

روضة الطفل الأنيق

Smart Kids Kindergarten

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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. Admission Policy:

- The management reserves the right to accept or reject an admission application.

2. Registration Fee:

- You are required to pay the one-time registration fee upon submission of application form. Please note that this fee is non-refundable.

3. Payment Policy:

- All payment(s) are to be made in advance prior to the beginning of a school term and in no case later than the first week of the new term.
- We accept payment by cash only. Receipts are to be requested, if required, prior to the payment.
- Failure to comply with payment due dates may lead to cancellation of your child's admission with us.

4. Discontinuation Policy:

- If you wish to withdraw your child's admission with us, you are required to inform your decision to the school office no later than 2 weeks prior to the required official withdrawal date.
- You are required to submit relevant documents for the same, as advised by our staff.
- You may choose to not send your child to our school from a date of your convenience, however, the child will still remain under our school's registration until we do the necessary procedures to drop or transfer the student. This requires the above-mentioned minimum of 2 weeks prior notification.
- School Fee paid is non - refundable.
- Partial refunds exist for special cases under the sole discretion of school management.



5. Late Pick-up Policy:

- Parents are expected to pick up their child at the scheduled time to maintain efficiency.
- Multiple occurrences of late pick ups may incur fine penalties for additional hours of service required.

6. Send Off Policy:

- Only the child's Father / Mother / Legal Guardian and the persons listed on the admission form at the time of student registration are eligible to receive the child from our premises.
- If a last-minute arrangement is required to be made the following procedure applies: send us a written text message (SMS) to our mobile contact number requesting us to send off your child with the required person, along with the name of the person who'll receive the child. Please understand that this is a very strict measure for the security of your child. No exceptions are allowed.

7. Transportation Policy:

- Transportation is provided only in liaison with 3rd party companies.
- Smart Kids Kindergarten assumes no responsibility or liability for use of this facility.
- You avail it at your own risk.

8. Valuables Safety Policy:

- We cannot assume any liability for loss or damage to any valuables that may be in possession of your child or on their person.
- We recommend that you not to send your child decorated in valuable jewellery and ornaments.

9. Digital Media, Record and Social Media Policy:

- While at our premise, your child may be subject to being recorded in our photoshoots during various routine or non-routine events.
- We may use such digital media that your child may be a part of on various social media platforms or at our discretion.
- Our premises are under CCTV surveillance.

10. Medical Policy:

- While under our care, if your child undergoes any medical emergency, our staff are trained only to contact the medical emergency hotline and await their arrival.



- The child's guardian will be informed of such an occurrence in a timely manner but contacting and dealing with the emergency medical response team will always take precedence and priority.
- In case of any know medical condition that your child may have, you are required to inform us about such a condition and its emergency response procedures if applicable, at the time of registration, through the space provided in the admission form.

11. Incident / Accident Policy

- In the event of an incident or accident involving your child such as injury or wound of any degree that goes unnoticed while under our care, we request you to kindly consider bringing it to our attention before taking any impulsive action.

12. Use of Official Documents

- All documents or digital items that belong to Smart Kids Kindergarten, 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 the management. Any digital or printed copy of the same, not intended for use should be destroyed. Violation of these terms is prosecutable and punishable under copyright/plagiarism laws and may result is imprisonment or severe penalties.



We thank you very much for your cooperation and patience in reading the above terms carefully. We sincerely request your adherence to the above for a smooth functioning of our institution and customer service delivery.