



# LA KIDDY PRE SCHOOL

Tadika Literasi Kreatif (J5B0019)  
1, Jalan Seluang Satu, Taman Putera,  
83000 Batu Pahat, Johor.  
Tel : 018-7650909

## Terms & Conditions

### Opening Hours

La Kiddy Pre-school (herein refer as The School) opening hours is from 8.15 am to 6.00 pm, Monday to Friday. We are closed for the school term holidays and public holidays. *(Please refer to yearly School calendar)*

### Arrival and Dismissal

Arrival for each class can happen no earlier than 15 minutes before your child's class start time.

Departure must happen within 15 minutes after your child's class ends.

In the event if you need to collect your child early, the child's parents must notify the school Principal or Vice Principal at the latest on the day of collection.

Extra charges will be imposed for additional hour.

### Collection security

For security reasons, your child may only be collected by parents and those individuals over 18 years of age you have listed on your child collection authorization that is filled out during registration. Any changes to these named contacts can only be accepted in writing, in advance, and the new named alternate contact must be introduced to the child's homeroom teacher. We will never permit a child to leave the premises unaccompanied or with an unauthorized person.

In the event of an emergency or should you be unable to collect your child for any reason, one of the child's parents must notify the school Principal or Vice Principal at the latest on the day of collection including the name of the alternate person, a photograph of the person collecting the child. Finally, we will not permit a child to be collected by anyone if the individual appears in our judgement to be unfit to provide for the child's safety, or appear to be under the influence of alcohol or drugs.

### Dress

Parents should see that their children arrive in school uniform and bring a full change of clothes. You need to name/label your child's clothing, especially outdoor clothes and smocks, to avoid confusion with garments that look similar. The School cannot accept responsibility for any lost or damaged property.

### **Excursions**

From time to time we will arrange visits to museums, galleries, performances and places of interest. There will be a modest additional charge to cover entrance and transportation, and parents have the choice of whether they wish their children to participate or not. Parent helpers on outings are always welcome and requested. You will need to provide written consent in advance of each excursion.

### **Illness and health and safety**

Children should not attend The School if they are feeling unwell from any cause. Children shall not return until the condition is diagnosed by a physician who certifies they are able to attend.

Children who become ill while in our care will be looked after until parents can be contacted to collect them and take them home. Parents will be notified immediately at the first signs of any illness. In the event of an emergency the child will be taken to the nearest hospital, accompanied by a senior member of staff from The School, who will act in loco parentis until the parents are able to arrive.

We will not administer medication without permission. All other methods to reduce temperature will be attempted first. If your child's temperature is dangerously high we would contact an ambulance. In the event of an allergic reaction we would call an ambulance. Parents have the responsibility to keep us continually informed of changes in any contact numbers and addresses, or any changes in your child's medical condition.

Should your child require regular medication to be administered during the hours he/she is in our care at The School you will need to complete all necessary paperwork in line with our policies. The medication must be prescribed by a doctor and be clearly labelled to include your child's name and the required dosage. You must take the medication home at the end of each day, as we cannot keep any medications on site with the exception of liquid paracetamol, and first aid items. It is also your responsibility to notify the school of any change to this information on an on-going basis.

Your child's attendance, during periods of illness or when on medication, is at the sole discretion of The School.

### **Fees**

Overall fees for attendance at The School may be seen in the fees schedule. Fees are reviewed annually. If any changes are deemed necessary, parents are informed no later than the first week of December. New fees structures commence on the 15th of December for January's payment.

All fees are not transferable to another child's account, nor fees be transferred to another month/year.

### **Registration fee**

There is a one-off fee to register your child, payable when you return the registration form. This is non-refundable, and places your child on our waiting list.

### **Securing a place for your child**

Once we have confirmed we have availability for your child and before your child starts in The School, you need to pay a deposit, equivalent to one month's fees.

Deposits are used for December's fee or the last month of your child's attendance, subject to all fees and other liabilities to The School having been paid in full, and providing one calendar month notice in writing is given prior to the child leaving. If a child leaves without full notice, we will offset the deposit paid against any outstanding fees and invoice the balance. If your child does not attend the nursery for any reason once the place has been accepted, then the deposit is non-refundable.

### **Payment terms**

Fees are to be paid monthly by 7th of each month. All fees to be paid by cash, online banking or cheque made payable to "*Tadika Literasi Kreatif*".

### **Refunds**

We will not refund any fees if your child is absent due to illness, holiday or as required under The School's policies and procedures. The School will not refund fees or be in breach of this agreement by reason of any delay in performance or non-performance of its obligations to you due to any event outside its reasonable control. These include, without limitation, any act deemed to be force majeure, fire, war, acts of terrorism, strikes or other industrial action, infectious diseases, epidemics, inclement weather (e.g. snow, flooding, storms), unforeseeable repairs or any failure of public or utility services (such as highway and public transport delays or failures). If this is an area of concern for you, you may wish to look into an insurance policy to cover such a possibility.

### **Sibling discounts**

We offer a 5% discount off the fees of the second and subsequent child.

### **Termination or loss of place**

The School reserves the right to terminate your child's place immediately at The School in the event that any fees remain unpaid, where any of the terms and conditions are breached, or if termination of a place is considered to be in the best interests of The School of your child.

## Privacy Notice

The School processes personal data including, but not limited to, the following sensitive data: address, telephone contacts, date of birth, email addresses, employment information, gender, physical conditions, disabilities or allergies, dietary requirements, child photographs and care, learning and development records.

We process this information to ensure a safe, secure and healthy environment for your child, to administer first aid/medical care if necessary, to comply with all relevant government regulations and nursery policies and procedures, to help us understand your child's needs, talents abilities and interests, our own market research.

We may only share this information under the following circumstances: if you receive government funding with the funding provider, if you receive funding as an employee or a student benefit with your employer/education provider, with any other school setting your child may attend, third party processors that are subject to confidential non-disclosure agreements, as required by any court order, law or regulation and if the nursery suspects any child abuse or neglect it will report these concerns to the relevant authorities in accordance with its policies and procedures and regulatory requirements.

## Review of terms and conditions and general points

We reserve the right to unilaterally alter our terms and conditions at any time should this become necessary due to legislative changes. For other changes you would receive written notification regarding new terms and conditions.

The School is not responsible for any items left by you or your child at the school including, and without limitation, push chairs, prams, car seats, clothing and toys.

These terms and conditions, along with the fee sheet and registration form (and as may be amended from time to time) represent the entire agreement between you and The School.

These Terms will be governed by and interpreted in accordance with the laws of the State of Malaysia, and you submit to the non-exclusive jurisdiction of the state and federal courts located in Malaysia for the resolution of any disputes.

## Agreement

I hereby confirm and agreed to the terms and conditions stated above.

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Parent / Guardian Name

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Signature

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Date