

TERMS AND CONDITIONS FOR KING'S KINDERGARTEN

I understand that....

1. Admission Policy: As 'The King's Kindergarten' is functioning as a separate unit under The King's Educational Trust, this admission registration is for a three-year program (Play class, LKG & UKG) offered at the Kindergarten.

2. Fee Policy:

The academic year fee consists of Annual and Tuition fees. The Annual fee is payable every year of the new academic year in the month of April and the tuition fee (Monthly/Termly) is for the entire academic year and consists of 10 months. Also, there will be a one-time fee only for new admissions which includes admission & registration fee.

The tuition fee (Monthly/Termly) must be paid on or before the 10th of the month/Term with an additional grace period of 3 days. Thus, the tuition fee must be paid on or before the 13th of each month. Each academic year comprises 10 months (June-March) including holidays. **All pending dues are to be cleared before the exams.**

2.1. Fee Refund Policy: The Admission/Registration fee, Annual fee & Monthly tuition fee once paid are non-refundable.

2.2. Mode of Payment: Fee payment for each month needs to be paid directly to the school office in cash / card or online mode within the time period prescribed by the school.

2.3. Late fees are applicable if and when the payment of fees is not met on or before the 10th (+ 3 days grace period) of each month. Late fee charge of Rs.100/- will be applicable per week starting on the 14th day of the month. Accumulation of late fee charges will cease once all pending amounts are cleared. If there is any reason for fee delay, a letter is to be submitted addressing the principal requesting more time for the payment of fees. This letter should be submitted on or before the 7th of each month.

2.4. Student withdrawal: Students who are withdrawn from school or take a long leave (more than 15 days) at their parents' request must pay the full tuition fee for that term.

2.5. Exclusion for non-payment: If the fee arrears are more than 3 months and the parent is not responding to the written notices (via email/ whatsapp/ post) sent by the school in regard to this, the school management may take the necessary actions.

2.6. Yearly Fees (Annual & Tuition): The School Management reserves the right for increasing the fees every year and it will be published in the school website before the academic year starts.

2.7. Special Charges: Special payments will be charged for trips, special events, clubs, excursions, outings etc. as and when organized.

2.8. The school reserves the right to prevent the student from participation in educational activities if overdue remain unpaid.

2.9. The fees mentioned in the fee chart do not include bus fare, uniform, text books and note books.

3. Examination Policy:

In Kindergarten, we carry out continuous formative assessments on a weekly basis to help parents to know the progress of each child in the various areas of assessment. There will be a year-end final exam*. (**This is not applicable for Play Class*)

3.1. **Student progress:** The School shall monitor the student's progress and shall report regularly to the parents by means of grades, full written reports and parents are to sign and give their acknowledgement.

3.2. **Parents meeting:** PTM are held thrice in an academic year. Parents are expected to attend these meetings.

4. **Attendance:** 75% attendance is compulsory*. (**This is not applicable for Play Class*)

5. **Transport:** The school is responsible for ensuring the student's safety while on school buses, whether managed by the school or outsourced to a third party. Parents who are availing the school transport facility are expected to abide by the rules & regulations of the transport department.

5.1 Parents must abide by the designated entry and exit routes set by the school.

5.2 Predetermined bus routes are set at the start of every academic year. Request for change will not be permitted during the academic year.

5.3 If the fee is not paid for **two months**, the school bus facility will be suspended.

5.4 If the school bus is not required, the application must be submitted on the first day of the month or the parents are obliged to pay the fee for that month.

6. **Contact policy:** Any questions, concerns, or complaints about the care and safety of a student, any other concerns regarding educational issues, must be notified via email. (kg@thekingsschool.in)

7. **Safety and care policy:** Medical and safety officials are posted with standardized protocols for the safety and care of each student while at school.

8. **Conduct and Attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for others. The parents are to guarantee that their ward's full participation will be there in all the activities of the school. They are to make sure that their ward will cooperate and obey all the rules and regulations of the school.

9. **Parental Behaviour & Conduct:** Parent should accept that they have a responsibility to act as role model for their children and those of the school community. They are to accept the role, responsibility and ultimate authority of the principal within the school community. Parents are to treat both students and faculty with respect.

10. **Expulsion:** A student may be formally expelled or dismissed from the school if it is proved on the balance of probabilities that the student has committed a very grave breach of discipline of a serious nature. Expulsion is reserved for the most serious breaches and two warnings will be provided to a child before expulsion takes place. The Principal shall act with procedural fairness in all such cases.

11. **Withdrawal Policy:** Transfer Certificate can be downloaded from the school website and the filled TC request form to be sent to kg@thekingsschool.in for withdrawal of the student. School Transfer certificate and documents will be provided only after 5 working days of receipt of the TC request. In case of withdrawal of the student during the academic year, the fee for that term will have to be paid in full.