# Fee Schedule & Policies

| Children 6 Months – 2 Years | | |
|---|---|---|
| Full Day | 7:30am – 5:30pm | $83 |
| Weekly | 7:30am – 5:30pm | $415 |

| Children 2 – 3 Years | | |
|---|---|---|
| Full Day | 7:30am – 5:30pm | $68 |
| Weekly | 7:30am – 5:30pm | $340 |

| Children 3 Years – 5 Years (6.5 hours minimum per day or full-time care) | |
|---|---|
| With 20 ECE Hours Full Day | $56 |
| No ECE Hours Full Day | $78 |
| With 20 ECE Hours Weekly | $280 |
| No ECE Hours Weekly | $390 |

| Payment Terms |
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| The payment of these fees is automatic for the times you have enrolled your child, including statutory holidays and days your child may be sick. Fees are required to be paid one week in advance by **automatic payment** into Little Thinkers Limited's bank account: **BNZ 02-0200-0131785-000** <br> **Please use your surname and your child's name as the reference.** |
| Overdue fees may incur a 10% penalty if they remain unpaid for over two weeks. |
| If your debt remains unpaid, Greenlane Childcare may employ a debt collection agency to recover the debt and any reasonable costs incurred in relation to it. Alternatively, the debt may be passed on or sold to a debt collection agency, who then legally becomes the "creditor." After a period of three weeks of non-payment, your child's enrolment may be cancelled. |
| By signing these terms and conditions, you agree to pay all costs incurred in the collection of debt, including legal costs, court fees, and debt collection charges. |

**Review Date:** May 2025

**Fee Payment and Invoices**

Invoices will be emailed weekly for one week's advance fees.

If your child is absent or on holiday, you will still be required to pay the regular fees as outlined in this schedule.

Our fees are reviewed biannually.

If your child is absent for three weeks or more, you agree to pay any lost Ministry of Education funding.

**Holidays and Absences**

It is important to provide two weeks' notice of absences or holidays due to staffing ratios. You will be required to pay your normal weekly fee while away. However, the centre closes for a minimum of two weeks over the Christmas period, during which there will be no charge.

If your child is absent for three weeks or more, you agree to pay any lost Ministry of Education funding.

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

The centre will close for approximately two weeks over the Christmas/New Year period. Exact closure dates will be advised each year in advance.

**Notice and Withdrawal**

Two weeks' written notice is required if you wish to change your child's schedule or withdraw from the Centre.

Fees are payable during this notice period and may be charged up to and including your child's final day.

**WINZ**

Some families may be entitled to a childcare subsidy from Work and Income New Zealand (WINZ). For more information, please visit www.workingforfamilies.govt.nz.

It is the parent's responsibility to ensure all necessary documentation is submitted and processed with WINZ in a timely manner.

**Late Fees**

The Centre is not licensed to care for children outside its operating hours. If your child is not collected by the scheduled time, a late fee may apply.

A late pick-up fee of $20.00 per 15 minutes (or part thereof) will be charged.

**Family Discount**

When two or more children with the same legal guardian attend Greenlane Childcare Centre, you may be eligible for a 10% discount on one child's fees. Please speak to the Centre Manager for more information.

**Review of Fees**

Fees will be reviewed biannually. Parents will be given one month's notice of any changes.

**Review Date:** May 2025

| **Enrolment Deposit** |
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| To secure your child's enrolment within Greenlane Childcare Centre, a non-refundable deposit of one week's fees will be required. |

| **Parent Declaration** |
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| Enrolment at Greenlane Childcare Centre confirms your acceptance of the Fee Schedule and Centre Policies. |
| Greenlane Childcare Centre reserves the right to amend, clarify, or withdraw any terms, conditions, or policies. Any proposed changes will be notified in writing with at least two weeks' notice. |
| Discounts are offered at the discretion of the Centre and may be withdrawn at any time. Only one discount may be applied at any given time. |
| Parent/Guardian Signature: _____          Date:  ___ /___ / ___ |