



## FEE SCHEDULE & ENROLMENT FORM

Preschool & Kindergarten

Effective from 1<sup>st</sup> January 2021

*\*\*Minimum of 2 days of enrolment for under 4's*

<b>Preschool &amp; Nursery</b>	<b>Over 2's years</b>	<b>Under 2's years</b>
AM/PM sessions- Min 4 hrs a day	\$19.95/Day	\$21.00/Day
Between 8:30am-12: 30pm or 12:30-4:30pm	\$99.75/Week	\$105.00/Week
Short Days- You choose your 6 hours	\$26.25/Day	\$30.90Day
Starting from 8am - 4pm <i>eg, 8.00am- 2.00pm or 9.30am- 3.30pm</i>	\$131.25/ Week	\$141.75/Week
Full days	\$31.50/ Day	\$36.75/Day
From 7:30am- 5.30pm	\$157.50/ Week	\$183.75/ Week
<b>Kindergarten</b>		
- 4 Terms per year (Open to entrants aged 4 ½ years + of age)	8.30am- 12.30pm Daily	10 Weeks per term
Term 1: 11 <sup>th</sup> January- 19 <sup>th</sup> March 2021 Term 2: 5 <sup>th</sup> April- 11 <sup>th</sup> June 2021 Term 3: 28 <sup>th</sup> June – 3 <sup>rd</sup> September 2021 Term 4: 20 <sup>th</sup> September – 26 <sup>th</sup> November 2021.	<b>\$943.00/term</b> (5 days per week) • Options are available for your child to enter the Daycare Centre after the Kindergarten session is over. A further fee applies for this.	<ul style="list-style-type: none"> <li>• Holiday discounts do not apply if your child is away outside of the term breaks.</li> <li>• All snacks and meals are included.</li> <li>• Please see the office for half /full day options.</li> </ul>

### Hours of Operation:

Daycare : 7.30am- 5.30pm Daily

(Preschool)

Kindergarten : 8.30am – 12.30pm daily (*follows term structure*)

Closed on Public Holidays and Weekends

**Deposit:** Two weeks fee and Administration fee is payable upon enrolment. This is nonrefundable if your child does not start with the center and less than one week's notice is given.

**Administration:** \$327 for Daycare & Kindergarten. This fee is not pro-rated but can be under special circumstances and approval from the Board.

**Meals:** All children are provided with morning and afternoon Tea. We supply a nutritious lunch, which changes on a daily and seasonal basis. This is complimentary and not included in your weekly fees.

**Nappies:** Disposable nappies are to be provided by the parents. We will provide baby wipes.

### **Medication &**

**Sunblock:** These must be provided by parents with instructions for application etc.

**Repellants:** This is provided by the Centre, however anything apart from the brand "Aeroguard" spray is to be supplied by the parents.

### **Terms and conditions**

Enrolment at this Centre confirms your acceptance of the terms and conditions.

Further terms and conditions are contained in published Centre Policy documents, rules, notices, parent handbook, etc. Fee schedules may be reviewed from time to time. Where possible at least two weeks notice of any changes will be given. The Centre reserves the rights to add, amends, clarify or delete terms, conditions or policies by issuing newsletters, notices or posting notification on one of the Centre notice boards. Discounts are allowed at the discretion of the company and may be withdrawn at any time. Only one discount offer can be applied to fees at any given time.

### **Notice Period and Changes to Enrolment.**

A regular schedule of attendance must be established with the Centre Manager. No swapped enrolments days can be made for absences on normal enrolled days, public holidays, general holidays or sickness. Any extra casual days you wish to attend because you cannot attend your regular days must be applied for in advance and are subject to availability.

Changes in a child's regular schedule may be made with two weeks prior written notice and space permitting. It cannot be guaranteed that you will be able to revert to the original schedule at the end of the change period. If you wish to terminate the permanent booking for your child, please ensure you notify the Centre in writing giving no less than two weeks notice.

### **Preschool Sibling discount:**

Where two or more children with the same legal guardian attend the Centre, the older child (ren) may be eligible for up to a 10% discount. The sibling discount is applied to the net fee payable by the parent.

### **Payment Methods and Terms**

Invoices (statements) are provided monthly by email or printed out for you on request. Payments can be made via Electric Funds Transfer directly to the Kidsfirst Fiji BSP

account or cheque made payable to Kidsfirst Fiji. As we are a cashless Centre, we discourage payments in cash as this may potentially identify the Centre as a risk for break-in etc.

Fees are to be paid in advance. You accept full responsibility for payments of fees for all days enrolled on the basis of the fee schedule that is current at the time, irrespective of any arrangements with any third party. If you do not maintain your account as per the payment agreement; a late payment fee for every week, it remains overdue and/ or interest may be charged on all overdue balances. If any special offers or discounts are applicable these may be withdrawn. We may refer your account to a third-party collection agency, and you will be liable for any collection costs.

### **Late Pickup:**

If your child is booked part time, and you do not pick up your child at the specified end time, you will be charged the full day rate. A late fee will be charged at \$3.50 per 15 minutes. (Or part thereof) if your child is not collected by closing time. The Centre is not licensed to care for your child outside of opening hours.

### **Holidays & Absences:**

It is important you provide sufficient notice of absences or holidays to allow the Centre to plan for staffing ratios and meals accordingly. In case of sickness or absence, ensure the Centre is advised prior to the booked start time for the day, there will be no reduction in fees charged in this instance. ***Daycare children may be entitled to 6 weeks annual leave at a discount of 50% of the net amount payable by the parent/guardian. This ensures your child's space will be held for you on your return from holiday.*** A maximum of 4 weeks can be taken consecutively. A holiday request notice must be completed given prior to taking leave. The 6-week entitlement to annual leave is calculated on the anniversary of the start date of enrolment; entitlements do not roll over to the next year. A week of annual leave entitlements refers to a normal week booking. For periods of extended leave, there will be no reduction of fees should it goes over 6 weeks. For Statutory holidays there will be no reduction in fees charged, Normal weekly fees continue to apply.

#### *Three-week Absence Rule:*

We regret that a permanently booked space will be cancelled after 3 weeks if the Centre Manager has approved no other arrangements.

### **Emergency closures:**

As with other childcare facilities and private school; full fees apply for emergency closures. Emergency closures can be due to civil defense emergencies, extreme weather conditions, non-controllable health and safety issues, and interruptions to essential service or similar.

### **Contact for queries:**

Email : [admin@thelearningtreefiji.com](mailto:admin@thelearningtreefiji.com)

Ph: + 679 3312467/ 2950663



**ENROLMENT AGREEMENT FORM:**

**Date of first attendance:** \_\_\_\_\_

**Application is made for the Enrolment of:**

Child's official surname or family name: \_\_\_\_\_ Child's official given name: \_\_\_\_\_

Date of Birth:     /     /     \_\_\_ Male     \_\_\_ Female     Siblings: \_\_\_\_\_

**Child's primary residential address:**

\_\_\_\_\_

Child's Ethnic Origins: \_\_\_\_\_

**Mother's/Guardian Name:** \_\_\_\_\_ **Home Address:** \_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

**Father/Guardian Name:** \_\_\_\_\_ **Home Address:** \_\_\_\_\_

Phone Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

***Copy of official Identity verification document collected by Staff***

Fiji Birth Certificate: \_\_\_\_\_ foreign birth certificate: \_\_\_\_\_

Fiji Passport: \_\_\_\_\_ foreign passport: \_\_\_\_\_

Other: \_\_\_\_\_

**Emergency contact/ People Authorized to Collect Children:**

The names of the people who, by direction of a person who has day to day care of the child, are allowed to collect this child or should be consulted if the child is ill or injured (other than those stated above)

**Name:** \_\_\_\_\_ **Relationship to the child:** \_\_\_\_\_

Phone Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to the child:** \_\_\_\_\_

Phone Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to the child:** \_\_\_\_\_

Phone Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to the child: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

***N.B. No child will be given permission to leave the centre unless the person collecting the child is noted on this form. If the person is not on this form, a written letter signed by the parent must be presented to the supervisor.***

**Fees:**

**I agree** to pay fees in advance in accordance with the Centre's fee schedule for the greater of time booked or attended.

**I understand** that my child must attend the hours I have applied for and I agree to pay fees as per the fees schedule for the time booked whether my child attends or not.

***Please note: This service is not open for Statutory Holidays***

**I agree** in the event of fees being in arrears I acknowledge a late payment fee and/or interest will be charged in accordance with then current fees schedule issued by the centre and all debt collection costs will be charged in addition to fees, interest and late payment charges. Late payment of fees may result in my child's space being cancelled and all debt collection fees payable by me. (Refer to the fees schedule and the terms and conditions).

I agree in the event of non-payment of my account that the full details of my enrolment and any relevant information may be forwarded to a collection agency for the purpose of collection of outstanding fees.

**I agree** to pay a late pick up fee if my child/ren are left at the centre outside booked hours.

**I agree** to give 2 weeks advance notice in writing when cancelling my child's booking accordance with the Centre's policy.

***Where more than one person signs this, we agree that we jointly and severally are liable for all fees and other costs.***

**Term Breaks/ Statutory Holidays**

This enrolment agreement is inclusive of school term breaks.

Kidisfirst Fiji does not operate on statutory holidays.

**Holiday Policy**

Refer to Center's fees schedule.

**Parent Declaration:**

***I declare that I understand my responsibility for fees as per above and the information I have provided is true and correct.***

Where more than one person signs this, we agree that we jointly and severally are liable for all fees and other costs.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Custodial Statement:**

Do both parents have day to day care of the child? \_\_\_Yes \_\_\_No?

If NO, are there any parenting orders (custodial arrangements) concerning your child?

Names of any persons who are forbidden to have any contact or restricted contact to this child. (Please note: a court order needs to be sighted and a copy held on file in order for our Centre to prohibit a parent/guardian from collecting his/her child.

Name: \_\_\_\_\_ Court Order is on File? \_\_\_Yes \_\_\_No

Name: \_\_\_\_\_ Court order is on file? \_\_\_Yes \_\_\_No

**Health**

Child's Doctor: \_\_\_\_\_ Contact #: \_\_\_\_\_

Doctor's Location: \_\_\_\_\_

In the unlikely event of a medical emergency, I understand my child will be given basic First Aid treatment by the centre staff if necessary taken to the hospital in an ambulance- parents or a contact person will be notified immediately.

Any child with diarrhea or vomiting is required to stay home until **48 hours** after symptoms settle.

I am aware of the health related policies, and have been informed of these by the center Manager. **Yes/No**

I give permission for my child's head to be checked for head lice by the center supervisor. **Yes/ No.**

I am aware that in case of my child having head lice, s/he may be asked to stay home until treated **Yes/No.**

Does your child have any specific dietary requirements/allergies? **Yes/No.**

Does your child have any chronic illness/conditions or special educational needs that the centre

Should be aware of. **Yes/No.**

Has your child had all immunizations to date? **Yes/No.**

**Medication**

The centre will administer medication to your child. For safety reasons, medications must be within the expiry date, and if prescribed by a doctor, it must have the correct child's name on it. All medication must be signed in the medication register by a parent or guardian. No medication will be administered without the correct authorization.

**Incidental walks/Local or regular excursions permissions.**

As part of our programme to support children's strengths and interests we on occasion may take children on spontaneous short local walks or regular excursions. The adult ratio will be no less than regulated ratios for each excursion.

In order for your child to participate we need you to sign permission that you agree.

I give permission for my child to be taken on short local walks and regular excursions. **Yes/No**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parking and Escorting:** I agree that when dropping my child off at the center I will park in the designated as suitable by the center management and escort my child into the building and advise a staff member of my arrival before leaving my child in the Centre's care. I will advise a staff member before taking my child from the Centre.

**Privacy Permission:**

- I give my permission for my telephone number to be made available to other parents. **Yes/No.**
  
- I understand observations will be completed on my child by kidsfirst Fiji contracted teachers  
To assist in planning a programme to meet the needs of my child and the group. I understand  
That I am able to view these at any time. **Yes/No**
  
- I give permission for my child to be photographed/ videoed for assessment purposes, centre  
Display, management notice boards and to be included in other children’s portfolio’s where  
Applicable. **Yes/No.**
  
- I understand observations will be completed on my child by Early Childhood students  
In the course of their training. **Yes/No.**  
These observations will not include the child’s name and copies forwarded to parents on request.
  
- I agree to my child being photographed for advertising and promotional materials for  
The centre. **Yes/No.**
  
- I agree to my child being photographed by other centers’ parents on special occasion  
(Birthday’s, excursions). **Yes/No.**
  
- I agree that if I take any photos/videos at the centre or on special occasions that  
Include children other than my own; I will not post these on any social networking sites.  
(Facebook, Twitter, instagram). **Yes/ No**

**Enrolment Rights:**

I understand that acceptance of enrolment of my child at The Learning Tree Fiji is in no way an assurance of continued enrolment for the time indicated our under the terms and conditions effective at the time of enrolment. I understand if I am to enter into direct competition with this Centre I will immediately withdraw my child from the Centre.

**Parent Declaration:**

I declare that all the above information is true and correct to the best of my knowledge.

Parent/ Guardian signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian signature (s): \_\_\_\_\_ Date: \_\_\_\_\_