



Four Seasons Kindergarten is a privately owned, fee charging early childhood centre.

1. There is a \$50.00 placement fee when enrolling your child to secure a placement. The placement fee is non-refundable. It is paid on acceptance of a place at kindergarten for your child and payable prior to their first day of attendance.
2. Four Seasons Kindergarten operates for 49 weeks per year and all enrolled children are liable for the full fees for the year.
3. You will be charged for the hours your child is enrolled even when they do not use these hours due to sickness or any other situation preventing them from attending. Non-attendance at kindergarten must be notified.
4. If you are planning to withdraw your child from Four Seasons Kindergarten you must give 3 weeks written notification. Fees are payable for the three week period, regardless of attendance.
5. Parents/guardians/caregivers are responsible for the payment of fees, irrespective of any third party arrangements e.g. WINZ.
6. Your child's enrolment will be suspended if fees are unpaid for two weeks after the due date of the invoice. The enrolment will not become active again until outstanding fees are paid in full, providing availability allows, unless an alternative agreement has been reached with management. If fees are not paid the following process will occur:
 - a. Verbal communication with the parent/s regarding outstanding debt.
 - b. Letter giving time for payment and arrangement to be made to pay debt.
 - c. Child forfeits kindergarten space if payment of arrears is not received by given date or no contact for arrangement has been made by parent.
 - d. Account will be handed to a debt collector. Any unpaid debts will incur all collection costs.
 - e. Child will not be permitted back to kindergarten until payment of arrears is made in full and arrangements are made to pay for fees on a weekly basis.
7. All fees are GST inclusive and are to be paid directly into Four Seasons Kindergarten bank account by direct debit either weekly or fortnightly.
8. Fees are charged weekly on a Monday for the week ahead and payment is due by the following Monday.
9. Four Seasons Kindergarten has a minimum booking of 6 hours per day for three days per week. Any less is at the sole discretion of the kindergarten management.
10. Four Seasons Kindergarten is closed on Public Holidays and no fees are charged for these days.

11. Casual full day attendance at Four Seasons Kindergarten may be available, subject to availability. Any casual hours requested will not automatically count as 20 ECE hours - ask if they are available in advance of your child attending a casual day. You will be advised of the cost of attendance at the time of booking.
12. A child enrolled at Four Seasons Kindergarten on any given day that involves the Bush Kindergarten programme is charged \$12.00 per day in addition to any other fees payable.
13. It is a Ministry of Education funding rule that after three weeks continual absence, a child is withdrawn from the roll. Where a child is to be absent from the centre for a period of 3 weeks or more, to secure a child's space, a holding fee is payable. This must be arranged with management in advance.
14. Four Seasons Kindergarten will be closed over the Christmas period for approximately 3 weeks and you will be notified of these dates. No fees are incurred during this closure.
15. Four Seasons Kindergarten reserves the right to change fees at any time. You will receive two months' notice in advance of any adjustments. Any fee changes will be entirely at the discretion of the management.
16. Change of enrolment days and times - If you wish to change your child's enrolled days and times of attendance, a request to change days form must be used and filed with the office. You will be notified when this request will be actioned (this is dependent on availability).
17. Late / Early fees: For children who are continually picked up late or arrive early at kindergarten, a late/early fee penalty will be incurred. This will be discussed with the parent prior to the charge being incurred.
18. Parents agree their child is not enrolled in any other early childhood service on the same day they attend Four Seasons Kindergarten.
19. Fee Schedule/Optional Charges:
 - 2-6 year olds \$57.00 per day for a 6 hour session (not using 20 ECE hours)
 - 3-6 year olds if using **20 ECE Hours**; 6 hours per day - \$15.00 a day optional fee. This covers our special character, 100% qualified teachers, all meals, seasonal festivals and parent evenings.
 - So with our 3 day minimum enrolment, the weekly fee is \$45.00 per week
 - 4 day enrolment is \$88.00 per week
 - 5 day enrolment is \$145.00 per week
 - For hours exceeding 20 ECE hours a week; \$7.00 per hour booked and \$15.00 per day.
 - A child not using 20 hours ECE - \$7 per hour booked applies and \$15.00 per day.
 - When a child is enrolled on a Bush Kindy day there is a \$12.00 per day fee to cover additional equipment and transport.
20. All children aged 3, 4 & 5 in New Zealand are eligible to use 20 ECE hours per week from the Ministry of Education. Parents are free to use their ECE hours as they choose. A maximum of 6 hours per day may be used.

All Policies are available for viewing at Four Seasons Kindergarten in the office.