



## **TERMS OF TRADE**

Please read these terms and conditions carefully and feel free to discuss them with us. It is important that you understand these Terms of Trade together with the Enrolment Form and Pack as they set out the provisions of early childhood education at New Beginnings Early Learning Centre.

### **Collection of Children**

New Beginnings Early Learning Centre is licensed by the Ministry of Education from 7:30am till 5.30pm Monday to Friday. In the case of unforeseen circumstances causing you to be late, please contact the Centre as soon as you possibly can.

If we have been unable to contact you or your emergency contacts, and you have not contacted us within one hour of closure, we reserve the right to contact the local Police. It is important that you keep the emergency contact details up to date.

Children may only leave the centre with:

1. Adults listed on the enrolment form, or
2. An adult whose name, contact detail,s and relationship to the child has been made known to the centre, by parents, prior to picking up the child.

A late pick up fee of \$10 per 10 minutes, or part thereof, will be charged for collection of children after the closing time of 5.30pm.

### **Emergency Closure of Centre**

We are required by the Ministry of Education to close the Centre in certain circumstances, such as, the loss of power to the Centre. We may be required to evacuate the premises ASAP in the case of such an event. You are required to collect your child from the Centre in the event of an emergency closure.



## **Privacy Act**

Any information we hold about you and your child/children is strictly confidential and the Centre follows the principles of the Privacy Act 2020.

We may at times observe and photograph children for the purpose of preparation of individual portfolios for children and/or communication with parents. Signing of this agreement includes permission to photograph and to use these photographs in portfolios and on Centre noticeboards and information.

## **Enrolment and Childcare Fees**

We invoice fees for two weeks in advance and ask that where possible you can set up and automatic payment to ensure fees are kept in advance. Fees must be paid for every day that your child is enrolled, including any day your child is enrolled but is absent. This includes all statutory holidays that fall on a day when your child would normally attend the Centre. No fees are charged for the two-week period over Christmas and New Year while the centre is closed. Your child is also entitled to two weeks of holiday at 50% reduction. For example, if they normally attend 3 days a week, they are entitled to 3 days holiday discount at 50% for two weeks of the year. Children must have completed 6 months continual enrolment before being eligible for holiday fee exemption.

Any swaps or make up days may be available at the discretion of Centre Management.

## **Late Payment of Fees**

Late payment of fees may incur a 2% penalty per month and collection costs if fees are overdue and this penalty will be added to the overdue amount. Failure to pay fees will result in cancellation of your child's enrolment at the Centre. If any account balances remain unpaid, then all costs of debt collection incurred will be payable by you, the parent, caregiver, guardian. In terms of the Privacy Act 2020, you the parent, caregiver, guardian irrevocably authorise Beginnings Early Learning Centre to seek and exchange information with any person, company or agency in regard to your credit rating and debt recovery procedures.



A form of personal identification, drivers' licence or passport, must be supplied to the Centre along with these signed Terms and Conditions.

### **W.I.N.Z. Childcare subsidy**

Childcare fees of 100% are 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.

You will be required to manage the relationship with WINZ and to advise WINZ of any change in hours of enrolment.

### **20 Hours ECE funding**

The Centre is a provider of the 20 hours Early Childhood Education to all three and four year old children. The 20 hours ECE is available for up to six hours per day for a maximum of 20 hours per week.

As Beginnings Early Learning Centre provide services extra to the 20 hours ECE, we request your agreement to pay a contribution towards the costs of providing: higher staff ratios, morning and afternoon teas plus the costs involved with stationery and printing related to children's portfolios and the teachers non-contact time to create the portfolio record for you to keep when your child leaves Beginnings.

### **Cancellation of enrolment**

In the event of you wishing to terminate your child's enrolment at Beginnings, you will need to give a minimum of two weeks' notice which must be paid in full. If you do not wish for your child to attend those two weeks you must still pay the notice period.



## **Agreement of Terms**

In signing these Terms of Trade you agree to them Terms of Trade, and to abide by the Policies of Beginnings Early Learning Centre. The policies, terms of trade and enrolment forms and booklet are subject to review, amendment, clarification or deletion at the discretion of the Centre management,

Full Name:

Signature: Date:

Name(s) of Enrolled child/ren: