

## **Booking and Cancellation Fees Policy**

### **Bookings**

All new bookings and changes to bookings must be completed on the child's enrolment form and signed by the caregiver prior to the booking starting and the child attending.

### **Fee Schedule**

Fees are charged weekly in line with the schedule as set by the Management Committee. The fee schedule is reviewed at least annually by the Management Committee at the annual finance meeting, or as necessary.

### **Free Early Childhood Education**

This is available for all three and four year olds up to 6 hours a day, maximum of 20 hours per week, upon completion of the Ministry of Education Attestation form.

### **Second Child Discount**

Families with two or more children attending preschool permanently enrolled may receive a 10% discount for the hours attended, with the exception of hours claimed under Free ECE. Children attending in excess of 30 hours are also entitled to a 10% discount for the hours attended, with the exception of hours claimed under Free ECE.

### **Cancellation of bookings**

Permanent cancellations of bookings need to be advised to the office two weeks prior to the last date the booking is required, to avoid cancellation fees being charged. If incurred, cancellation fees will be charged at 50% of the normal hourly rate.

### **Casual cancellations**

If a child will not be attending preschool for their booked time, caregivers need to advise the Centre by 4.00pm on the working Preschool day PRIOR to your child's booking. This will ensure a cancellation fee of 50% of the normal hourly rate be charged. Failure to do so will result in full fees being charged.

**School Holidays:** Parents are required to indicate on the appropriate form situated on the Attendance Register desk, the desired school holiday attendance, at least 2 weeks prior to the start of the school holidays. This will ensure a Retainment Fee of 25% of the normal hourly rate be charged. This does not include periods when the Centre is officially closed.

**Prolonged Absence:** Parents are required to advise at least 2 weeks prior to their child's intended absence. This will ensure a Retainment Fee be charged (25% of the normal hourly rate), and ensure that their booking is available on their return. However, if the child is absent for more than three weeks, a cancellation fee (50% of normal hourly rate) will be payable for the absent time over and above the initial three weeks.