



Application is made for the enrolment of:

Child's **official given name** : \_\_\_\_\_

Child's **official** other names/ middle name : \_\_\_\_\_

Child's **official surname or family name** \_\_\_\_\_

**Name your child is known by / preferred name**

Surname/ family name \_\_\_\_\_ Given name \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Child's Date of birth: \_\_\_\_\_

Enrolment Date : \_\_\_\_\_

Childs Primary Home Address: \_\_\_\_\_

\_\_\_\_\_

Mother's/Guardians name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Father's/Guardians name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

The names of people who (by direction of a person who has custody of the child) are allowed to collect my child or should be consulted if the child is ill or injured (other than those stated above).

Name: \_\_\_\_\_  
Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_

N.B.: No child will be given permission to leave the centre unless the person collecting the child is noted on this form. If the person is not on this form, please advise the Manager / Supervisor.

Child's Ethnicity: \_\_\_\_\_ Iwi Affiliation: \_\_\_\_\_

(Required for statistical purposes)

Languages spoken at home: \_\_\_\_\_

Siblings: \_\_\_\_\_

**Copy of official identity verification document \* collected and copied by staff :**

- NZ Birth Certificate
- Foreign Birth Certificate
- NZ Passport
- Foreign Passport
- Other \_\_\_\_\_

Staff Initials \_\_\_\_\_

Privacy Statement

We are collecting personal information on this enrolment form for the purposes of providing early childhood information to your child.

We will use and disclose your child's information only in accordance with the Privacy Act 1993. Under that act you have the right to access and request correction of any personal information we hold about you or your child.

Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding, and the measurement of educational outcomes.

You can find more information about national student numbers at [www.eli.education.govt.nz](http://www.eli.education.govt.nz) .

Information about acceptable identity verification documents is available online at [www.lead.ece.govt.nz](http://www.lead.ece.govt.nz) and [www.eli.education.govt.nz](http://www.eli.education.govt.nz).

◆ Enrolment Details for :						(Childs Name)
Date of Enrolment: ___ / ___ / ___    Date of Entry: ___ / ___ / ___    Date of Exit: ___ / ___ / ___						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total number of hours:
<b>For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours</b>						
20 Hours ECE at this service						Total number of hours:
20 Hours ECE at another service						Total number of hours:
Parent/Guardian Signature: _____ Date: ___ / ___ / ___						

◆ 20 Hours ECE Attestation:	
1. Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service?	<i>Tick One</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Is your child receiving 20 Hours ECE at any other services? <i>One</i>	<i>Tick</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes to either or both of the above, please sign to confirm that:	
<ul style="list-style-type: none"> <li>▪ Your child does not receive more than 20 hours of 20 Hours ECE per week across all services.</li> <li>▪ You authorise the Ministry of Education to make enquiries regarding the information provided in the Enrolment Agreement Form, if deemed necessary and to the extent necessary to make decisions about your child's eligibility for 20 Hours ECE.</li> <li>▪ You consent to the early childhood education service providing relevant information to the Ministry of Education, and to other early childhood education services your child is enrolled at, about the information contained in this box.</li> </ul>	
Parent/Guardian Signature: _____ Date: ___ / ___ / ___	

◆ Dual Enrolment Declaration
I hereby declare that my child is not enrolled at another early childhood institution at the same times that he/she is enrolled at Kereru Kindy.
Parent/Guardian Signature: _____ Date: ___ / ___ / ___

**Custodial statement**

Do both parents have custody of the child? Yes/No

Are there any custodial arrangements concerning your child?

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Names of any persons who are forbidden to have any access to this child?  
(Please note: a copy of a court ordered is required).

Parent / Guardian

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Health**

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

In the unlikely event of a medical emergency, I give permission for my child to be taken to hospital in an ambulance if necessary. Parents or a contact person will be notified immediately. **Yes / No**

Any child with a fever, rash, sticky eyes, diarrhea, or vomiting is required to stay at home until 48 hours after symptoms settle. **Yes / No**  
I agree with the above statement **Yes / No**

I am aware of relating policies, and have been informed of these by the Centre Manager. **Yes / No**

I give permission for my child's head to be checked for head lice by the Centre Manager or Assistant Supervisor. I am aware that in the case of my child having head lice, she/he may be asked to stay home until treated. **Yes /No**

I give permission for Arnica Cream and/or Calendula Cream to be applied to bumps and bruises. **Yes /No**

I give permission for the staff of the centre to apply a N.Z approved Sun block to my child. **Yes /No**

I give permission for my child to be given the basic First Aid treatment by the centre staff. **Yes /No**

**Medication**

The centre will administer medication to your child. For safety reasons, medication must be within the expiry date, and if prescribed by a doctor, it must have the correct child's name on it. All medication administered must be signed in the medication register by a parent or guardian. (See Administration of Medicine Policy).

Does your child have any allergies, special difficulties, or health problems that the centre should be aware of?

\_\_\_\_\_

Has your child had all immunisations to date / certificate sighted. Yes / No  
(Please bring your immunisation certificate for us to photocopy for records.)

**Privacy permission**

I give permission for my telephone number to be made available for other parents. Yes / No

I give permission to observations being completed by permanent teachers on my child to assist in planning a programme to meet the needs of my child and the group. I understand that I am able to view these at any time. Yes / No

I give permission for my child to be photographed for centre display, management notice boards and to be included in other children's portfolios where applicable. Yes / No

I give permission for my child photographs to be used the Kereru Kindy website and Facebook pages. Yes / No

I give permission for observations to be completed on my child by Early Childhood students in the course of their training. These observations will not include the child's name and copies will be forwarded on request. Yes / No

I give permission for my child to take part in supervised general walks within close vicinity of the centre. The teacher to child ratio is maximum of 1:4 depending on excursion circumstances. Yes / No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**W.I.N.Z Childcare subsidy**

Do you qualify for a W.I.N.Z childcare subsidy? Yes / No

I understand that full fees will be charged until my subsidy is approved and if my child does not attend full hours that I have applied for, I will be required to pay the fees incurred for the hours not attended.

I understand that when I leave the centre, I will be responsible for cancelling my subsidy.

Keruru Kindy will not reimburse parents who do not stop the subsidy on the correct date.

**Subsidy approved from** \_\_\_\_\_.

**Hours of approval** \_\_\_\_\_

**Amount \$** \_\_\_\_\_ **Date of subsidy approval:** \_\_\_\_\_

**Date child left the centre:** \_\_\_\_\_

**Statutory Holidays/Term Breaks**

Kereru Kindy is closed on public holidays. There will be no charge for that day. Otherwise we are open all year around, but may run shorter hours between Christmas and New Year and the first week in January. Kereru Kindy is open across all school holidays.

**Fees**

**I agree** to pay \$ \_\_\_\_\_. Fees should be paid weekly in advance by Automatic Payment or Direct Debit, commencing on the day of joining and weekly thereafter. **Fees are payable weekly for sessions booked**, whether or not your child attends.

**I understand** that my child/ren must attend the hours I have applied for unless by prior arrangement.

**I agree** to pay a late fee of \$15 per 15 minutes or part thereof if my child/ren are left at the centre outside licensing hours.

**I agree** to give two weeks notice in writing when cancelling my child's booking.

**The term of this agreement are subject to the centre rules and regulations, which are set forth in the Early Childhood Regulations and as such, rules and regulations may hereafter be amended from time to time.**

**Information provided by parent / guardians on this enrolment form is required for statistical purposes, to ensure contact in an emergency and to facilitate individual care and attention to your child. It is strictly confidential to Kereru Kindy and follows the principles of the Privacy Act 1993.**

**Signature of the Mother/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I declare that all the above information is true and correct to my best of my knowledge.**

**Signature of the Father/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I declare that all the above information is true and correct to my best of my knowledge.**

**Signature of Centre Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**On behalf of Kereru Kindy, I declare that this form has been checked and all relevant sections have been completed.**

## Terms Of Trade effective 01 October 2016

### Agreement

This should be read in conjunction with our Enrolment Form and Centre information. In signing these documents, the parent/caregiver agrees to abide by Kereru Kindy terms and conditions as contained within documents, along with the contained in the Kereru Kindy Operations Manual (a copy of which is on the centre premises). The policies, Terms of Trade, Enrolment Form and the Operations manual is not exhaustive and shall be subject to amendment, clarification or deletion at the discretion of Kereru Kindy management .

### Enrolment Rights

I understand that acceptance of enrolment of my child at Kereru Kindy is in no way an assurance of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. I declare that my child is not enrolled in another Early Childhood service on the days they are enrolled at Kereru Kindy.

### Hours of Operation

The Centre is open from 7.30am to 5.30pm throughout the year. We offer full day (7.30-5.30), kindy session (9-3) or half day (7.30-12.30 or 12.30pm-5.30pm) care. Children must attend for at least 2 days/sessions per week.

### Fees and Payment of Fees

Please refer to Kereru Kindy Fees Sheet. Fees are required to be paid by automatic payment or cash, in ADVANCE of the period your child is enrolled for child care e.g. on the Monday of the week enrolled. The Centre's account details are:

<b>Kereru Kindy Huapai</b>	<b>06-0294-0966360-00</b>
<b>Kereru Kindy Wellsford</b>	<b>02-0492-0066072-02</b>
<b>Kereru Kindy Whangarei</b>	<b>02-0492-0066072-03</b>

Please use your child's name as a reference.

Fees must be paid for every day that your child is enrolled, including any day your child is enrolled to attend but is absent. Fees are subject to change at the discretion of the centre. I understand and accept that irrespective of any arrangement with any third party (e.g; adult, income support services, accident insurance, trusts or budget services, etc) to pay the fees. The full responsibility to pay remains with me.

### 20 Hours ECE

Kereru Kindy provides 20 hours ECE for 3, 4 and 5 year old children.

20 hours ECE is available for up to 6 hours per day for a maximum of 6 hours per day and 20 hours per week.

If you are on WINZ, we can check to see if it is better for you to stay on WINZ or use the 20 hours ECE.

### Enrolment in Advance

Any enrolment in advance of attendance requires a payment of the first week's fees to secure your child's enrolment. This payment is not refundable should you no longer require the enrolled position with less than 2 weeks written notice.

### **Late Payment of Fees**

Late payment of fees may incur a 10% penalty if fees are overdue and unpaid at the last business Friday of the month. This penalty will be added to the overdue amount. Failure to pay fees will result in cancellation of your child's enrolment at the Centre. If any account balances remain unpaid, then all costs of debt collection payable by you.

### **Changes to Booked Hours**

If you wish to increase or decrease the hours or days your child is booked to attend, a notice period of 2 weeks is required. A change of hours form must be dated and signed to confirm changes.

### **Holidays**

A notice period of 1 week is required prior to the first day of the holiday. Children are entitled to 1 week of the holidays being free if notice is given. We reserve the right to charge full fees in the event of the notice period not being provided. If your child is absent over and above their entitlement days the full fee will be charged to hold their place at the Centre. The holiday year runs from 01 January-31 December of the same year.

### **Collection of Children**

Kereru Kindy is licensed by the Ministry of Education until 5.30pm Monday to Friday and must close strictly at this time. Please contact the centre if due to unforeseen circumstances you are unable to collect your child prior to the Centre closing. Please ensure that you drop off/ collect your children within their enrolled hours. If you are over the booked times, you will be charged a late pick up fee on your next invoice.

Children may only leave the Centre with:

1. Adults listed on the enrolment form (with identification), or;
2. With an adult whose name and relationship to the child has been made known to the Centre by parents, prior to picking up the child (with identification).

### **Late Pick Up Fee**

A late pick up fee of \$15 per 15 minutes or part thereof, will be charged on your next invoice for collection of children after the closing time of 5.30pm. If we have not been able to contact you or your emergency contacts, and you have not contacted us within 1 hour of closure of the Centre, we reserve the right to contact the local Police.

### **Unwell Children**

In accordance with the Kereru Kindy illness policy and the consent you have provided in the Enrolment form, children are not to be brought to the Centre when they are unwell and/or suffering from any condition that is capable of being transmitted to other children. Children may return after 24-48hrs being free of any symptoms, (please see our illness policy). In the event of a medical emergency Kereru Kindy will seek appropriate medical advice or treatment as considered necessary. The Centre shall immediately contact the parent and /or emergency contact in the event of an unwell child requiring medical treatment. The parent and/or emergency contact will be required to collect the child forthwith.

### **Attendance**

If your child is absent due to illness or holidays, please make sure that you advise the Centre as soon as possible. The time of your arrival and departure must be written on the daily sign in and out sheet and you are required to sign this daily. In an emergency the sign in sheet is used to ensure all the children are accounted for. It is kept on the sign in desk at the front door.



### Emergency Closure of Centre

We are required by the Ministry of Education to close the Centre in certain circumstances, such as power outage, 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.

### W.I.N.Z Childcare Subsidy

If you qualify for a WINZ childcare subsidy, a payment of 100% of the full fee amount will be payable until the subsidy is approved by WINZ. 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. The parent / caregiver will be responsible for advising WINZ of any changes in hours of enrollment and for cancelling the subsidy from WINZ. Any subsidy credited to your account and subsequently changed or withdrawn by WINZ will be re-charged to your account.

### Parking and Escorting

I agree that when dropping my child off at the centre I will park in the area designated as suitable by the centre management and escort my child into the building and ensure staff are aware of my child's arrival before leaving my child in the centre's care.

I will advise staff before taking my child from the centre. I understand and accept that it is a condition of enrolment that children driven to and from the centre must travel in a car seat or restraint in accordance with traffic regulations.

### Fulltime Discount

A 10% discount applies for children attending full time childcare 0-2 years. No discounts apply for session, part time, casual, or 20 hours ECE Children.

### Privacy Act

Any information we hold about you and/or your child from the completed enrolment form, or otherwise, is required by the Centre to enable us to comply with statutory requirements and/or to enable the Centre to contact you or to ensure the appropriate care and education of your child. Any information held by the Centre is strictly confidential to the Centre and follows the principles of the privacy act 1993.

Observations and photographs of children may be made for the purposes of preparation of individual portfolios for children and/or communication with parents about children, including the weekly newsletters to all parents. If a child's day or hours changes, add changes to a Bookings Amendment Form, including parent signature.

### Leaving the Centre

If you are planning to remove your child from the Centre you are required to give 2 weeks notice in writing. In the event of 2 weeks notice not being provided, fees will be required to be paid until the notice period has expired.

**Parent/Guardian/Caregiver Signature** .....**Date:**.....

Parent/Guardian/Caregiver Full name: .....

**Supervisor/Centre Supervisor Signature:** .....**Date**.....

Supervisor/Centre Supervisor Full name .....



## Client Copy

**Please retain this signed copy for your information.**

Terms Of Trade effective 16 April 2014

### Agreement

This should be read in conjunction with our Enrolment Form and Centre information. In signing these documents, the parent/caregiver agrees to abide by Kereru Kindy terms and conditions as contained within documents, along with the contained in the Kereru Kindy Operations Manual (a copy of which is on the centre premises). The policies, Terms of Trade, Enrolment Form and the Operations manual is not exhaustive and shall be subject to amendment, clarification or deletion at the discretion of Kereru Kindy management .

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### **Changes to Booked Hours**

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### **Holidays**

A notice period of 1 week is required prior to the first day of the holiday. Children are entitled to 1 week of the holidays being free if notice is given. We reserve the right to charge full fees in the event of the notice period not being provided. If your child is absent over and above their entitlement days the full fee will be charged to hold their place at the Centre. The holiday year runs from 01 January-31 December of the same year.

### **Collection of Children**

Kereru Kindy is licensed by the Ministry of Education until 5.30pm Monday to Friday and must close strictly at this time. Please contact the centre if due to unforeseen circumstances you are unable to collect your child prior to the Centre closing. Please ensure that you drop off/ collect your children within their enrolled hours. If you are over the booked times, you will be charged a late pick up fee on your next invoice.

Children may only leave the Centre with:

1. Adults listed on the enrolment form (with identification), or;
2. With an adult whose name and relationship to the child has been made known to the Centre by parents, prior to picking up the child (with identification).

### **Late Pick Up Fee**

A late pick up fee of \$15 per 15 minutes or part thereof, will be charged on your next invoice for collection of children after the closing time of 5.30pm. If we have not been able to contact you or your emergency contacts, and you have not contacted us within 1 hour of closure of the Centre, we reserve the right to contact the local Police.

### **Unwell Children**

In accordance with the Kereru Kindy illness policy and the consent you have provided in the Enrolment form, children are not to be brought to the Centre when they are unwell and/or suffering from any

condition that is capable of being transmitted to other children. Children may return after 24-48hrs being free of any symptoms, (please see our illness policy). In the event of a medical emergency Kereru Kindy will seek appropriate medical advice or treatment as considered necessary. The Centre shall immediately contact the parent and /or emergency contact in the event of an unwell child requiring medical treatment. The parent and/or emergency contact will be required to collect the child forthwith.

### **Attendance**

If your child is absent due to illness or holidays, please make sure that you advise the Centre as soon as possible. The time of your arrival and departure must be written on the daily sign in and out sheet and you are required to sign this daily. In an emergency the sign in sheet is used to ensure all the children are accounted for. It is kept on the sign in desk at the front door.

### **Emergency Closure of Centre**

We are required by the Ministry of Education to close the Centre in certain circumstances, such as power outage, 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.

### **W.I.N.Z Childcare Subsidy**

If you qualify for a WINZ childcare subsidy, a payment of 100% of the full fee amount will be payable until the subsidy is approved by WINZ. 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. The parent / caregiver will be responsible for advising WINZ of any changes in hours of enrollment and for cancelling the subsidy from WINZ. Any subsidy credited to your account and subsequently changed or withdrawn by WINZ will be re-charged to your account.

### **Parking and Escorting**

I agree that when dropping my child off at the centre I will park in the area designated as suitable by the centre management and escort my child into the building and ensure staff are aware of my child's arrival before leaving my child in the centre's care.

I will advise staff before taking my child from the centre. I understand and accept that it is a condition of enrolment that children driven to and from the centre must travel in a car seat or restraint in accordance with traffic regulations.

### **Fulltime Discount**

A 10% discount applies for children attending full time childcare 0-2 years. No discounts apply for session, part time, casual, or 20 hours ECE Children.

### **Privacy Act**

Any information we hold about you and/or your child from the completed enrolment form, or otherwise, is required by the Centre to enable us to comply with statutory requirements and/or to enable the Centre to contact you or to ensure the appropriate care and education of your child. Any information held by the Centre is strictly confidential to the Centre and follows the principles of the privacy act 1993.

Observations and photographs of children may be made for the purposes of preparation of individual portfolios for children and/or communication with parents about children, including the weekly newsletters to all parents. If a child's day or hours changes, add changes to a Bookings Amendment Form, including parent signature.

**Leaving the Centre**

If you are planning to remove your child from the Centre you are required to give 2 weeks notice in writing. In the event of 2 weeks notice not being provided, fees will be required to be paid until the notice period has expired.

**Parent/Guardian/Caregiver Signature .....****Date:.....**

Parent/Guardian/Caregiver Full name: .....

**Supervisor/Centre Supervisor Signature: .....****Date.....**

Supervisor/Centre Supervisor Full name .....

## FEE PAYING AGREEMENT

Our fees are \$6 per hour.

### 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.

The first week's fees must be paid in advance at the time of enrolment.

Two weeks written notice is required to change your child's booking/days enrolled.

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

### Payments

Fees are to be paid at least one week in advance. Failure to keep fees up to date may result in a child's enrolment being forfeited and the debt being passed onto a debt collection agency.

You may be eligible for a WINZ childcare subsidy. This subsidy is only part payment for fees and parents must meet the balance. Full fees will be charged and must be paid, until the Centre receives the WINZ subsidy – this could take several weeks from the time the form is submitted by the parent.

Our preferred method of payment is automatic payment. Our Bank Account for Automatic Payments or internet transfers is:

<b>Kereru Kindy Huapai</b>	<b>06-0294-0966360-00</b>
<b>Kereru Kindy Wellsford</b>	<b>02-0492-0066072-02</b>
<b>Kereru Kindy Whangarei</b>	<b>02-0492-0066072-03</b>

Please remember to put your child's name as a reference with the payment.

### Illness or Holiday

Fees are charged when your child is absent due to sickness or other reasons.

If your child is absent for a long period of time, you must contact the Senior Teacher to discuss your situation.

### Late Fees

For children who are picked up after the Centre's specified closing time, a late fee will be charged of \$15 per 15 minutes, which will be charged to the child's account.

**I agree to pay the weekly fees as outlined above :**

Parents Name	
Parents Signature	
Date	