

## Enrolment, Financial and Privacy

**Category:** Governance, management and administration  
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### Placing a child on wait list

There is a high demand for places at the Centre. Parents who are interested in enrolling their child at the Centre are advised to place their child on waitlist as soon as the decision is made.

To place your child on the wait list, please:

1. contact the Administrator at 3694177 or email [earlychildhood@canterbury.ac.nz](mailto:earlychildhood@canterbury.ac.nz)
2. Fill out a [Wait List Form](#). Please indicate the date you would like your child to start. Be as accurate as you can be with the start date to give your child the best chance at getting a place at the Centre.
3. Priority will be given to children who can start immediately, and to staff / students of the University of Canterbury.
4. Return the completed form to the Administrator.
5. If the start date has changed for your family, please contact the Administrator at the earliest possible time to have that amended on your form. This will help us plan for availability for your child.
6. We will endeavour to contact you two (2) months before your child's required start date to help you with your planning.
7. If your child's place is confirmed at this time, you will be required to come into the Centre to fill out the [Enrolment Form](#), [Automatic Payment Form](#) and other documentation, and make payment for the deposit to secure your child's place.

If you no longer require the place at any point while your child is on the wait list, please contact the Administrator to cancel the place. This will help us plan our vacancies and allocate any places to children who need them.

If you would like to speak with the Team Leader and/or have a tour of the Centre, please call 03 3695100 or email [earlychildhood@canterbury.ac.nz](mailto:earlychildhood@canterbury.ac.nz)

### Enrolment

Upon enrolment, a deposit of \$50 is payable. The deposit is non-refundable should you choose to de-enrol. This covers the administration cost in relation to your enrolment, availability and an administrative fee of \$20 with the second and each subsequent change.

Any request for change after confirmation must be made at least a month in advance. You may wish to use the Centre's [Changes / Termination Notice Form](#) for this purpose.

Parents / Caregivers who opt to start at a later date than was confirmed may be required to pay the fortnightly fees from the original start date to continue to keep their child's place at the Centre.

You may wish to use the Centre's [Changes / Termination Notice Form](#) for this purpose.

## **Fees**

Fees are charged for 50 weeks of the year that the Centre is open including statutory holidays, the five (5) days university holidays and [Teachers Only Days \(TOD\)](#) that fall within those weeks.

Fees are charged fortnightly in advance. Parents / caregivers must ensure their account is paid in full upon receiving the invoice. Alternatively, please contact the Administrator immediately to discuss a payment plan.

The Centres reserves the right to terminate all bookings of the child if fees are not paid on time. Parents / Caregivers will receive 2 weeks' notice of termination in writing if fee matters remain unresolved.

As imposed by the Ministry of Education, ECE funding does not apply during statutory holidays. Parents will be charged full fees on those days if it falls on the child's regular booked times.

Fees are reviewed in October each year with any changes to be implemented in January of the following year unless otherwise advised.

## **Mode of Payment**

### **A. Salary deductions**

Parents who are staff of the University should pay the fees through salary deductions. An [Authorisation for Salary Deduction Form](#) will be given to you once your child's enrolment is confirmed. Please speak to the Administrator about any queries.

### **B. Direct Credit**

UC Bank Account details will be sent out to parents at the child's 1<sup>st</sup> invoice for the purposes of setting up Direct Credit.

### **C. Credit card / Eftpos**

Payments by credit card or Eftpos must be made at UC Cashiers located at Student Services or Financial Services.

## **WINZ**

Please check with the Administrator about application for WINZ subsidies.

## **Dropping off / Picking up Children**

For the safety of the children, and in adherence to the Ministry's regulation, children are allowed in the Centre only during Centre operation hours. Children should not be dropped off nor remain at the Centre outside of the Centre's operation hours.

A pattern of regular attendance helps a child feel secure and settled. In order to help us plan more effectively for your child, please inform the Centre at the earliest instance of intended absence.

The Centre reserves the right to terminate the child's place at the Centre after an absence of 2 weeks without notice and where the parents / caregivers are un-contactable. All attempts will be made to contact parents during the two weeks via phone numbers held on record and in writing to the last known address held on Centre records. The termination will be done in writing and posted to the last known address.

### **Change of Booking**

Please fill in the [Changes / Termination Notice Form](#) and return it to the Administrator or Centre with four weeks' prior notice.

Parents / Caregivers whose child is receiving 20 Hours ECE are required to fill out a [Changes / Termination Notice Form](#) with any change to booking.

### **Centre Closure**

The Staff and Management of the Centre will work to ensure the safety and well-being of children at all times. In the event that it becomes necessary to close the Centre at short notice or evacuate the centre, parents will be informed by phone, texts, and emails as far as practicable. Please ensure the Centre is kept updated of any change to the parents' / emergency contacts' mobile phone numbers.

### **Updating of Information**

It is important for the Centre to hold updated records of the child and parents / guardian. The Centre should be informed of any change of particulars / information as soon as possible.

Please pick up a [Change of Details Form](#) from the Administration office.

### **Termination**

One month notice in advance or one month's equivalent of fees in lieu of notice is required to terminate your child's place at the Centre. This includes children who would be starting school (turning 5 years old). Please complete the [Changes / Termination Notice Form](#) which is available from the Administration office.

### **Audited Accounts**

The Centre's audited accounts are available as part of the Univ

The enrolment form consists permissions for the taking and use of photographs and videos of your child. If you wish to change the permissions, please contact the Administrator.

The following records are kept for the stated period after which, the records will be securely disposed