

Fees

Purpose

This policy ensures that Little Haven Nursery adheres to proper financial planning practices, promoting financial stability and accountability. By standardising our fee structure and payment schedules, we aim to provide clarity and consistency for both Little Haven Nursery and Parents. This facilitates transparency.

Definitions

Additional Fees	Fees charged during the academic year for additional services, such as late pick-up, early drop-off, medical services, afternoon clubs, extracurricular activities and holiday camps.
Child	A person under the age of 4 years, as per Federal Decree Law No (51) of 2022 Regulating Nurseries.
Early Education Institutions (EIs)	All ADEK-licensed institutions that offer early years' services (E.g. nurseries).
Payment Schedule	A schedule defining the dates and amounts of payments to be made for payment of EI fees.
Registration Pack	A set of documents that contains all necessary application forms (and relevant policies) for a child's registration in an EI.
Tuition Fee	Fees that are directly associated with education or caring for children in an EI.

Policy Statement

Little Haven Nursery has developed and implements a transparent Fee Policy, which is included in the registration pack for parents and covers the following topics:

1. Fee structure and fee payment schedule
2. Fee payment
3. Fee refund
4. Non-payment of fees
5. Fee increase

1. Fee Structure and Fee Payment Schedule

Our fee structure is shared with parents during the inquiry stage and is always readily available upon request. Additionally, parents can access it through the Parent Application. The fee structure clearly states: the termly tuition fees, registration fees and any late pick-up, early drop-off fees. The fee structure is shared alongside the Term Calendar for transparency in the period covered per term.

Fees are due prior to the start of each term. If parents are paying in installments, term fees will be divided into 3 installments. The first of which is due prior to the start of the term. Post dated cheques must be provided for the remaining 2 installments. These cheques will be deposited on the dates stated on the cheques, unless parents provide a different payment method prior to this.

All fees are approved by ADEK as per Article 11, Federal Decree Law No. (51) for 2022 Regulating Nurseries.

Any changes or updates to our fee structure and payment schedule will be communicated to parents before the start of the academic year.

1.1 Registration Fees

Registration fees will never be more than 5% of the payable tuition fee and shall be deducted from the final fee payment

Registration fees are non-refundable should a parent decide not to enrol their child in the Nursery.

2. Fee Payment

2.1 Terms and Conditions for Fee Payments

Options: Payments can be made termly, 3 installments per term or annually.

Payment Deadline: Fees are due prior to the start of each term. If parents are paying in installments, term fees will be divided into 3 installments. The first of which is due prior to the start of the term Annual payments must be made prior to the start of the academic year.

Flexible Timings: Fees are payable as per the days, timing and age of the child.

Payment Method: Fees can be paid by Credit Card, Bank Transfer, Cheque or through Payment Link.

Fees are due in full, even in the event of absences. E.g. Illness or vacation.

2.2 Payment of additional Fees

Additional fees may be charged for the following:

- Early drop-off / late pick-up (as stated on the fee structure)
- Extra-curricular activities (parents will be advised of the fees prior to registering for any extra-curricular activities and payment terms shared accordingly).
- Holiday camp (parents will be advised of the fees prior to registering and payment terms shared accordingly).

Additional fees are itemised accordingly on invoices sent to the parents. No additional fees will be charged without the parent's prior knowledge.

3. **Fee Refund**

Should a child withdraw from the nursery during a period for which fees have been paid, a refund will be issued proportionally, based on the number of weeks attended compared to the number of weeks remaining in that period

Registration fees are non-refundable.

4. **Non-Payment of Fees**

In the event of non-payment of fees, the following steps will be taken:

1. **First Reminder:** An email reminder will be sent one week after the payment due date.
2. **Second and Third Reminder:** If payment is still not received, two additional reminders will be sent via email at weekly intervals.
3. **Final Grace Period:** From the date of the final reminder, parents will have 5 working days to settle the outstanding amount.
4. **Penalty:** Failure to settle the payment after 5 working days will result in a late payment penalty of AED 500.

All reminders will be sent to parents registered email address. It is the responsibility of the parent to ensure contact information is kept up to date.

Little Haven Nursery reserves the right to cancel a child's enrollment, in case of the non-payment of fees.

5. **Fee Increase**

Little Haven Nursery shall obtain approval for any fee increase from ADEK as per Federal Decree Law No. (18) of 2020 Concerning Private Education. This shall be shared with parents prior to the start of a new academic year.

References

- Federal Decree Law No. (18) of 2020 of Private Education
- Federal Decree Law No. (31) of 2021 Promulgating the crimes and Penalties and its Amendments
- Federal Decree Law No. (51) for 2022 Regulating Nurseries.

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