

BABIES INC.

NOTE TO PARENTS

Payment of Fees

School Fees are to be paid at least 7 days prior to the commencement of each calendar month. A late payment fee of S\$10 per day will be payable for each day that the fee is not paid after the same is due. In the event that School Term Fees are not paid more than 7 days after commencement of the month, the child's place in the class may be forfeited to another person, and the child may be deemed to have withdrawn from the School without notice.

Absentee Discount

Children who are absent from school for the whole month for any reason whatsoever (holidays / illness) may be entitled to an Absentee Discount and need to pay only 30% of the full fees + ad hoc fees where applicable. No further discounts or concessions shall be applicable. Despite a child's absence from school, the school continues to incur overheads. A child may claim Absentee Discount for a maximum of 1 month per year.

Withdrawals

Notice of withdrawal (for any reasons whatsoever) must be given in writing in the School's prescribed form at least 1 full calendar month prior to the effective date of withdrawal, failing which the deposit will be forfeited.

Late Fees

Late Fees are payable at the current rates determined by the School if a child is not picked up from the School within 10 minutes after the end of the class.

Transition from Nidos to Infant Community

Existing students at Babies Inc Nidos class who wish to graduate to the Infant Community (at 18 months of age or at such age as the school may deem appropriate for the child) must submit the Infant Community Priority Form and accompanying payment by the time the child is 15 months old in order to ensure a vacancy in the new class. Admission to the Infant Community will not be guaranteed in the event of late or negative submission of the Infant Community Priority Form.

Transition to Casa Montessori Internationalé

Existing students at Babies Inc will be offered priority status for application to Casa Montessori Internationalé a few months prior to the child's 3rd birthday subject to prompt and timely submission of the Casa Priority Application form and accompanying payment. Admission to Casa Montessori Internationalé will not be guaranteed in the event of late or negative submission of the Casa Priority Application form.

Sanctity of the Classroom

Your child's classroom has been painstakingly prepared to make it a conducive place for your child and the other children in the class to work and learn. The sanctity of the classroom must be jealously guarded against undue disruption. For this reason, parents are strongly discouraged to "peep" into the class while it is in operation to avoid disruption to the class. GUIDED PARENTS DISCOVER TOUR of your child's classrooms may be arranged (by prior appointment only) at a time when the class is not in operation.

Parent-Teacher Meeting

There will be a yearly parent-teacher meeting organised by the School to keep you informed of your child's progress in class. Details of the meeting will be informed to you in due course. Parents should make an effort to attend at such parent-teacher meeting. In addition, parents are welcome to arrange for a meeting with the class teacher by prior appointment to discuss any concerns with regards their child at School.