



Fee Policy

	Under 3 years FULL DAY	Under 3 years 7 hour day 9am – 4pm	20hrs ECE Full day Only available to children over 3	20 hrs ECE 7 hour day 9am – 4pm Only available to children over 3	Over 3 years FULL DAY
2 days	\$144	\$114	\$108	\$75	\$144
3 days	\$216	\$171	\$162	\$112.50	\$216
4 days	\$288	\$228	\$216	\$156	\$288
5 days	\$305	\$265	\$225	\$185	\$305

NOTE: All figures include GST. Your child must be booked for a minimum of 2 days

Attendance beyond the 7 hour session will be charged as a full day.

The above fees are applicable to person who have NZ residency or relevant visas.

Booking Fee

- A non-refundable booking fee of \$45.00 is payable when enrolling your child to secure their position. This fee covers administration set up costs including your child's portfolio folder and stationery costs.

Effective from 2 April 2018

Enrolment/Withdrawal

- Once a child is enrolled and confirmation of a start date is given, all booked sessions will be charged, regardless of whether a child attends or not.
- Two weeks written notice is required if your child is leaving the Centre. Fees are payable during this notice period.
- Minimee Early Learning Adventure provides a safe and caring environment for all children who are enrolled. Accordingly, if it is determined that it is in the best interest of the Centre, teachers and children, a child's enrolment may be ceased by giving 2 weeks notice in writing.

Payments

- Payment of fees is weekly in advance.
- Automatic payment and internet banking are our preferred methods of payment as this minimises the amount of staff time required to process the payments.
- The late payment of fees may incur a 10% penalty if fees are overdue by more than one week and this late payment penalty will be added to the overdue amount. In addition, failure to keep fees up to date may result in a child's enrolment being forfeited and the debt being passed on to a debt collection agency. Once the account is passed onto a collection agency all additional fees incurred will be the responsibility of the debtor/family concerned. In terms of the Privacy Act 1993, you the parent/guardian/caregiver irrevocably authorise Minimee Early Learning Adventure to seek and exchange information with any person, company or agency etc, in regard to your credit rating and debt recovery procedures.
- We do prefer weekly in advance payments, however if the parent needs to pay monthly, then this must be discussed with the staff prior to this occurring. If fees are being paid monthly in advance, the fees are to be paid by the 7th of the relevant month. (for example: if your child starts at the Centre on 20th November, and you have arranged a monthly payment of fees, then the FULL months fees are to be paid no later than 7th of December, the fees from 20 November to 7 December are to be paid before commencement)

WINZ

- WINZ subsidies are available for fee assistance depending on the level of your total family income. All information regarding application is held in the Centre so please talk to staff in this regard. However, you are required to pay 100% of your fees until your application is approved.
- At that point your payments will be shown as a credit in your account. In the event of your application being declined you will be required to continue to pay your fees in full. You are required to manage your relationship with WINZ and advise them of changes of

circumstances which may involve an increase/decrease or cessation of your subsidy. In the event that WINZ cancels your subsidy, any debt that this may cause will be your

Effective from 2 April 2018

responsibility to pay immediately. Remember that absences of 3 weeks or more (including holidays) require the Centre to cancel WINZ until your child returns and then another application will need to be made.

Family Discount

- Where there are 2 or more children from the same family attending full time at the Centre, a discount of 5% off the eldest child's fees is available provided that all due fees have been paid in advance.

Holidays/Statutory Holidays/Sick Days/Absences

- Fees are charged when your child is absent due to sickness or other reasons. This includes the period between Christmas and New Year.
- Fees will be charged for all statutory holidays.
- Children who have been enrolled at the Centre for a minimum of six months are entitled to 2 weeks (a maximum of 10 days pro rata of booking) holiday per calendar year at a discounted rate of 50% of the regular weekly fees. To qualify for the discount, the absence must be for a consecutive period of 1 week or more, at least 2 weeks written notice is given of the intended absence and all due fees have been paid in advance.

Holiday discount is calculated on the Parent Paid portion of the fees eg after allowance for any subsidies or discounts is made.

Attendance

- If your child will be absent, for whatever reason, please inform the Centre as soon as possible. The arrival and departure times must be entered correctly each day on the daily Sign In and Out sheets as, in an emergency, these sheets are used to ensure that all children are accounted for.

Unwell children

- Children who are unwell and/or suffering from any condition that is capable of being transmitted to other children are not to be brought to the Centre. They may return when they have been free of symptoms for 24 hours. If a child becomes unwell during the day then parents will be advised and required to collect the sick child forthwith. If the Centre is unable to contact either parents or emergency contacts listed on enrolment, then the Centre reserves the right to seek appropriate medical advice and/or treatment which is in the best interest of the child.

20 Hours ECE

- Minimee is a provider of the Government's 20 hours of subsidised early childhood learning for eligible 3 and 4 year old children. This is available for up to 6 hours per day for a maximum of 20 hours per week. As Minimee is an all day centre, fees will be charged for the days and hours when the 20 hours are not available. (This includes any hours above the 6 hours per day) To be eligible for the 20 hours, the Ministry of Education's attestation section on the enrolment form must be completed and kept up to date.

Late Fees

- For children who are picked up after the Centre's specified closing time (6:00pm), a late fee of \$1 per minute shall be payable directly to the staff member on duty

Emergency Closure of Centre

- In the event of an emergency closure, ie natural disaster, parents will be liable to pay their child's fees for up to 3 days

Other

- Fees are subject to change and may be increased from time to time at the discretion of the Centre. At least 2 weeks notice will be given to parents of an increase in fees.

Privacy Act

- Any information held regarding your child/family from the enrolment form completed by you, or other authorised person, is required by the Centre to enable compliance with statutory requirement and/or to enable Minimee contact you or to ensure both the care and education of your child. Any information held by Minimee is strictly confidential and follows the principles of the Privacy Act 1993.

Bank Details

Minimee

BNZ: 02-1244-0098328-00