costs

Meal Service	Transportation
Please contact the Admissions Office	

Uniforms	(Price Inclusive V.A.T)
Short	dh89.00
Skirt	dh89.00
Polo	dh75.00
Skirt + Polo 1 Set	dh164.00
Short + Polo 1 Set	dh164.00
Short + Polo 2 Set	dh328.00
Uniform is mandatory for Toddlers, Pre-schoolers, FS1, FS2	

After School Activities - Monday to Friday (Inclusive V.A.T)		
Termly Fees per activity (Minimum of 5 children per group)		
Activity	Timings	Amount
Gymnastics	1 PM to 1:45 PM, day TBC	dh750.00
Ballet	1 PM to 1:45 PM, day TBC	dh750.00
Soccer	1 PM to 1:45 PM, day TBC	dh750.00
Martial Arts	1 PM to 1:45 PM, day TBC	dh750.00
Tennis	1 PM to 1:45 PM, day TBC	dh750.00
Percussions (African Drums)	1 PM to 1:45 PM, day TBC	dh750.00
Cooking Class - 8 Sessions	Wed. morning 1hr	dh1,350.00

Fees & Payment Policy

Payment Schedule: Payments are due before the start of the each Term.

(an invoice will be provided prior to the start of the term).

Accepted Payment Methods: Payments can be made via credit card or bank transfer.

Refund Policy: No discounts, refunds, or reductions in the nursery tuition fee will be granted for any reason after the term has commenced, including absences due to sickness or holidays.

Bank Details

Little Champions Nursery

Account No: 1014614094401

IBAN No: AE460260001014614094401

Bank Name : Emirates NBD

Re-enrolment fees: AED2000 (deductible form the 1st Term tuition fee)

Refund policy

If a child enrolls in the Nursery after the commencement of a term without securing a place beforehand, the nursery will determine the appropriate adjustment for the term fee.

No discounts, refunds, reductions, or transfers in term fees will be provided after the term has commenced. This policy applies to various circumstances, including but not limited to withdrawal from the nursery during the term, registration cancellation, or any form of leave.

If a new child does not attend any classes throughout the term, the following policy will be enforced:

A written notice or withdrawal form must be submitted indicating the intention of not enrolling the child in the nursery prior to the commencement of the term. If this is done, a refund of the tuition fee paid will be issued. However, registration fees, medical fees, and booking fees are non-refundable.

If a child attends at least one day of classes during the term, the following policy will be enforced:

Registration fees, medical fees, booking fees and tuition fees are non-refundable.

The Nursery reserves the right to cancel a child's registration if applicable fees are not paid or if the parents do not adhere to the Nursery's rules and regulations in accordance with UAE Federal Law governing Nurseries, administered by the Ministry of Education.

Notice period

Three months' notice of your intention to cancel your child's nursery place or reduce your child's session is required. If three months' notice is not given, you will be liable to pay the outstanding fees.

Late pick up

Late collection of children will be charged at the rate of 25AED per 30 minutes.

Liability

Little Champions Nursery or any of its employees will not be held responsible for any loss or damage of property.

Children should not bring valuable items to the nursery.

The nursery or any of its employees will not be held responsible.

Parents/guardians are responsible for providing accurate information about their child's health, allergies, and special needs. Little Champions Nursery is not liable for any allergic reactions or medical emergencies arising from undisclosed information.

Governing Law

These Terms and Conditions are governed by the laws, decrees and policies related to the education sector in the UAE, and any disputes shall be resolved in accordance with these laws.

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Media – Nursery online App.

As part of our commitment to keeping parents informed and engaged with their children's activities, we will be posting pictures highlighting the activities and experiences of the children, on our nursery application every Monday, Tuesday, Wednesday, and Thursday. While we strive to include a variety of moments from each day, please note that individual pictures will be limited.

For the safety and well-being of all children, no video recording will be permitted during activities, as this could reduce the vigilance of our teaching staff and potentially compromise the safety of the children in our care.

Our teaching staff's primary focus is to ensure the safety, well-being, and learning of all children, and this remains our top priority. We appreciate your understanding and cooperation in this matter.

Photography and Media consent

The nursery may occasionally take photographs or videos your child for promotional purposes. These media files may be used on Little Champions online and/or print marketing materials and they are the property of Little Champions

I authorize Little Champions Nursery to using any media featuring my child outside the nursery setting.

YES

NO

Parents'/Guardians' Name :

Parents'/Guardians' signature :

Date:

Compensation and agreement

I/We hereby acknowledge and agree that Little Champions Nursery, its staff members, shareholders, helpers, or owners shall bear no responsibility whatsoever for bodily injury to the child under the following circumstances:

1. Before the actual handover of my/our child to the designated officials within the premises of Little Champions Nursery, and after the child has been picked up from the nursery premises by us or by an authorized person, on a typical Nursery day; and/or
2. While on the grounds of Little Champion Nursery outside the official operating hours of Little Champions Nursery and outside my child's registered time, and/or
3. At any other time, unless my/our child is under the direct supervision or control of one of the designated staff, or during a recognized outing or function organized by Little Champion Nursery;
4. Except when the injury is caused by or results from:
 - a. Negligent acts or omissions of any employee, teacher, or other authorized personnel acting on behalf of Little Champions Nursery.
 - b. Any defect on the premises of the nursery.

Furthermore, I/We agree:

5. To indemnify and hold harmless all employees, directors, shareholders, volunteers, helpers, or owners of Little Champions Nursery, against any and all actions, claims, liabilities, damages, expenses, costs, charges, and fees (including medical, legal, and attorney's fees) arising from accidental bodily injury to our child.
6. To indemnify Little Champions Nursery against any loss or damage to property belonging to or under the care or control of the nursery caused by our child.

As the lawful parent or guardian of the child, I/we hereby accept and agree that in the event of an accident, injury, or contraction of a virus/disease by my child, any authorized personnel at Little Champions Nursery shall have full authority to make necessary decisions to ensure appropriate emergency medical treatment for my child at a government hospital/clinic, if I cannot be reached on the emergency contact number(s) provided.

Little Champions Nursery shall not be liable or responsible in any manner whatsoever for transportation facilitated and outsourced by the Nursery, nor for meals facilitated and outsourced by the Nursery.

Please ensure that you have fully read and understood the terms and conditions of Little Champions Nursery admissions Terms & Conditions before entering into an agreement with us, and **sign in both places and initial each page.**

If you have any questions, do not hesitate to contact the Nursery Director.

Parents'/Guardians' Name :

Parents'/Guardians' signature :

Date: