

## Terms and Agreement

In signing this form, I agree to the following:

- If there is a change to my child's enrolled attendance, I will fill out the appropriate "change of enrolment" form. I understand that my request will be actioned subject to the Preschool being able to accommodate my child for any extra hours I have requested.
- To notify the preschool if my child is absent and unable to attend their enrolled days due to illness or holiday. When this absence is related to a holiday, the notification must be via email to the supervisor at [supervisor@ccp.ac.nz](mailto:supervisor@ccp.ac.nz) prior to the holiday and as soon as possible.
- To pay fees in advance on a weekly basis (i.e., Friday morning payments should be covering fees for the coming week). Payment is preferred through internet banking. Account number: 06-0746-0179676-02
- I understand that my regular fees must be paid for every day that my child is booked to attend, including any day my child is booked to attend but is absent.
- I understand that if my child is absent for more than three consecutive weeks, a holding fee of \$6.80 per hour for all booked hours will need to be paid from the beginning of the fourth week of their absence to retain the child's place on the roll. Prior to the fourth week of their absence their regular weekly fees will be payable.
- I understand that if my child's fees are the equivalent of 4 weeks in arrears, I will need to meet with the Supervisor to come up with an agreed payment plan, and that if I do not meet the terms of the payment plan my child's hours at Cornerstone Christian Preschool may need to be reduced.
- A charge of \$10 for every 15 minutes may be payable if my child is in care before the booked arrival time or after the booked departure time.
- Preschool fees are reviewed at the end of each year and adjustments are applicable from the beginning of the following year. Parents are notified of adjustments in December if any changes will occur.
- Full fees are required initially while waiting for WINZ subsidy approval. Any payment made in excess of the WINZ subsidy will be credited to my account. I am required to manage the relationship with WINZ and to advise WINZ of any change in hours of enrolment and cancellation of the subsidy.
- I agree to only claim Family Boost for fees paid and not fees invoiced.
- I understand that there could be a consultation process regarding my child's enrolment if I choose to enroll my child for half days 9:00 – 12:00 or 12:00 - 15:00.

### Parents / guardians:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_