



Weekend Fees Policy (effective from 1st Oct 2024)

ALL FIGURES INCLUDE GST

	6.5-hour day 8.30am – 3pm	Full Day 8.30am – 5.30pm
Under 3's or Over 3's without 20 HOUR ECE	\$79/day	\$99/day
Over 3's using 20 HOUR ECE	\$59/day	\$75/day
Enrolment Acceptance Fee		
<p>Upon being offered a place at the Center there is an enrolment acceptance fee. The acceptance fee is billed to you at the time a place is offered and must be paid before the place will be confirmed. This fee is non-refundable.</p>		\$20

Please Note: 20 Hours ECE is for up to six hours per day, up to 20 hours per week and there must be no compulsory fees when a child is receiving 20 Hours ECE funding. Our daily charges are to cover the operational costs for the service.



1. We require two weeks' notice in writing before altering your booked hours, or leaving the centre. Otherwise two weeks fees will be charged in lieu of notice.
2. The centre is open every day of the year, with the exception of public holidays. Full fees are payable every week, regardless of your child being absent due to sickness or holiday, including public holidays. Children can use their holidays to cover the sick days off for no charge of fees, refer to 3 for more details.
3. After three months of continuous enrolment, each child will be entitled to three weeks holidays/sick days pro-rata to booking, per calendar year where no fee is required. Two weeks' notice in writing must be given of your intention to take holidays. The three weeks holiday can also be used for sickness absence with Center manager approval.
4. Additional fees will be charged in accordance with the fee schedule if you are late to collect your child, or your child attends outside their booked hours. Additional \$15 per 10 mins late fee will be charged if you collect your child after centre closing time.
5. All fees are to be paid at least weekly in advance, preferably by direct debit or automatic payment. 5% discount is offered if direct debit option is used. If your account is in arrears, you may be charged an overdue fee as specified on the fee schedule.
6. If your account is in arrears we reserve the right to suspend your child's enrolment until all payments are up to date. A \$5 per week administrative charge and interest of 10% p.a. of the balance will apply for any balance older than 2 weeks.
7. You will be held liable for any collection costs and interest on all outstanding fees.

Payment should be made by direct credit to:

Account Name	Giraffe Early Learning Center
Account Number	02-0208-0118753-000
Reference	Child's name and reference number supplied by the center

Contact details:

Center Manager	Seema Lahoty
Phone	027 422 1704