



Fee Structure 2024

SPECIAL OFFER

Students enrolling in Caia Nursery's program will enjoy a discounted tuition rate throughout their entire duration of attendance, with this offer being extended to 20 registrants only.

REGISTRATION FEE

A one-time registration fee of 1500 QR per child must be paid when submitting the application form. This fee is non-refundable, and non-transferable.

Parents/Guardians shall pay the nursery fees based on the rates specified below. Caia Nursery fees will not be adjusted or refunded for late arrival, early pickup, or any missed days including traveling and sickness.

TERM FEES

NURSERY HOURS FROM 7:00 AM TO 3:00 PM

Package	Monthly Rate	Term Rate
5 Days 7:00 AM – 3:00 PM	4500 QR 3900 QR	September month: 4500 QR 3,900 QR Term 1 (Oct-Nov-Dec): 13,350 QR 11,550 QR Term 2 (Jan-Feb-Mar): 13,350 QR 11,550 QR Term 3 (Apr-May-Jun): 13,350 QR 11,550 QR
3 Days 7:00 AM – 3:00 PM	3900 QR 3700 QR	September month: 3900 QR 3,700 QR Term 1 (Oct-Nov-Dec): 11,550 QR 10,950 QR Term 2 (Jan-Feb-Mar): 11,550 QR 10,950 QR Term 3 (Apr-May-Jun): 11,550 QR 10,950 QR

Early Drop-off (6:30am -7:00am) QR50 per day or QR400 monthly.

Late pickup (3:00pm – 3:30pm) QR50 per day or QR400 monthly.

Weekly rate ~~1200 QR~~ 1,050 QR

Daily rate 250 QR

A discount of 10% on the monthly and termly fees will apply to all siblings enrolled in the nursery.

Ramadan Hours will change to 8:00 am to 2:00 PM.

Early drop-off and late pickup must be coordinated with the nursery manager at least 24 hours in advance. Children should not arrive at the nursery before their scheduled time. Prior to this time, staff are unavailable to supervise children. It is equally important that children be picked up on time. Parents/guardians should plan to arrive at least 10 minutes before their child’s scheduled pick-up time. This 10-minute window will allow parents/guardians enough time to gather the child’s belongings and be out of the Nursery by closing time. Late pick-up fines are assessed on a frequency basis and a written warning is issued after three consecutive late pick-ups. In extreme or emergency situations, the late fine assessments will be evaluated on a case-by-case basis.

SUMMER CAMP FEE STRUCTURE

NURSERY HOURS FROM 8:00AM TO 2:00PM

Daily Rate	Weekly Rate	Monthly Rate	Term Rate
250 QR	1000 QR	3500 QR	Summer Term (July, August): 7,000 QR

Other Terms and Conditions

*Fees are payable in advance and must be paid on the 1st day of each month or term according to the agreement. Any late payments will be subject to a penalty of 100 QR per day. Late payment charges will not be waived nor reduced. If fees are not paid by the end of the first week of the current month or term, parents will be asked to take their child out of the nursery until all the fees are paid.

*When your child’s place has been accepted at the nursery, fees will begin from the agreed starting date. We do not allow delayed or deferred starts or payments. To maintain your child’s placement on our register, payments are required for all months of the year (September-June), excluding the Summer Camp (July-August).

*The parents must pay the full month or term fees for every child registered. If a payment is missed, the parent will be required to re-register and pay the tuition fees applicable at the time of re-registration, or the place will be allocated to the next family on the list.

*If your child is absent for a period of one month or more and has not paid the monthly or term fees for the period of absence, the child’s registration will be canceled, and a new registration must be paid subject to availability of placement. If you received a special discount upon registering, this special

discount will not be applicable if you lose your registration and re-register. Any new registration will be subject to new terms and conditions depending on the current nursery offerings and fee structure.

Mid-Term Starting Dates

We recommend that your child starts at the beginning of the term or month. However, if your child begins nursery, after the first day of the month, full month fees are charged. If enrollment takes place by the 15th of the month, then half fees for that month will be charged. This is only applicable for new enrollments.

No Refunds policy

*No refunds or discounts apply for holidays, closures directed by Government directives for the safety of the families/staff of the Nursery (COVID-19) illness or any other absence from the nursery.

*No refunds apply if you choose to withdraw your child from the nursery for any reason other than if your family is moving from the country. The nursery must be notified one month in advance for the refund to be applied.

*Fees are non-refundable and non-transferable under any circumstances.

*If your fees are paid by your company, these are also non-refundable in the event of an employment contract ending.

*If there is more than one child from the same family attending the nursery on a full-time basis a 10% discount will be applied for the second sibling. Discounts are not cumulative.

*A half month fee deposit must be paid prior to your vacation to secure your child's place, or we will assume that your child will not be returning to the nursery.

*The nursery reserves the right to charge the parent when they do not collect their child at the agreed time. The charge is QR 50 for every 30 minutes.

*If a child is unable to attend the nursery due to illness or any other reasons, parents are still responsible for the full payment of agreed fees of the month.

*We reserve the right to terminate enrollment due to non-payment, acts of violence, verbally threatening acts towards the nursery staff or child's aggressive and disruptive behavior towards other children.

WITHDRAWAL POLICY

Should it become necessary for you to withdraw your child from Caia Nursery, written notice must be given to the Nursery Manager no later than the first week of the month after which your child will be leaving. You will be required to complete payment for the month started.

TERMINATION

The following are conditions that will cause your child's participation in the Nursery program to be terminated:

- Failure to pay fees by the due date.
- Consistent late pick up of your child.
- Unresolved disagreements with parents over policies.
- Failure to provide the required documentation.
- Caia Nursery reserves rights of admission.

NURSERY CLOSURE

Caia Nursery will be closed for the holiday dates that are listed on our calendar, as well as public Qatar holidays. Eid holidays commence as announced by the government. We may also be closed due to bad weather conditions and or security reasons. Each child's tuition fees remain the same, regardless of Caia Nursery's holidays, personal holidays, child sickness, planned or emergency closures, and government mandated closures. We do offer a Summer Camp in July and August, which requires separate payment terms and conditions.

PARENT POLICY HANDBOOK

By the signing the declaration below, parents/guardians also acknowledge that they have received and signed a copy of the policy handbook, which includes additional rules and policies regarding the Nursery's operation and relationship with Caia Nursery families. Parents agree to read and follow both the rules and policies in this document and in the policy handbook.

AMENDMENTS

The nursery management reserves the right to terminate the admission of any student as per our termination policy. There will be no reimbursements of any fees or dues paid. Nursery management reserves the right to amend its policies, rules and regulations as and when deemed necessary. Changes are conveyed to parents through email, memos, and whether new signatures are obtained or not, it is the responsibility of every parent to stay abreast with these changes by inquiring from the Nursery reception and that no appeal shall lie against it. In an event of a legal action related to any of Caia Nursery policies, the legal costs of both parties will be borne by the parents or legal guardians.

Payment Details

Bank: Qatar National Bank

Account Name: Caia Nursery

Account Number: 0260292738001

Account IBAN: QA70QNBA000000000260292738001

Account Swift code: QNBAQAQAXXX

Bank Branch: Al Shomoukh

Reference: Child Name

PARENTAL DECLARATION

I/we Parents/Guardians of _____ hereby agree to abide by the terms of the above agreement.

I/we understand the policy and rules and regulations of Caia Nursery. I/we understand that our obligation to pay fees as per the policy.

I/we hereby acknowledge that this parental declaration will be in full force and effect for the duration of my/our child's enrollment at Caia Nursery.

Child's Name: _____ QID: _____ D.O.B: _____

Date of Start: _____ Attendance (circle one): 5 days / 3 days

Mother's Name (Printed): _____

Father's Name (Printed): _____

Mother's Mobile: _____ Father's Mobile: _____

Mother's Email: _____ Father's Email: _____

Parent's Signature : _____ Date Signed : _____

Administrator's Name (Printed): _____

Administrator's Signature: _____ Date Signed: _____