

**TERMS OF TRADE FOR MORNING STAR PRESCHOOL**  
**(Effective from July 1<sup>st</sup> 2010)**

*This is a legal document therefore it is important that you read and understand its contents before signing.*

**STATUS OF ENROLMENT**

Full time full time Monday to Friday (short days or long days)

Part time part time (minimum three days of 6.5hrs per day)

**ADMINISTRATION FEE AND CONFIRMATION OF ENROLMENT**

- A non refundable of \$40 administration fees plus a 2 weeks advance tuition fees must be paid upon enrolment.
- Your full weekly fee must be paid 2 week in advance. Failure to make a payment may result in your child being removed from the roll until full fees are paid.

**WINZ CHILDCARE SUBSIDIES**

- WINZ applicants are required to pay full fees until the subsidy is approved and appears on our WINZ statements.
- 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 maintain the relationship with WINZ and to advise WINZ for any change in hours of enrolment and will be responsible for cancelling the subsidy from WINZ.

**ABSENCES**

- If your child is absent for more than five days, a note must be given to staff stating the dates absence and the reasons.
- Note: 21 Day Rule (ministry of Education rule for funding) – a child can be absent for 9 calendar days before their name is removed from the roll. If parent/caregiver have contacted during the nine days, the child's name can remain on the roll for a further 12 calendar days before removal.
- Full Fees must be paid for every day that your child is enrolled, including any day your child is enrolled to attend but is absent.

**STATUTORY HOLIDAYS AND OTHER HOLIDAYS**

- Full fees will be charged for any statutory holidays that fall on a day when your child would normally attend. This is because we required by law to pay staff for that day.
- Fees will be charged at a 50% over the period that the centre is closed.

**ENROLLED HOURS AND MAKING CHANGES**

- One week's notice is required for any changes you wish to make to the time that your child is booked in. This is so to roster the appropriate number of staff. To make the change 'official' you will be required to fill in a 'change of hours' form.
- Change to your booked time will only be accepted on the provision that there is a space vacancy and will be made at the discretion of management.

**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, and must evacuate the premises within 2 hours of such an event. In the event of an emergency closure of the Centre, you will be required to collect your child from the Centre.
- Full fees are to be paid for up to 5 days if there is an emergency closure of the Centre.

## **20 FREE HOURS**

- The Centre is a provider of 20 free hours (Free ECE) for three to five year old children.
- Eligibility for free ECE begins on the child's third birthday and ends on the child's sixth birthday. Free ECE is available for up to 6 hours per day for a maximum of 20 hours per week.
- As Morning Star is an all day centre, open 10 hours per day, fees will be charged for the days and hours when the 20 free hours are not available.

## **The fees charged will only be for the hours not covered by the provision of Free ECE.**

- A Ministry of Education Attestation form will be filled in for every child receiving Free ECE and signed by a parent. Parents must state on this form the days and hours they would like Free ECE.
- A copy of your child's birth certificate/passport **must** be supplied in order to qualify for Free ECE.

## **WITHDRAWING AN ENROLMENT**

- Two weeks notice in advance is required should you wish to withdraw your child from the Centre.
- You will still be charged should you remove your child before the two weeks notice is complete.

## **PICK UP AND DROP OFF TIMES**

- When children are dropped off before or collected after their booked time this may affect our teacher: child ratio and/or result in our teachers having to work longer hours. When parents have notified the centre that their child/ren will be collected out of their booked hours within the hours the centre is operational they will be charged at a block of half hourly rate of \$6 (WINZ and 20 hours ECE cannot be claimed for any "casual" hours).
- If extra hours occur out of the centre operating hours a late fee of \$10 for the first five minutes plus \$5 for every additional five minutes or part thereof applies. This is to be paid directly to the teachers.

## **LATE PAYMENT FEES**

- Any outstanding fees will automatically incur a late payment charge of 2.5% per month interest which will be added to your account.
- If the fees are in arrears by more than 10 working days, the Management reserves the right to take your child off the roll and reallocated the roll space to another child.

## **PAYMENT FAILURE**

- If any account balances remain unpaid and are deemed by us to require outside debt recovery action, then all costs of debt collection (legal, filing, and court fees and all debt collection commissions etc) incurred will be payable by the debtor plus a two percent interest per month.
- In terms of Privacy Act 1993, the debtor irrevocably authorises the supplier (Morning Star Institute of Education) to seek and exchange information with any person, company or agency etc. in regard to debtors' credit rating and the Supplier's credit management and debt recovering process.

**Terms of Trade outlined on this sheet are subject to change.**

**Fees are reviewed on an annual basis – a minimum of one month will be provided for all changes. Fees of Trade applied are those recorded on the enrolment form and/or advised through notices.**

***I acknowledge that this is a legal document. I have read and understand the contents of the 'Terms of Trade' and will agree to abide by these conditions.***

Signed parent:

Date:

Signed management:

Date: