

Centre Fees Policy

Paula's Tiny Tots

(Infants aged 6mths to 2 years)

First 9 hours enrolled free childcare for children aged under 2 years

Under 2's

Part time care: \$6.50 per hour

Paula's Preschool Richmond

(Children aged 2-5 years)

Part time care: \$6.50 per hour

20 Hours Free ECE Subsidy

(Children aged 3-5 years)

Paula's Preschool Richmond is a provider of the "20 hours Free ECE Subsidy" Funding for children aged 3 – 5 years, maximum 6 hours per day, 20 hours per week. Completed parent attestation form is required to receive Government Funding.

Richmond Academy

(Children aged 3-6 years)

- * *Minimum 3 days booking required*
- * *Enrolments taken when children are deemed ready for the Richmond Academy programme, and when spaces are available.*

Hours: Monday to Friday 8.30am – 3.30pm (7 hours per day)

Rates: Days 1-5 enrolled \$15.00 per day (20 Hours Free ECE subsidy attestation applied)
\$45.50 per day (20 Hours Free ECE subsidy attestation not applied)

Fees of \$6.50 per hour applies for time booked outside of Richmond Academy hours. Centre hours are Monday to Friday 7.45am – 5pm

Please see attached Parent Fees Sheet for Enrolment Specials

WINZ Subsidies are available for families that qualify for Working for Families, please contact your local WINZ office for more information.

****Late Pick Up Fee**

Both Centres are closed at 5pm Monday to Friday. Management reserves the right to charge a \$5.00 late fee for the first five minutes and \$1.00 per minute thereafter if a parent or caregiver is late to collect a child after their booked time/s.

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|---------------------------|--|
| *Registration Fee: | \$25.00 per child, per enrolment. |
| *Security Deposit: | \$100.00 per family (refundable upon 30 days written notice) |

*Security Deposit and Registration Fee are due before your child starts their first day at either Centre. The Security Deposit can be carried over to Paula's Preschool Richmond from Paula's Tiny Tots. The Security Deposit is non-refundable if bookings are cancelled without 30 day written notice.

***Security Deposit to be paid into bank account: 03-1354-0191072-30**

Please use your child's first initial and last name as a reference.

Terms and Conditions are as follows:

Invoice – Parents will be billed an invoice monthly (found in the parent pockets or emailed) and payment is due the 20th of the following month. Paula’s Preschool Richmond reserve the right to dissolve any child’s enrolment if a payment is not made after 3 months past the invoice date and enforce late payment penalties.

Management reserves the right to charge fees to overdue accounts during debt collection.

Payments can be made via cheque or cash and placed in the fees slot at the Centre.

All cheques should be made payable to Paula’s Preschool Richmond.

Automatic payments are available and should be directed to:

Account No.: 03 1354 0240823 00 Please reference your child’s full name.

Paula’s Preschool Richmond reserves the right to increase fees and other charges upon one month’s prior written notice.

Absences – Fees must be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as “make up” days. This is necessary due to staffing and operational costs that are incurred on the basis of fixed levels of enrolment.

Cancelling Booked Spaces – The obligation for full payment of fees continues until a child’s last day. The parent or guardian must give at least 30 days written notification to Management of Paula’s Preschool Richmond stating their intent to cancel their child’s space. Early cancellations or failure to send a written notification will result in the forfeit of the Security Deposit. The Security Deposit will be refunded pending the child’s account is clear at the date of withdrawal. Management reserve the right to balance a child’s account with the Security Deposit.

Future Enrolments – Spaces are limited at all programmes offered within the centre. Paula’s Tiny Tots, Paula’s Preschool Richmond and Richmond Academy are age based programmes. Children that turn 2 at the Paula’s Tiny Tots will have preference on spaces that become available at Paula’s Preschool Richmond.

20 Hours ECE

Each ECE Centre has the option to provide, or not provide 20 hours ECE funding for all 3 and 4 year old children enrolled at the centre.

Parents/Caregiver Declaration

I have read and understand the Fees policy outlining Paula’s Tiny Tots, Paula’s Preschool Richmond and the Richmond Academy fee structure. I agree to the terms and conditions and understand that once signed, this form will be attached to my child’s enrolment form to complete enrolment registration.

Child’s Name: _____ DOB: _____

Parent/Caregiver: _____

(signature)

Management: _____

(signature)