

Changepoint Early Learning Centre

135 Poike Road, Hairini, Tauranga
 Email: info@changepointelc.co.nz

Phone: 07 2424088

Fees Schedule

To be read in relation to the Fees Policy and Procedures

0-2 Year Olds Minimum Enrolment of 2 days		FEES
AM/PM Sessions – 4 hours	Daily	\$30.00
Morning or Afternoon	Weekly	\$120.00
Short Day – 6 hours	Daily	\$40.00
	Weekly	\$160.00
Full Day – 6 hours +	Daily	\$50.00
	Weekly	\$200.00

3-4 Year Olds Minimum Enrolment of 18 hours		FEES (After 20 hours ECE)
AM/PM Sessions – 4 hours	Daily	N/A
Morning or Afternoon	Weekly	FREE
Short Day – 6 hours	Daily	FREE
	Weekly	FREE
Full Day – 6 hours +	Hourly	\$7.00per hour
38 hours + (including ECE)	weekly	\$105.00

5 Year Olds Minimum Enrolment of 30 hours		FEES (After 20 hours ECE)
Short Day – 6 hours	Daily	FREE
9:00am – 3.00pm	Weekly	FREE
Full Day – 6 hours +	Hourly	\$7.00per hour

Bank Account Details

Changepoint Early Learning Centre **02 0466 0376026 000**

(Please use your child's First name and Last name as a reference).

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Hours of Operation

7.30am to 4.30pm. Closed for Public Holidays, Christmas and Weekends

Work and Income NZ

If parents are working or in training, they are likely to qualify for a **child care subsidy** which can reduce the fees above. For further information regarding this subsidy, please contact our Centre Manager or speak with your local WINZ/ MSD office

Booking Policy

For bookings not shown above, please refer to Centre Manager for rates.

Deposit

One week's fees are payable upon enrolment. This is non-refundable if your child does not start the centre and less than one week's notice is given.

Enrolment Fee

An enrolment fee of \$20 is payable upon enrolment. This is non-refundable

Meals

All meals are provided by the parent.

Nappies

Nappies are to be provided by the parent.

Notice Period and Changes to Enrolment

A regular schedule of attendance must be established with the centre manager. No swapped or substituted enrolments days can be made for absences on normal enrolled days, public holidays, general holidays or sickness. Any extra casual days you wish to attend because you cannot attend your regular booked days will be charged as an extra day adding onto your usual weekly invoice (even if you were absent on one of your usual booked days). Casual days must be applied for in advance and are subject to availability.

Changes in a child's regular schedule may be made with two weeks' prior written notice and space permitting. It cannot be guaranteed that you will be able to revert to the original schedule at the end of the change period.

If you wish to terminate the permanent booking for your child, please ensure you notify the centre in writing giving no less than two weeks' notice, and advise Work and Income accordingly if appropriate.

Payment Methods and Terms

Invoices (Statements) are provided weekly either by email. We prefer fees to be paid by automatic payment or direct debit into our bank account indicated above. We do not accept cash on the ELC premises. Fees are to be paid one week in advance. You accept full responsibility for payment of fees for all days enrolled on the basis of the current fee schedule, irrespective of any arrangement with any third party, including Work and Income. If you do not maintain your account as per the payment agreement; a late payment fee for every week it remains overdue and/or interest may be charged on all overdue balances, if any special offers or discounts are applicable these may be withdrawn. We may refer your account to a third party collection agency and you will be liable for any collection costs.

Late Pickup

If your child is not dropped off or collected at the agreed booked times, you may be charged either the next fee bracket or a late pick up fee of \$10 per 10 minutes (or part thereof). The centre is not licenced to care for your child outside of opening hours.

20 Hours ECE

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20 Hours ECE is available at this centre to all children aged 3-5 years old, provided the Attestation Form has been completed in full prior to the date of entitlement. 20 Hours ECE is for a maximum of 6 hours per day, and up to 20 hours per week. 20 Hours ECE subsidy ceases after 3 weeks of continuous absence and full fees will be payable unless otherwise agreed in writing prior to the event. For further information, please refer to the Ministry of Education www.education.govt.nz

Holidays and Absences

It is important you provide sufficient notice of absences or holidays to allow the centre to plan for staffing ratios accordingly. In cases of sickness or unplanned absence ensure the centre is advised prior to the booked start time for the day, there will be no reduction in fees charged in this instance. Holidays for the child can be taken however if the centre administrator or centre manager have not been notified in writing full fees will continue to be charged. A maximum of 3 weeks can be taken consecutively. For public holidays and annual shut down at Christmas, there will be no fees charged.

Three Week Absence Rule

Ministry of Education regulations mean childcare providers are unable to claim funding if your child is absent for 3 consecutive weeks without a valid reason. We regret that a permanently booked space will be cancelled after 3 weeks if no other arrangements have been approved by the Centre Manager.

Frequent Absence Rule

If your child has a pattern of absence, regulations require you to sign a reconfirmation of enrolment form to maintain your booked hours. If the frequent absence pattern continues across the three months consecutively, funding will cease in the fourth month and your enrolment may be cancelled.

Emergency Closure

If in an emergency we do need to close the centre, fees will not be applied to children's accounts during this time frame. Emergency closures can be due to civil defence emergencies, extreme weather conditions, non-controllable health and safety issues, interruptions to essential services or similar.