

**BIS Phuket LITTLE DUCKS (Pre-Nursery)**  
**2017/2018**



The Little Ducks (Pre-Nursery) operates two sessions (morning and full day) from Monday to Friday:

08:00 – 12:00: **Morning session**

08:00 – 14:15: **Full day session**

**Lunch** and **snacks** are included in the fees.

Children may attend any combination of sessions during the week subject to the availability of places. Minimum attendance is 3 mornings a week, in order that maximum benefit is gained from the learning program.

The fees for each term must be paid in advance or by the date stated on the invoice.

Refunds or credit for missed school days is not provided. Fees are only credited if an advance payment has been made and your child will not be attending school for a whole term. In this circumstance, you are required to meet with the Primary Principal.

Parents joining **mid-term** will be charged a **pro-rata** fee based on the below amounts:

**Fees For Morning Sessions**

<b>Morning Session</b>	<b>Mornings Session Installments</b>			<b><u>Annual fee</u></b>
<b>Days per week</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Half Day</b>
<b>3</b>	42,160	31,620	31,620	105,400
<b>4</b>	53,080	39,810	39,810	132,700
<b>5</b>	61,920	46,440	46,440	154,800

**Fees for Full Days**

<b>Full Day</b>	<b>Full day Installments</b>			<b><u>Annual fee</u></b>
<b>Days per week</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Full Day</b>
<b>3</b>	63,320	47,490	47,490	158,300
<b>4</b>	79,760	59,820	59,820	199,400
<b>5</b>	92,880	69,660	69,660	232,200

### **Securing a place:**

There is no entry fee for the Little Ducks Pre-School. However, parents must pay a **refundable** deposit of 10,000 THB, within 2 weeks of receiving an offer of a placement, in order to **secure** a place in Little Ducks.

Please note if the child is **withdrawn within 2 weeks of the agreed start date**, only **25%** of the deposit will be **refunded**. Parents are asked to complete a Withdrawal Form if their child is leaving Little Ducks. The deposit will then be refunded within two weeks of your child leaving the school.

### **Fees:**

The fees for Little Ducks are calculated on a **termly** basis. Once your child has officially started attending Little Ducks and the sessions for the term are confirmed, you will receive an invoice with the due date for the fees to be paid. If your child increases their number of sessions during the term, the extra fees will be worked out on a pro-rata basis and sent to parents.

Please note that your child's place in Little Ducks will be at risk if fees are not paid by the due date.

### **Moving from Little Ducks to Nursery:**

Parents wishing their children to enter the main school (Nursery Class) from Little Ducks will need to pay the balance of the school fees after being offered a place.

Additional school fees:

- **Bond** (refundable) for the main school is 100,000 THB.
- An Application fee is payable to cover administrative costs of school enrolment and information.
- The Placement fee is applied once per family and is payable in the first years of school.

### **For further information please contact the school as follows:**

Telephone: +66 (0) 76 335555 (Extension 1105-6)

E-mail: [admissions@bisphuket.ac.th](mailto:admissions@bisphuket.ac.th) (general enquiries) or [wirawanw@bisphuket.ac.th](mailto:wirawanw@bisphuket.ac.th) (Registrar)

## LITTLE DUCKS (PRE-NURSERY) REGISTRATION

Child's name: \_\_\_\_\_ Nickname \_\_\_\_\_ (Boy / Girl)

Date of birth (dd/mm/yy): \_\_\_\_\_ Nationality \_\_\_\_\_

Allergies: No Yes (food, medicine, insects, plants) Reaction: mild / serious / life-threatening

Please explain: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Nickname \_\_\_\_\_

Father's name: \_\_\_\_\_ Nickname \_\_\_\_\_

Contact email address: \_\_\_\_\_

Mother's phone number: \_\_\_\_\_ Father's phone number: \_\_\_\_\_

Address: \_\_\_\_\_






Preferred starting date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SESSION BOOKINGS

BISP offers morning and full day sessions. The morning session is from 8am – 12:00pm and the full day session is from 8am – 2:15pm. During the first weeks of school, depending on how your child settles, you and your child's teacher will decide on the best option for your child. You are able to change your option each term.

**Your Preferences** (to be decided upon with your teacher)

	<b>Morning Session</b>	<b>Full day</b>
 Monday	<input type="checkbox"/>	<input type="checkbox"/>
 Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
 Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
 Thursday	<input type="checkbox"/>	<input type="checkbox"/>
 Friday	<input type="checkbox"/>	<input type="checkbox"/>

Please return this form with: 1) a student's photo 2) copy of student's passport or ID card (if any) to the admissions office or scan and email it to [admissions@bisphuket.ac.th](mailto:admissions@bisphuket.ac.th)