

## **Terms & Conditions:**

- The AMI Daycare and Learning Centre will not be responsible for children left at the premises without proper handing over to the staff.
- The Management does not accept the responsibility of conveyance to and from the **ADLC/ASCP** premises.
- Changes in address or contact numbers must come to ADLC/ASCP manager in writing immediately.
- Holiday notice is not issued for public holidays. A bulk SMS service is used for informing parents about unscheduled holidays or happenings.
- Parents are required to give their thumb impression while dropping or picking-up the child from ADLC/ASCP. Children will not be allowed to leave with unauthorized persons not previously introduced by the parents.
- Attendance record is checked manually as well on software to work out any extra time availed by the child.
- Information of family disputes resulting in separation or divorce between parents must be properly and immediately given to the ADLC/ASCP in writing. Custody matters must be clarified and legal papers submitted to the office for pick and drop arrangements in such cases. Unless a duly certified court order granting guardianship to one of the parents is filed with the ADLC/ASCP, the ADLC/ASCP shall allow the child to leave ADLC/ASCP with and/or otherwise meet and interact with either of the parents and by signing this agreement, both parents expressly consent to the same. If the Management face any problem in this regards the admission of child/children will be terminated immediately and no refund of any kind will be made. The decision of the management in this will be final. Without prejudice to the generality of the foregoing, it shall be the responsibility of the parents to ensure at all times that their domestic issues do not affect their child(ren)'s time at ADLC/ASCP, the ADLC/ASCP itself and its workings, including other children's, teachers and staff at the ADLC/ASCP.
- If it comes to the knowledge of the management at any time after the admission that any of the parents has provided false or inaccurate information in respect to the particulars of the child/ward, the admission of child/children will be terminated immediately and no refund of any kind will be made. The decision of the management in this regard will be final.
- The ADLC/ASCP reserves the right to ask any child to withdraw from the ADLC/ASCP for behavior and conduct, which in the view of the management, does, or is likely to affect the safety of other children and smooth running of the program.
- Parents are not to offer any tips/gifts in cash or kind to any employee of the ADLC/ASCP. Any such demands must be reported to the management immediately.
- All decisions made by AMI Daycare and Learning Centre with respect to admission, management and running cannot be questioned before any forum except the management.
- In case of accident /illness, the manager will immediately inform the parents/guardians and will then do the needful. If staff is unable to contact the parents due to any reason, the manager will provide the first aid treatment
- Parking and use of a vehicle outside the ADLC/ASCP is at owner/driver's risk.

## **Rules of Payment:**

- If a child fails to join the ADLC/ASCP for whatever reasons, after paying the admission, the admission fee is not refunded nor is it be transferrable to any other child.
- Monthly fee is payable on monthly basis in advance.
- Once the fee voucher has been issued, payment is made directly to the bank where the (ADLC/ASCP)operates its account.
- If the due fee has not been paid by the end of the second month, the registration is cancelled automatically.
- Charges may be reviewed and revised periodically to compensate for inflation or unforeseen expenses. As a policy, the ADLC/ASCP charges are revised annually in July.

### **Extra Hour Charges:**

- A child can be dropped 15 minutes before the start time or picked within 15 minutes after the package end time without any extra charges
- The following charges applicable for late pickups for all packages,
  - From 6:16 to 6:30 charges will be @ 500/-
  - From 6:31 to 6:45 charges will be @ 1,000/-
  - From 6:45 to 7:00 charges will be @ 2,000/-
- These charges are part of the next month's voucher and parents/ guardians are informed of the extra amount is charged.

### **Security Deposit Refund Policy**

The security deposit is refundable once the student leaves, subject to deductions in case of any damage caused /dues incurred due to: -

- Mishandling or loss of ADLC/ASCP property (e.g. books, equipment, computers, etc.).
- Lack of one month's notice before leaving.
- Refund is not possible after 6 months of the child leaving the program.
- The security deposit is not interest-bearing.
- The decision of the management on any deduction shall be final.

At the time of refund please specify the account title of either parent in whose favor the cheque is to issued.