

ADMISSION POLICY

A very warm welcome to the Woodbury Children's Nursery! If you have not already done so, we recommend that you contact our Registrar and make an appointment for a Nursery tour so you have the opportunity to visit our facilities and meet our wonderful team.

At the Woodbury Children's Nursery, we accept children starting at the age of 12 months and upto their 5th birthday. In order to help secure a place for your child, please complete the Registration form enclosed and submit this together with the AED 500 Registration fee to the Registrar as early as possible. If we do not have an immediate place available for your child, this will give you priority on our waiting list.

When offered a place for your child, you will be required to complete the enrollment process by submitting the refundable AED 1000 enrollment deposit, together with the Medical form and annual Medical fee. This would guarantee a place for your child at the Nursery.

Please also submit the following documents, along with the appropriate term fee at least two weeks prior to your start date:

- 1 copy of your child's passport and UAE residence visa
- 1 copy of your child's Birth Certificate
- 1 copy of the Immunisation record (in English)
- 6 passport size photographs
- A completed Medical Form together with annual medical fee (AED 500)
- 1 copy of the your child's sponsor's passport and UAE residence visa
- 1 copy each of your child and his sponsor's UAE ID card
- For UAE citizens, father and child's national identity card

Note: If the child's visa is under process, please provide us with a submission receipt from the Department of Naturalisation or a letter from the parents' sponsor/ employer, declaring that a visa is in process.

For any further queries, please don't hesitate to contact our Registrar who will be happy to assist you.



Terms and Conditions

All term fees are non-negotiable and non-refundable as the expenses to run the Nursery remain the same throughout the year. We regret that no refund or reduction can be given for any child absent due to illness or any other reason or leaving the Nursery before the end of the term.

For ACCEPTED Withdrawal period, please refer to Notice Period below:

All fees are to be paid before/within the date stated on the invoice. All Registration forms and fees are due in full 2 weeks before the first day in class.

The Management reserves the right to exclude a child whose fees remain unpaid.

Please note that the Registration of each child is treated individually. The seat or fees of one child may not be transferred to a sibling or another child.

Children attending the Nursery less than 5 times a week are requested to attend only on the agreed days.

Children attending the Foundation class will be required to attend the Nursery for all 5 days of the week.

The Nursery has the right to re-evaluate a child's registration when required.

The decisions of the Nursery management are final.

Registration

Upon confirmation of a suitable place for your child, you will be required to pay AED 1000 deposit towards enrollment. This is a Refundable deposit and will be returned when your child leaves the Woodbury Children's Nursery.

The annual Medical fee is a non-refundable AED 500 that is due upon enrollment as well and annually thereafter at the beginning of each new academic term.

Upon the completion of your child's first Academic Year, you will be requested to re-enroll your child with Woodbury Children's Nursery. To complete re-enrollment, we require an advance, non-refundable fee of AED 500 which will be deducted from the fees for the first term of the relevant academic year.



Uniforms

Books and Uniform fee of AED 500 is an annual non-refundable amount that is due upon enrollment and annually thereafter at the beginning of each academic year.

The uniform pack includes, 2 sets of the Woodbury uniform, 1 Woodbury summer hat. All children are required to wear the Woodbury Children's Nursery uniform during Nursery hours and the Nursery sun hats whilst engaged in the outdoor play area. Additional uniforms, if required, may be purchased from the Registrar.

Camps

Holiday camps will be offered to children between the ages of 1 and 7 during all end of term breaks. Children will be able to register on a daily, weekly and monthly basis. Please refer to the Registrar or the Nursery website for more details.

Payments

Our academic year is divided into 3 terms. Please refer to the Nursery website for the school calendar for commencement and end dates for each term.

Parents/ Guardians are required to make payments in advance of the Academic Year or Term.

Payment is accepted in cash, credit card, or post-dated cheques.

Where payment is made by credit card, an additional processing charge will be levied for the transaction. If partial payment is made by credit card for a full year's enrollment, then postdated cheques will be required and must be deposited in advance with the Learning Tree Nursery. The relevant post dated cheques will be returned once term fees have been successfully charged to your credit card no later than the first day of each term. Should the Learning Tree Nursery not receive payment by the first day of each term, and in the absence of a withdrawal notice (specified under Notice Period details below), the Nursery will deposit the relevant post dated cheque with the bank as payment towards your child's enrollment for the relevant term.

Where a monthly payment plan for your child's enrollment is approved, an additional 5% surcharge is levied, and the monthly post-dated cheques must be deposited with the Woodbury Children's Nursery.



ADMISSION POLICY
Continued

An additional charge of AED 50 may be levied if children are persistently collected late.

An additional charge of AED 250 shall be levied for any cheque that is returned.

Should a child be enrolled after the commencement of the Academic Year or Term, a revised fee will be applicable based on the posted sliding scale which is available with the Registrar. Any late payments will incur AED 500 penalty fee and risk loss of placement.

Notice Period

For any fee to be refundable, withdrawal notice is required by the Woodbury Children's Nursery by the following dates:

15 July for children that will not be returning in Term 1 of the new academic year.

15 October for children that will not be returning in Term 2 of an academic year.

15 January for children that will not be returning in Term 3 of an academic year.

All refundable fees will be forfeited if the withdrawal notice is not given by the above dates.

For a reduction in number of days per week to be attended, the Nursery requires an advance notice of one full term.

DECLARATION:

I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS AS OUTLINED ABOVE, AS WELL AS WITH ALL OTHER NURSERY RULES AND REGULATIONS.

Parent's Name	Signature
Name of Student	
Date	

