



Fee Schedule & Policies

Children 6 Months - 2 Years		
Full Day	7:30am - 5:30pm	\$83

Children 2 - 3 Years		
Full Day	7:30am - 5:30pm	\$68

Children 3 Years - 5 Years (6.5 hours minimum per day or full-time care)		
With 20 ECE Hours Full Day		\$56
No ECE Hours Full Day		\$78

Payment Terms
<p>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 Greenlane Childcare Limited bank account: ASB 12-3489-0052749-01</p> <p>Please use your surname and child's name as reference</p> <p>Overdue fees may incur a 10% penalty if they remain unpaid for over two weeks</p> <p>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 the debt. Or they may pass on or sell the debt to a debt collection agency, who then legally becomes the "creditor" for the debt.</p>

Holidays and Absences
<p>It is important to provide two weeks' notice of absences or holidays due to staffing ratios. You will be required to pay your normal weekly fee while away however the centre closes for a minimum of two weeks over the Christmas period which there will be no charge.</p>

Notice and Withdrawal

Two weeks' notice is required if you are wanting to alter your child's schedule.

Two weeks written notice is required if your child is leaving the Centre. Fees are payable during this notice period.

WINZ

Some families are entitled to a childcare subsidy from Work and Income New Zealand. For further information please visit www.workingforfamilies.govt.nz . It is the parent's responsibility to ensure all paperwork is processed and received by WINZ on time.

Late Fees

The centre is not licenced to care for your child outside operating hours therefore if your child is not collected from the centre at closing time a late fee may be applied. A late pick up fee will be charged when your child is being picked up after the specified booking times.

Family Discount

When two or more children with the same legal guardian attend Greenlane Childcare Centre you may be eligible for a 10% discount for one Child. Please talk with the centre manager.

Review of Fees

Fees will be reviewed biannually. Parents will be given one months' notice of any fee 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 Policies. Greenlane Childcare Centre reserves the right to amend, add, clarify, or delete terms and conditions, or policies. Any proposed amendments will be notified in writing to the parents two weeks in advance. Discounts are allowed at the discretion of the centre and may be withdrawn at any time. Only one discount offer at any given time can be applied.

Parent/Guardian Signature: _____

Date: ___ / ___ / ___