

Terms of Trade

Fee Schedule-Full Day (7.30~5.30)

Minimum of 2 days	Full Day Under 3 years or Over 3 years not taking up 20 hours ECE	Full Day Over 3 Years and taking up 20 Hours ECE
2 Days	\$148.00	\$ 98.00
3 Days	\$215.00	\$135.00
4 Days	\$268.00	\$173.00
5 Days	\$305.00	\$205.00

Fee Schedule-Short Day (8:30 ~3.30)

Minimum of 2 Days	Short Day Under 3 years or Over 3 years not taking up 20 hours ECE	Short Day Over 3 Years and taking up 20 Hours ECE
2 Days	\$113.00	\$ 73.00
3 Days	\$177.00	\$117.00
4 Days	\$231.00	\$151.00
5 Days	\$263.00	\$184.50

Please note: 20 Hours ECE is for up to **six hours per day**, up to **20 hours per week** and there is **no** compulsory charges for these hours. There is a chargeable amount for the remainder of the booked time.

Enrolment Fee

An enrolment fee of \$50.00 is payable at the time of enrolment. This fee covers administration set up costs including your child's Learning Journal and additional stationery costs. The enrolment fee is a one-off non-refundable fee and does not form part of the weekly fee.

Fee Payment

All fees must be paid in advance. Fee payment is due upon enrolment, then by the Friday before your child's first week and every consecutive Friday thereafter; weekly fee must be paid on the Monday or before the week starts. If parents wish to pay fees fortnightly, a schedule will be discussed to ensure that they remain one week in advance at all times. All fees are to be paid by direct credit or bank debit as we do not provide eftpos or banking facilities at the centre.

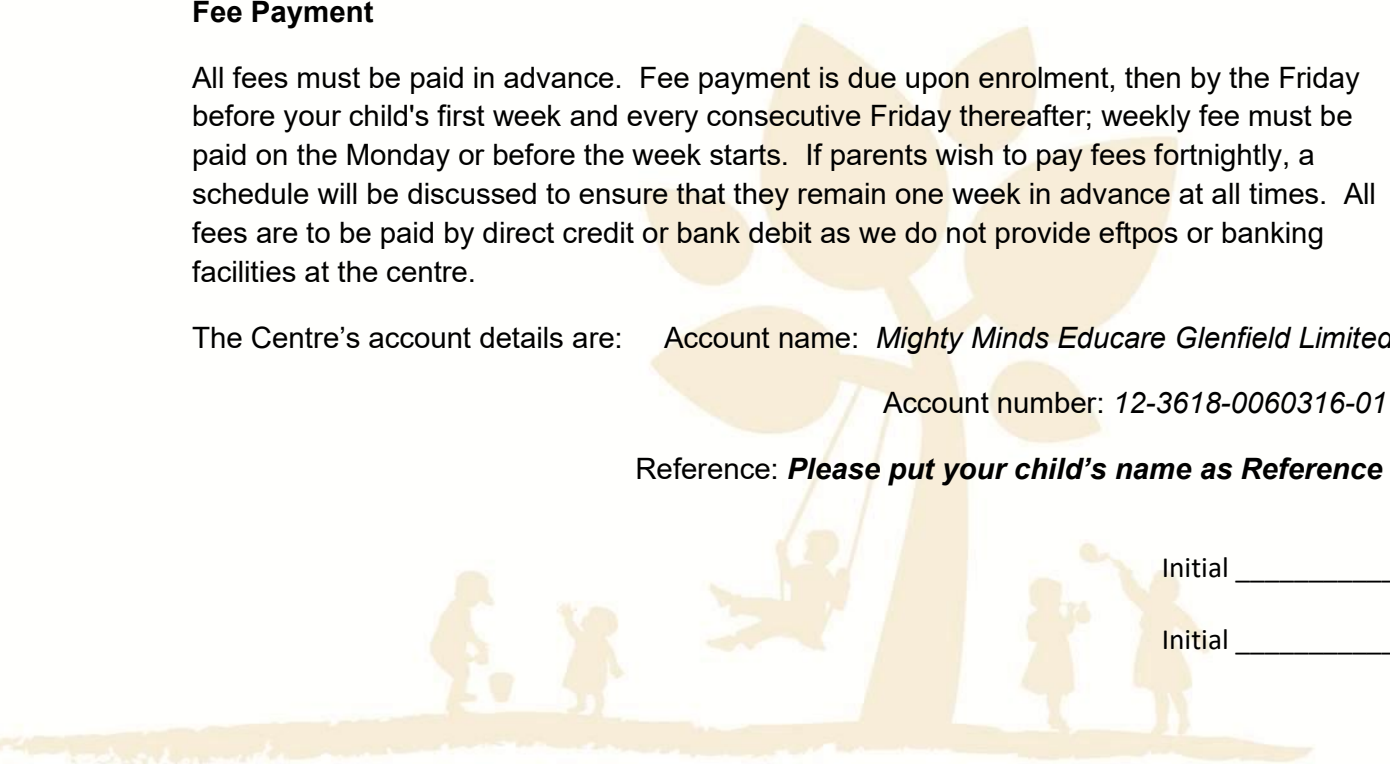
The Centre's account details are: Account name: *Mighty Minds Educare Glenfield Limited*

Account number: 12-3618-0060316-01

Reference: ***Please put your child's name as Reference***

Initial _____

Initial _____



Late payment of fees may incur a 10% penalty if fees are overdue more than 2 weeks and this penalty will be added to the overdue amount and any collection costs will be charged to your account.

Failure to pay fees will result in cancellation of your child's enrolment at the Centre.

20 Hours ECE

Our Centre is a provider of 20 hours ECE for three and four year old children provided the Attestation Form has been completed in full on, or prior to the date of entitlement. Fees quoted are charged for the hours outside of the attested hours. Hours requested by the parent for 20 hours ECE forms part of the Enrolment form.

From 1st July 2010, all three, four and five year old children were able to get an additional subsidy at early childhood services. This is limited to six hours per day and a maximum of 20 hours a week. 20 hours ECE applies to all teacher-led ECE services.

ECE services cannot charge fees for the 20 Hours ECE, but they can charge for your child's other enrolled hours outside the six hours. We have set our fees on a daily rate based minimum of 7 hours per day to ensure these additional fees can be charged so that we can continue to deliver high quality early childhood education and care.

These additional charges cover specific features above the regulated services funded by the Government. These includes; higher adult to child ratios (for additional staff), food and sunblock.

When enrolling at Mighty Minds Educare, you are committing to pay these charges outside the 20 hours scheme, as we will continue to deliver a high-quality service to families. Opting in to 20 hours is totally up to the individual family if they want the additional Government subsidy.

Enrolment in Advance

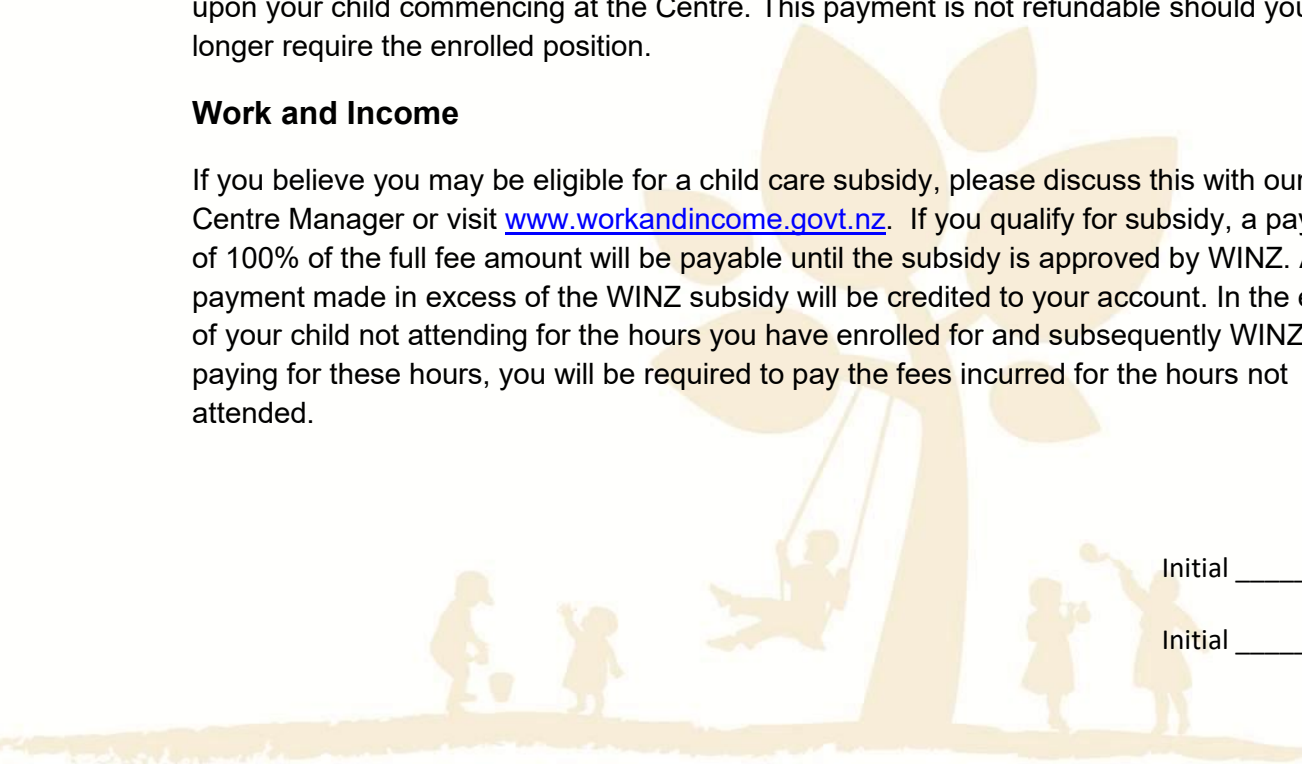
Any enrollment in advance of attendance requires a payment of one week's fees to secure your child's enrollment. The payment will constitute payment of your child's first week of fees upon your child commencing at the Centre. This payment is not refundable should you no longer require the enrolled position.

Work and Income

If you believe you may be eligible for a child care subsidy, please discuss this with our Centre Manager or visit www.workandincome.govt.nz. If you qualify for subsidy, a payment of 100% of the full fee amount will be payable until the subsidy is approved by WINZ. Any payment made in excess of the WINZ subsidy will be credited to your account. In the event of your child not attending for the hours you have enrolled for and subsequently WINZ not paying for these hours, you will be required to pay the fees incurred for the hours not attended.

Initial _____

Initial _____



Attendance

If your child is absent due to illness or holidays, please make sure that you advise us. Upon arrival and departure signature is required on Sign in sheets. In an event of emergency, this sign in sheet is used to ensure all the children are accounted for.

Collection of Children

Children may only leave the Centre with:

- Adults listed on the enrolment form, or;
- With an adult whose name and relationship to the child has been made known to the Centre by parents, prior to picking up the child.

If we have not been able to contact you or your emergency contact and you have not contacted us within one hour of closure of the Centre we reserve the right to contact the local Police.

Holiday Discount

We offer a holiday discount of 4 weeks per year at 50% fees. This applies to full weekly bookings. For children enrolled less than a full week, the discount will be applied pro-rata i.e. a child enrolled for 3 days a week will receive 12 days discounted rate in a calendar year. Holiday discount is only applicable if fee payments are kept within the payment terms and the child has been enrolled for a year.

Two weeks written notice is required.

Statutory Holidays

Full fees are applicable for any statutory holiday that falls on a day when your child would normally attend.

Christmas Closure

We are closed on all statutory holidays over the Christmas period and from 1pm on Christmas Eve. During two short weeks between Christmas and New Year, our centre will be operating in shorter hours 8.30am ~ 4.30pm.

Changes and Notice Period

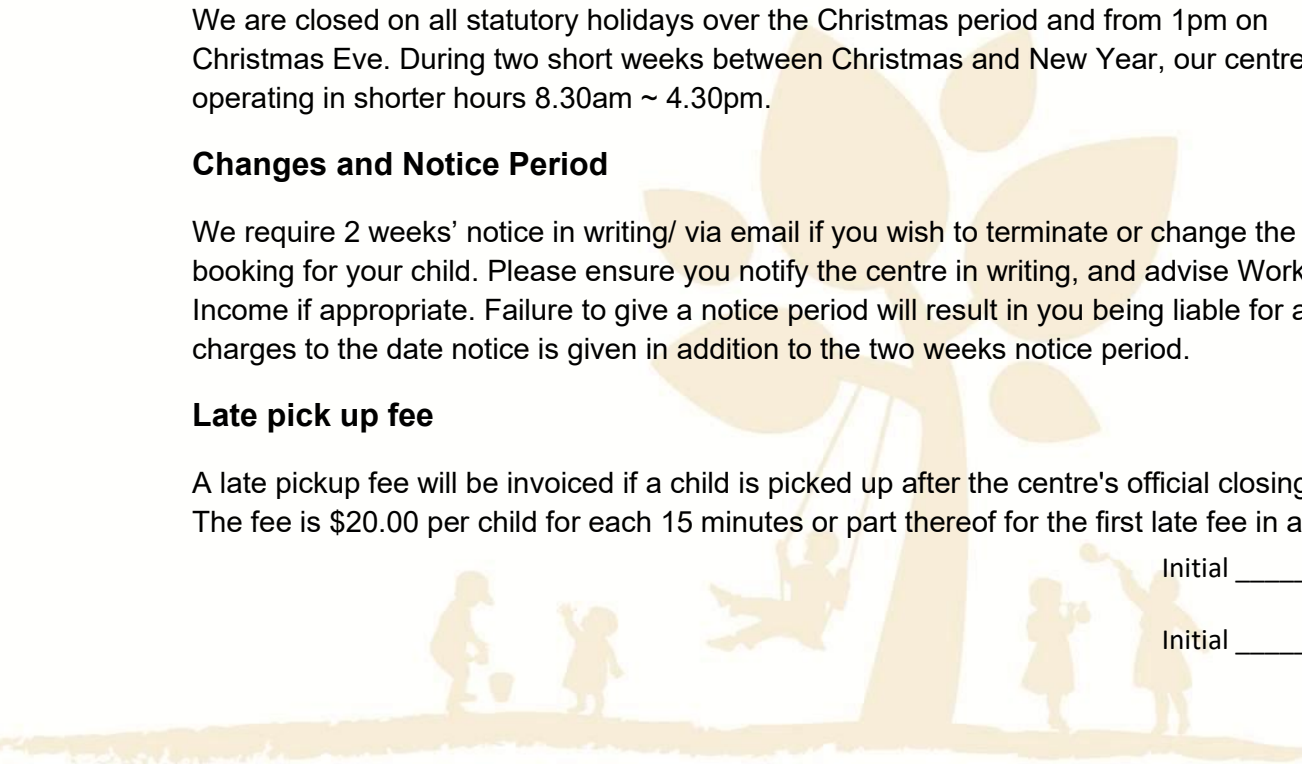
We require 2 weeks' notice in writing/ via email if you wish to terminate or change the booking for your child. Please ensure you notify the centre in writing, and advise Work and Income if appropriate. Failure to give a notice period will result in you being liable for all charges to the date notice is given in addition to the two weeks notice period.

Late pick up fee

A late pickup fee will be invoiced if a child is picked up after the centre's official closing time. The fee is \$20.00 per child for each 15 minutes or part thereof for the first late fee in a

Initial _____

Initial _____



month. For subsequent late fees in the same month, the fee payable is \$25.00 for each 15 minutes or part thereof. The fee is payable immediately to cover the wages of two Educators for working overtime.

Centre Rules and Policies and conditions of Enrolment

The terms and conditions contained herein are not exhaustive. Detailed terms and conditions are contained in published centre policy documents, rules, notices, parent handbook etc.

The fee schedule may be reviewed from time to time. Where possible at least two weeks' notice of any changes will be given. The centre reserves the right to add, amend, clarify or delete terms, conditions or policies by issuing newsletters, notices or posting notifications on one of the centre notice boards or the website.

Privacy Act

The information requested in the Enrolment application form is needed by the Centre to comply with the statutory requirements and to enable centre staff to contact you or to ensure the appropriate care and education of your child. We are obliged by regulation to keep these records for at least seven years. In the event that it is necessary to refer your account to a debt collection agency, information supplied by you will be made available in pursuit of collection of all amounts outstanding.

Please read these terms and conditions carefully and discuss anything that is not clear with us. It is important that you understand these terms and conditions, together with the Enrolment Form and Centre information as they set out the provision of early childhood care by Mighty Minds Educare and enable us to provide high quality childcare for your child.

Parent/Guardian/Caregiver Signature: _____ Date: _____

Parent/ Guardian/Caregiver Signature: _____ Date: _____

Supervisor/ Centre Manager Signature: _____ Date: _____

