

Tole Park Community Preschool Fees Terms and Conditions

1. Fee Structure

Attendance	Timing	2 Years	3-5 Years (No 20 Hours ECE)	3-5 Year Olds (20 Hours ECE)
Short Day	8:00 AM – 3:30 PM	\$55.00	\$55.00	\$30.00
Short Week	8:00 AM – 3:30 PM	\$275.00	\$275.00	\$150.00
Full Day	7:30 AM – 5:30 PM	\$75.00	\$75.00	\$65.00
Full Week	7:30 AM – 5:30 PM	\$360.00	\$360.00	\$270.00

2. Hours of Operation

- Our Preschool operates from 7:30 AM to 5:30 PM, Monday to Friday.
- We implement a minimum of two days per week for all age groups.
- Please adhere to the existing sign-in and sign-out procedures for accurate attendance records.
- Requests to modify permanent bookings should be submitted via email (in writing) at least two weeks in advance. Additionally, a timetable change form must be signed before any changes can take effect.

3. Enrolment Procedure

- To secure a spot for your child, please provide:
 - A completed enrolment form.
 - A non-refundable enrolment fee of \$50.
 - Two weeks' fees paid in advance.
- Upon confirmation of your start date, we will arrange two complimentary settling visits.
- Tole Park Community Preschool does not hold spaces. If you defer your child's start date, fees will still apply from the agreed enrolment date.

4. Payment Terms

- Fees are payable monthly in advance, with invoices emailed to parents.
- Payments are due by the 15th of each month.
- A 10% late fee will be applied to any outstanding balance not paid by the due date.
- If fees remain unpaid for three weeks, your child's enrolment may be cancelled, with advance payments applied to any outstanding balances.
- We reserve the right to engage a debt collection agency or pursue legal proceedings to recover unpaid fees.
- A 10% sibling discount is available. This will be applied to the eldest child. Both children must attend fulltime.

Bank Details:

Account Name: Ponsonby Community Centre Trust

Account Number: 12-3019-0056550-01

Please include your child's name or reference number (invoice) in the payment reference field.

5. Holiday Leave Discount

- Families may apply for a 50% holiday discount on their existing booking for a maximum of two weeks (2 weeks consecutive days) per request, with a minimum of two weeks' written notice.
- Each family is entitled to up to four weeks of holiday discount per calendar year.

6. Statutory Holidays and Term Breaks

- Tole Park Community Preschool is closed on all statutory holidays; full fees apply.
- On term breaks, fees apply. End of year closing dates will be advised closer to the date.

7. Withdrawal Policy

- A two-week written notice is required if you plan to withdraw your child from Tole Park Community Preschool.
- Fees will be charged up to and including your child's final day of attendance.

8. Attendance and Absences

- Please notify us promptly if your child will be absent due to illness or holidays. Full fees apply for all absences.
- Ensure that your child's arrival and departure times are recorded on the daily sign-in sheet (located by the front door) for administration and emergency requirements.

9. WINZ Subsidies

- It is the parent's responsibility to check eligibility for childcare subsidies with Work and Income New Zealand (WINZ).

10. Pick-Up and Drop-Off

- Children must be dropped off and picked up at their scheduled times.
- A full-day fee will be charged for late pickups beyond your scheduled time.

11. Casual Bookings

- Casual bookings for additional days or hours can be arranged via written request, subject to availability.
- Please ensure that your child is signed in and out on the daily attendance sheet for any extra hours or days attended.

Acceptance of Terms

By signing below, I/We acknowledge and accept the above terms and conditions.

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____

Parent/Guardian Name: _____

Signature: _____

Administration/Preschool Manager Signature: _____