

## **Terms and Conditions of Enrolment.**

### **Minimum booking 2 days**

**Objective:** To manage the organisation in a way that ensures on-going financial viability of the service.

**Payment Terms:** An Enrolment fee of \$25 is charged to cover administrative costs. We operate a Two week in advance payment policy, please refer to the centres Terms and conditions for full details. Initial enrolment payment 2 weeks fees paid by cheque or cash. Weekly payments made by automatic payment, Internet payment, Eftpos, phone banking, on Friday of each week and maintained at 1 week in advance at all times. You are required to arrange payment to commence on the following Friday after initial enrolment. Lump sum payments to be arranged direct with the Centre Manager.

**Public Holidays:** The service closes for all public holiday, usual fees apply.

**20 ECE Hours:** No fees are charged for the hours of care that are fully attested under 20 hours ECE (4 hourly sessions). Fees quoted are charged for the hours outside of the free sessions to apply for this your child must attend the centre for a minimum of 2 days per week and a maximum of 6.5 hours per day. An attestation form must be completed and returned to the office. The fees charged are to help pay the extra costs involved with administration/ MOE requirements.

**Sibling Discount:** If more than one child of the same family account attends our centres full time, the older child may be given up to 10% discount.

**Change of Attendance:** A change of Attendance form must be completed for any changes other than illness related absences. The service must be informed of any Permanent or Temporary reductions to attendance at least 2 weeks in advance by means of a Change of Attendance form. Failure to do so will result in the service claiming the Bond and the non-payment of fees will apply.

**Holidays & Absences:** Statutory holidays are charged in full except for any hours attested as 20 hours ECE. You are entitled to 4 weeks annual leave at a reduced charge of 50% of your normal fee during the year. You should notify the centre in writing of the dates of such absences. You should also discuss and agree terms in writing for any extended leave. If you fail to do so a full fee will be charged. In order to ensure the best care of children in our charge it is important that you inform one of the staff in your child's area if your child is going to be absent.

**Late Pickup Fee:** Fees are payable on a session length basis. To retain our License these sessions must be strictly adhered to. A penalty payment of \$20 per 15 minutes or part thereof shall be charged for any child being picked up late from the service. Failure to pay Penalty charges will result in the non-payment of fees section of the fee collection policy being applied.

**Work and Income:** If you believe you are eligible for a childcare subsidy, please discuss this with the Centre administrator or Centre Manager.

**WINZ Subsidy Payments:** Full fees are required to be paid until WINZ subsidy payments are confirmed by way of WINZ statements. Once confirmed, any monies paid will be refunded by way of account credit. You will be notified of new fees to pay (minus your winz subsidy) and when to start paying will depend on your account credit. Where the subsidy is adjusted or ceased by WINZ, due to changes in circumstances or the number of child absence, the parent shall be liable for any discrepancies between fees due and payments received.

**Non Payment of Fees:** Payments are checked on a weekly basis, failure to pay fees will result in the following actions being taken:

- Parents/Guardians being notified that payment has not been received and immediate payment is required no later than the next fees due date
- The bond of one week shall be taken to cover fees when the account is not paid by due date

- Child's space being withdrawn immediately where payment is not received or automatic payment is not amended by next fees due date to bring account up to date
- The outstanding debt shall be referred to Baycorp Debt Collection Agency if no attempt/correspondence is made to paying outstanding fees
- A child's place will only be reinstated if there is a space available and all outstanding fees have been paid in full

**Agreement Declaration:**

I have read and understand the above information. I understand that Kids Crafty Clubs and the staff employed by this centre will take care of my child in a way that protects my child's best interests, health, well-being and safety and that this may include emergency action being taken in an accident situation and that any costs incurred at such times is not the responsibility of the centre. I understand that further additions or charges to the centre rules, policies and procedures may be added to this contract by management if required.

- **Discounts are allowed at the discretion of the centre manager and may be withdrawn at any time. Discounts will be withdrawn for accounts not paid in accordance with centre policy.**

**Parent / Guardian signature:** \_\_\_\_\_ **Date**\_\_\_\_\_

