



Terms of Trade

Please read these terms and conditions carefully and clarify any questions or queries that you may have with any of the senior staff. We feel that it is important for you to understand these terms and conditions along with the Centre Information and the enrolment form, as these documents set out the provision of Early Childhood Education provided by Little Buddies Learning Centre.

Agreement

By signing this document (Terms of Trade) and the Enrolment Application, you acknowledge that you have read these documents and agree to abide by the terms and conditions and provisions of enrolment. By signing these documents you also indicate your consent to abide by the policies and procedures detailed in the Operations Manual, which is available for your perusal at the centre's premises. Please note that the Terms of Trade and the Enrolment policies and procedure are subject to change at the discretion of the centre management at any time.

Hours of Operations

The centre shall remain open between the hours of 7:00 am and 6:00 pm five days a week throughout the year. The centre will be closed for all statutory holidays and weekends. On Christmas Eve and New Year's Eve, the centre will close at 4:00pm.



Fees

Tuition Fees are payable in advance for the period your child is enrolled for, e.g. if you are paying weekly the fee should be paid by the Friday prior to the commencement of the child's care at the centre. The minimum fee acceptable to secure enrolment in advance is one week's payment. The fee is preferably paid by Automatic Payment directly into our bank account.

Little Buddies Learning Centre Bank Account:

12-3025-0446440-00

Fee Structure:

Admission Fee	\$ 30.00
Full day Weekly Fee for under 3 year olds (55 hours per week= \$5.00 per hour)	\$275.00
Weekly Fee for those availing 20 hours ECE only (Maximum 6 hours per day)	NIL
Full Day Weekly Fee for those availing 20 hours ECE (55- 20=35 hours per week = \$4.86 per hour)	\$170.00
Single Daily Rate for Under 3 Year olds (11 hours per day = \$5.00 per hour)	\$ 55.00
Single Full Day Rate for those availing 20 Hours ECE (11-6=5 hours per day = \$9.00 per hour)	\$ 45.00

Fees are payable for every day that your child is enrolled. This includes any days that your child is enrolled to attend but is absent. This also includes any



statutory holidays that may fall on days that your child would normally attend the centre.

The fee structure is subject to change at any time if the centre management deems it necessary.

Late Payment

Fees are expected to be paid regularly and on time. In case the fee is overdue and remains unpaid by the last Friday of any month a late fee of up to 10% may become payable. Failure to pay fees may result in the cancellation of your child's enrolment and any outstanding dues may be collected through collection agencies and all costs (legal fees, filing court proceedings, collection agency commissions etc.,) incurred will be payable by you the parents/caregivers.

With regard to the Privacy Act 1993, you hereby authorise Little Buddies Learning Centre to seek and exchange information with any person, agency or company in regard to your credit rating and debt collection procedures.

20 Hours ECE

Little Buddies Learning Centre is a provider of 20 Hours ECE for children over three olds up to six years olds.

Eligibility for 20 Hours ECE begins on the child's third birthday and ends on the child's sixth birthday. 20 Hours ECE is available for up to 6 hours per day for a maximum of 20 hours per week.

Little Buddies Learning Centre is open for eleven hours every day. Where applicable a fee will be charged for any days and hours over and above the 20 Hours ECE. Please fill out 20 Hours ECE section in the enrolment application.

Collection of Children from Centre

Little Buddies Learning Centre is licensed by the Ministry of Education to open until 6:00 pm from Monday to Friday and must strictly adhere to the schedule. It is therefore imperative that your child is collected from the centre no later than this time. In case you are unable to do so due to unforeseen circumstances please ensure that you contact us before the closing time.



In case you do not make contact or we are unable to contact you or your emergency contacts for an hour after the closing time we reserve the right to contact the authorities including the police.

Children can only be collected from the centre by:

- Adults listed on the enrolment application. (with photo identification).
- Adults whose name and relationship to the child has been conveyed to us by parents/caregivers prior to the closing time.

Late Pickup Charges

A late pickup fee of \$25.00 will be charged for every 10 minutes, or part thereof, for collecting your child after the closing time of 6:00 pm.

Unwell Children

As per the illness policies of Little Buddies, the consent to which you have provided in the enrolment form, children that are unwell or suffer from a communicable disease should not be sent to the centre.

In the event if a child becomes unwell at the centre, the centre shall contact the parents or emergency contacts of the child and expect them to collect the child forthwith. In case of a medical emergency the centre is entitled to seek appropriate medical advice or treatment as deemed appropriate in the best interest of the child, including if necessary, to take the child to the hospital in an ambulance.

Attendance

If your child is absent due to illness or holiday please ensure that you advise the centre.

You are required to sign-in and sign-out in the provided register the time of your child's arrival and departure every day. The information in this register is used to account for all the children in case of an emergency. This register is available at all times at the sign-in desk.



Changes to enrolled hours

Little Buddies requires a notice period of at least one week in case you want to change the days/hours that your child attends the centre.

Holidays

Children who have been enrolled for at least three months are entitled to a maximum of three weeks holiday per year, calculated on a pro-rata basis dependent on the days of attendance within the holiday year. 50% of the parent portion fee will be calculated after deduction of any discounts or subsidies. The holiday year is considered from January 1st to December 31st. Unused holidays cannot be carried over into the next year. Holidays are not able to be redeemed for cash.

A notice period of two weeks is mandatory prior to the first day of the holidays. The centre reserves the right to charge full fees in the event the notice period condition being breached.

Full fee is payable for any statutory holiday that may fall on a day that your child is enrolled to attend the centre.

Emergency Closure of Centre

Ministry of Education requires that the centre remain closed under certain circumstances such as a natural disaster, and the centre must be vacated within two hours of such an event. If this situation arises you will be required to collect your child from the centre as soon as possible.

Full fees are payable for up to two days if there is an emergency closure of the centre.

WINZ Childcare Subsidy

If you are eligible for a WINZ childcare subsidy 100% of fee is payable until such time that the subsidy is approved by WINZ. Any fees paid in excess will be refunded. In the event of your child not attending for the hours and days your child is enrolled, or if WINZ refuses to pay for these hours, you will be required to pay for these hours.



You are expected to manage your relationship with WINZ and communicate any changes in the hours/days that your child attends the centre to WINZ.

Privacy Act

Any information about your child provided to us through the enrolment form or other means is kept securely and considered confidential under the terms of the Privacy Act 1973.

The information provided, however, will be used to comply with any statutory requirements and /or for enabling us to contact you or your emergency contact, or otherwise be helpful in the appropriate care of your child.

In accordance with your consent given in the enrolment application we may at times use your child's artwork and/or photographs in preparation of portfolios and newsletters etc.

Leaving the Centre

If you plan to remove your child from the centre a notice period of two weeks is required in writing. In lieu of the notice period a fee of two weeks can be paid for immediate removal.

I have read the Terms of Trade and agree to abide by them.

Parent/Guardian

Name: _____

Signature: _____

Date: _____

Centre Director

Name: _____

Signature: _____

Date: _____

