



TERMS & CONDITIONS

Opening Hours

Standard hours are from 7:05 am until 1:15 pm, Sunday to Thursday. CESK is able to provide late pick up at an extra charge. Please ask the office for specific arrangements.

Dress

Normal play clothes should be worn and parents are asked to bring a change of clothes, especially for the under 3's. In order for us to identify clothes and belongings please label them. School shirts and caps are available to purchase from the office.

Sickness & First Aid

Children should not attend the Kindergarten if they are suffering from sickness, diarrhea or an infectious disease or have any unspecific rashes (until diagnosed by a doctor).

If a child becomes ill while at the Kindergarten, a parent will be telephoned and is expected to collect or arrange collection of the child in a timely manner. In the event of a minor accident, first aid will be administered by a qualified member of staff. In the event of an emergency, a parent will be contacted and the child will be taken to the Hamad Hospital, accompanied by a senior member of staff. Medication is not administered at the Kindergarten.

Health & Safety

CESK operates high standards of hygiene. We conduct regular fire drills. Children cannot leave the premises unaccompanied or with an unauthorised person. Please ensure you inform the office if someone other than the regular person is collecting your child.

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Fees

Payment

Fees are payable termly in advance. Fees may be paid either by cash or cheque.

Securing your Place

To request a place you need to complete the application form and return it to the Kindergarten. Once you have been offered a place, the non-refundable registration fee must be paid and all necessary documentation be submitted to the Kindergarten. If you do not start within 2 weeks of the pre-arranged start date and the termly fees have not been paid, you may lose your place. In the event of a place not being available your child will be placed on the waiting list and you will be informed as soon as a place becomes vacant.

Rates

The Kindergarten rates are dependent on the age of your child. If the rate is due to increase as your child moves to the next group you will be informed. Fees are reviewed annually. Parents will be informed at least six weeks in advance of a change.

Collection of Children

There is a charge for out-of-hours care which is payable immediately. Extra hours must be pre-booked at least 24 hours in advance or the charge will be higher.

Late Payment

CESK reserves the right to terminate your child's place with immediate effect if accounts are outstanding by more than 30 days from the date of invoice.

Sibling Discount

CESK is always happy to accommodate brothers and sisters when places are available. CESK offers siblings priority on the waiting lists in the interest of offering continuity of care to families. While 2 or more siblings are at CESK a discount on the younger child/ren is applied.

Refunds & Discounts

There are no discounts or refunds if your child is absent due to illness, holiday etc. or when the Kindergarten is closed. If you do not pay fees you risk losing your place.

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Special Requirements

If your child has any allergies or a medical condition, please ensure you note this on the application form and verbally inform the office.

Lost Property

Parents are encouraged to clearly label all their children's belongings to help avoid items going missing or being misplaced. CESK does not accept any responsibility for the loss of property at the Kindergarten.

Activities

Occasionally CESK may organise trips outside of the Kindergarten which will incur a small extra cost. CESK will let you know in advance about these activities. While at CESK children will be using all play equipment and participate in all activities.

Notice

A minimum of one calendar month's written notice is required before the end of the current term if you wish to terminate your child's place at CESK or half a terms fees will be payable. CESK reserves the right to terminate a child's place with immediate effect with no refund of fees if a serious breach of the Terms & Conditions occurs, or if termination of a place is considered by CESK to be in the best interests of the Kindergarten and/or the continuing welfare of the other children at the Kindergarten.

Other

If the Terms & Conditions change in any way, parents will be given at least 6 weeks notice of such change.