



Fee Schedule & Policies

Fee Schedule

Families enrolling for five days per week benefit from a reduced daily rate compared to two, three, or four day enrolments.

Full Day (7:30am – 5:30pm) <i>Minimum of 3 days per week</i>	6 Months – 3 Years	3 – 5 Years (20 Hours ECE)
3 Days	\$255 (\$85 per day)	\$180 (\$60 per day)
4 Days	\$340 (\$85 per day)	\$240 (\$60 per day)
5 Days	\$375 (\$75 per day)	\$275 (\$55 per day)

Note: No ECE hours incur an additional charge of \$22 per day above the 20 Hours ECE

Payment Terms

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**
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.

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.

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

Holidays and Absences

The centre operates for 52 weeks of the year, including the Christmas and New Year period. Fees are charged for statutory holidays, school holidays, and sick days.

Families are entitled to a holiday discount of up to two weeks per calendar year, where fees will be charged at 50% of the usual rate. This entitlement requires a minimum of two weeks' written notice and may be taken as one continuous block or split across two separate weeks. Holiday discounts cannot be carried forward between calendar years.

To support effective staffing and teacher-to-child ratios, we ask that all planned absences, including holiday periods, be communicated to the centre as early as possible.

Please note that if your child is absent for three or more consecutive weeks, Ministry of Education funding for your child's place may be affected. Where this occurs, families may be required to cover any loss of funding.

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.

Enrolment Deposit

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

Parent Declaration

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: ___ / ___ / ___