



Bright Beginnings Early Learning Centre - Hamilton

Fee Policy

All figures include GST
Effective 4th July 2022

Under 3 year old children

	Session (4.5 hours)	School Day (7 hours)	Full Time (8+ hours)
	AM - 8:00 am – 12:30 pm PM - 1:00 pm – 5:30 pm	9:00 am – 4:00 pm	7:00 am – 6:30 pm
1 day	\$28.00	\$45.00	\$55.00
2 days	\$56.00	\$90.00	\$110.00
3 days	\$84.00	\$135.00	\$165.00
4 days	\$112.00	\$180.00	\$220.00
5 days	\$125.00	\$215.00	\$260.00

Over 3 year old children (with 20 ECE Hours)

	Session (4.5 hours)	School Day (7 hours)	Full Time (8+ hours)
	AM - 8:00 am – 12:30 pm PM - 1:00 pm – 5:30 pm	9:00 am – 4:00 pm	7:00 am – 6:30 pm
1 day	Free	n/a	n/a
2 days	Free	n/a	n/a
3 days	Free	\$50.00	\$100.00
4 days	Free	\$80.00	\$140.00
5 days	Free	\$90.00	\$180.00

Flexi Option Roster	Off Schedule Booking	Hourly Rate
\$20.00 per week	\$40.00 for 4 hours	\$10.00

We recommend a minimum booking of 3 days per week.

Enrolment Fee

A non-refundable booking fee of \$20.00 is payable when enrolling your child to secure their position. This Fee covers administration set up costs. You will also be asked for 1-week fee in advance on your account, so you start your account in credit.

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 attend or not. You are required to give two weeks' notice in writing if your child is leaving the Centre. Fees are payable during this notice period.

Mode of Payment

Automatic payment, internet banking, and EFTPOS are our preferred methods of payment. However, cash is accepted.

Fees are to be paid at least 1 week in advance. Failure to keep up fees up to date may result in a child's enrolment being cancelled and the debt passed on to a Debt Collection Agency. Any additional costs incurred during the debt collection process will be incurred by the parent.

20 ECE Hours

Free ECE applies only to 3, 4 and 5 year olds before they start attending school. It is available up to a maximum of 20 hours per week and no more than 6 hours in a day. There are no compulsory fees charged



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for the hours included in the 20 ECE hours. However, fees are charged for additional hours of enrolment outside of 20 Hours ECE.

No optional charges for meals provided will be incurred by families claiming 20 ECE hours at the Centre. The only optional charges incurred will be for special excursions, involving site entry costs.

WINZ

Childcare subsidies are available for fee assistance depending on the level your family income. Please discuss with Bright Beginnings Management for associated paperwork. This subsidy is only part payment for Fees and Parents must meet the balance. Full fees will be charged until the Centre receives the WINZ subsidy, until this time parents are responsible for paying the fees.

Any credit held will be refunded directly to the parent where applicable. It is the parents' responsibility to ensure all paperwork is processed and received by WINZ on time. Any delays in the process of subsidy approval will result in the parent having to pay full fees until the subsidy is received.

Whanau Discount

Where there are 2 or more children from the same family attending full time at the Centre, a discount of 5% off the second child's fee (lower fee paying child) is provided. This discount will only be offered to full fee paying families and if your account is in credit.

Holiday / Statutory Holidays / Sick Days / Absences

*Fees are charged when your child is absent due to sickness or any other reasons.
Fees will be charged for all statutory holidays.*

We are unable to provide days in lieu of any absence. Once your child has been attending Bright Beginnings Early Learning Centre continuously for 6 months, they are entitled to 2 weeks holiday fees, which entitle you to a 50% discount on fees for two weeks. This discount can be used in two terms of a week each. Minimum eligibility for the discount is a week of absence. Please advise Bright Beginnings Management when you wish to utilize your holiday fee discount. This discount will only be offered to full fee paying families and if your account is in credit. Additional holidays will be charged full fee. You will be entitled to the holiday discount only if your fees are up to date.

Booking for extra days

If you require extra days either temporarily or permanently, please see the Centre Administrator to discuss. We are not able to offer any 'in-lieu' or 'make-up' days. If your child has been absent and you require additional days, we can only offer paid additional days subject to space availability and teacher-child ratios for the day.

Late Pick-Up Fee

For children who are picked up after the Centre's closing time as per the license issued by Ministry of Education, a late fee of \$2 per minute shall be payable directly to the staff members on duty.

Flexi Option Roster

The Flexi Option Roster is also available for parents who require more flexibility with their weekly schedule. If you are availing this option, an additional \$20 weekly fee is charged on top of the weekly fee.

Fees are charged based on the booking submitted. Weekly booking schedule should be submitted by Friday midday of the current week. The minimum fee of 3 sessions / days will be charged accordingly if no booking was submitted before we process the invoice. Please see Centre Manager or Centre Administrator to discuss further details about this option.

Bank Details: 03-0162-0169845-000

All Cheques are to be made payable to: Nikiraj Educare 2022 Limited



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Parent / Guardian Signature that you have read and agreed to the FEE POLICY TERMS

Name _____ Signature _____ Date _____



**Bright Beginnings
Early Learning Centre**
Where lifetime learning begins...