



Fee Schedule – Nursery, Preschool, Kindergarten and Primary School

Effective from 1st January 2020

Minimum of 2 days of enrolment for under 4's and 4 days for over 4's (Kindergarten)

Preschool & Nursery	Over 2's years	Under 2's years
AM/PM sessions- Min 4 hrs a day	\$21.75/Day	\$22.89/Day
Between 8:30am-12: 30pm or 12:30-4:30pm	\$108 .73/Week	\$114.45/Week
Short days- You choose your 6 hours	\$28.61/Day	\$30.90Day
Starting from 8am - 4pm <i>eg, 8.00am- 2.00pm or 9.30am- 3.30pm</i>	\$137.34/ Week	\$143.06/Week
Full days	\$34.33/ Day	\$40.06/Day
From 7:30am- 5.30pm	\$165.95/ Week	\$183.12/ Week
Kindergarten		
- 4 Terms per year (Open to entrants aged 4 ½ years + of age)	8.30am- 12.30pm Daily	10 Weeks per term
Term 1 - 13 th January- 20 th March 2020 Term 2 - 6 th April – 12 th June 2020 Term 3 – 29 th June – 4 th September 2020 Term 4 – 21 st September - 27 th November 2020	\$1,035.50/term (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"> • Holiday discounts do not apply if your child is away outside of the term breaks. • All snacks and meals are included. • Please see the office for half /full day options.
Years 1 - 3		
Term 1 - 13 th January- 20 th March 2020 Term 2 - 6 th April – 12 th June 2020 Term 3 – 29 th June – 4 th September 2020 Term 4 – 21 st September - 27 th November 2020	\$1,325.00/term \$1,759.50/term • This option allows your child to enter the Daycare program after the Primary session is over and runs from 4.00pm – 5.30pm.	<ul style="list-style-type: none"> • Please note that in order to enter the Primary Program your child must have completed a year in an accredited Kindergarten program. • Holiday discounts do not apply if your child is away outside of the term breaks. • All snacks and meals are included. • After school program not included. Strict pickup by 4.30pm Mon-Thurs and 2.30pm on Friday

Hours of Operation:

Daycare (Nursery & Preschool)	: 7.30am- 5.30pm Daily
Kindergarten	: 8.30am – 12.30pm daily <i>(follows term structure)</i>
Years 1-3	: 8.30am – 2.30pm <i>(follows term structure)</i>

After School Activities : 2.30 – 4.00pm *(Mondays to Thursdays Only)*

** After school activities is applicable to Years 1-3 only. Activities include swimming twice a week, Dance and Music and Sports, Fijian Class/ French Class TBC)*

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.
\$550 for Years 1 -3.
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 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 "Aero guard" 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.