

Enrolment Information

Booking Fee

A once-only \$25.00 fee will be payable on confirmation of enrolment. This fee is an administration fee and does not go toward attendance fees, it is non-refundable.

Payment of fees

Payment is due on invoice. Please set up an automatic payment for this. If it becomes necessary to refer your account to debt collection you will be liable for any debt collection costs.

Holiday Policy

The period that we will be closed over Christmas and New Year will not be charged. Statutory holiday dates (outside the closedown period) will be half charge.

Illnesses

Will be charged at your normal day rate.

Permanently leaving Little Einsteins Centre

Two weeks notice is required of intention to withdraw your child from the centre, or normal payment of fees for this time. If your child is absent for three weeks, enrolment is automatically cancelled unless we have been notified and in agreement with the prolonged absence.

WINZ subsidies

In the event of delay in payment of your subsidy, or suspension, you must pay full fees until notification of payment is received by the centre from WINZ. At this time, subsidy will be credited to your account.

Free ECE Hours

Little Einsteins will be providing the free education hours for children from their third birthday. Please see the Fees and Charges information on the noticeboards or the website to clarify the structure of these hours.

I confirm that my child is not enrolled at any other centre to receive free ECE funding. I agree to advise Little Einsteins of any changes to my enrolment that may affect my eligibility for receiving free ECE.

Signature

Website

Observations will be done on your child to complete their portfolios, and photographs taken. Sometimes these photographs may be used on the Centre's website, with your permission. **YES/NO**

Teachers in Training

On occasion your child will be in a class with a training teacher. With your permission, these teachers may wish to include your child's photograph in their assignments. These assignments are viewed only by their tutors, and your child will not be named. **YES/NO**

Medical Care

In the event of emergency, staff will take all actions necessary to safeguard your child's wellbeing and administer treatment of any illness/injury through the necessary channels, eg: calling an ambulance if required. I agree that this will be at the parents expense. **YES/NO**

Farm Walks and Excursions

Children will be taken on excursions outside the centre with the appropriate teacher/child ratio (which will be at least the same as the ratio maintained whilst attending the Centre – 1:4 under-twos and 1:8 over twos), and the parents’ permission. **YES/NO**

I agree to the terms and conditions of enrolment, and agree to pay the fees as set out in the above policy.
I confirm that my child is not enrolled in another centre for the same hours as at Little Einsteins.

Parents Signature.....Date.....