



MARKHEYA

Information Pack for 2016-2017

Dear Parents,

Welcome to EldErtrEE kindergarten. We hope that we meet with your expectations. We would like to provide you with some information that will assist you and your child in the kindergarten.

If any further information is required, do not hesitate to contact us.

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EldErtrEE kindergarten: Ain Khalid Gate Compound, Tel: 4498 49 84, Fax: 4 4984292

EldErtrEE kindergarten: Al Markhiya, Tel: 4488 84 93

EldertrEE nursery: Hilal, Belal Bin Rabbah Street, Hilal Area, Opp. Gate#1 Al Ahli Stadium. Tel: 4455 10 20

EldErtrEE nursery: Luqta: Tel:44355223

P. O Box: 3857, Website: www.elder-tree.com, Email: info@elder-tree.com



1. Kindergarten Information

a. Kindergarten timings: 06:30 am till 2:30 pm.

The class hours will be from 07:15 am to 12:55 pm.

Children should not be picked up before 12:55 pm.

All children must be picked up by 2:30 pm

b. Fees:

- Term fees QAR 6,830.-
- Registration fees QAR 1,051.-
- Stationaries QAR 1,000.-

c. Term Dates

- 1st term September 18 - December 8, 2016
- 2nd term December 11 - March 23, 2017
- 3rd term March 26 - June 27, 2017

d. Payments

- 1st term September 6 -September 29, 2016
- 2nd term December 04 - December 14, 2016
- 3rd term March 19 - March 29, 2017

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e. Snacks

The children will have two snack times. All children are asked to bring nutritious snack with them. We recommend snacks as rolls, sandwiches, fruits, yoghurt, juices, muffins etc. * Please no nuts or nut products, candies, chocolates, cream cakes etc*.

f. Holidays

EldErtrEE kindergarten holidays for 2016-2017 are:

- Half day - 27 October 2016
- Half day - 24 November 2016
- Qatar National Day - 18 December 2016
- Winter Holidays - 19 December to 2 January 2017
- Midterm break - 29 January to 02 February 2017
- National Sports Day - 14 February 2017
- Half day - 30 March 2017
- Spring Holiday - 2 April to 6 April 2017
- Half day - 25 May 2017
- Summer Holiday - 27 June 2017 onwards

*Eid Ul Adha holidays are subject to government holiday dates.

*Holiday program is available (see below)

Holiday program

EldErtrEE kindergarten is open during school Holidays (Non- Government holidays) for children who would like to register provided we meet the required minimum registrant.

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Tuition Policy

Terms and conditions

Payment:

- Tuition fees are calculated on term basis and are paid by cash, personal or company cheques.
- Cheques are subject to realization and it is the parent's responsibility to ensure that the fees are paid on or before the due date.
- Return cheques are subject to QR 1000. - penalty and no more cheques will be accepted on the succeeding payment.
- The initial fee will be due on or before 10 days of the start date mentioned on the application form.
- If your child does not start within one week from the date specified on the form as start date he/she will automatically lose the space.

Late Fee Payment Penalty

- QR 30/- per day will be charged if payment is not made during the allotted period.
- If payment is not settled within 10 days after the allotted time, your child will lose his/her space at the kindergarten.

Holidays/Absences

- EldErtrEE kindergarten must be informed in writing, when going on holiday.
- No fee adjustments will be made in case of absences/ holidays under any circumstances
- If your child is away from the kindergarten for more than two weeks without any prior notification then he/she will lose the space.
- In case your child leaves (for any reason) mid-term, during the term and decides to come back, it will be depending on the availability of space.

Summer Holidays

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- EldErtrEE kindergarten is open during summer.
- Summer program details will be available at the end of March 2017, the opening of the program depends on the number of children registered.
- Those who require summer program should register separately.

September Retainer

- A deductible retainer of QR 2000/- is required from all children to book space for the next academic year by 15th February 2017.
- This retainer will be non-deductible if your child is not back to the kindergarten within 15 days of the commencement of the academic year (September 6) and your child will lose his/her space at EldErtrEE kindergarten.

EldErtrEE kindergarten will be closed for all government holidays such as

- Eid Al Adha:- one week
- Qatar National Day:- one day
- National Sports Day:- one day
- Midterm Break:- one week

Full tuition fee is applicable during these holidays

Late pick-up penalty

- Children picked up later than 2:30 pm will be charged QAR 150/- per hour or part of the hour.

Withdrawal

- No fee adjustments if you withdraw your child mid-term.

Discounts

- 5% sibling discount available on term fees if payment is made on or before the due date.

All fees are non-refundable under any circumstances.

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Waiver: EldErtrEE kindergarten retains the right to change its policies without any prior notice. Regular updates as to changes will be available at the reception/parent notice board. The institution cannot be held responsible for non-availability of information.