



# Pre-school Fees – 2018

## 1. APPLICATION FEE

All applications for enrolment must be accompanied by a non-refundable application fee of \$150.  
(This fee also includes enrolment into Year 1.)

## 2. FEES

### Children under 3 years or No 20 ECE Attestation

HOURS PER WEEK	16-25	26-35	36-45	46-50
COST PER HOUR	\$9.25	\$9.00	\$8.75	\$8.50

**Please note:** Minimum hours per week is 13. Less than 16 hours per week is charged at \$9.50 per hour.

Full day and/or morning and afternoon sessions are available.  
Morning session minimum 4 hours. Afternoon session minimum 2.5 hours.

### Children 3–4 years Full 20 ECE Attestation

14-20 HOURS PER WEEK	No charge — optional charge \$6.50 per hour
21-50 HOURS PER WEEK	\$6.50 per hour flat rate

**Please note:** Hours attested to another provider will be charged at the relevant under three hourly rate. Additional hours (i.e. 20+) will be apportioned between \$6.50 and the relevant under three hourly rate. The percentage share will match the shared attested hours.

Optional charge \$6.50 per hour (six hours per day maximum to a total of 20 hours per week).

20 ECE hours is up to six hours per day, up to 20 hours per week and there must be no compulsory fees when the child is receiving 20 hours ECE funding.

The optional charge is included for:

- Use of St Andrew's College facilities including sports fields, dance and drama facilities, Library, Science laboratories, Gymnasiums and Theatre;
- Specialist subject teachers for Drama, Fine Arts, Science, Spanish and Yoga classes.

Fees are charged on monthly statements and the method of payment is direct debit (forms will be provided with acceptance).

## 3. TERM BREAKS AND PUBLIC HOLIDAYS

Enrolment is inclusive of state school term breaks and public holidays. The Pre-school will operate during state school term breaks and attendance during these breaks is optional. You will have the option of 'opting out' during the state school term break and fees will not be charged if non-attendance is notified at least three weeks in advance.

The Pre-school will close for five weeks over the Christmas and New Year break and no fees will be charged for this closure. The Pre-school is closed on all public holidays, however fees are payable for public holidays other than those during the Christmas and New Year closure.

## 4. LATE FEE

St Andrew's College Pre-school is licensed for children between the hours of 7.30am–5.30pm only. Children not collected by the closing time will be charged a late fee of \$25.00 per 15 minutes to cover additional staffing costs.



# Pre-school Conditions of Enrolment

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## 1. PRE-SCHOOL FEES

Fees and all other accounts are due and payable by the last business day of month following monthly statement date. The College reserves the right to charge interest on overdue accounts. This interest will be set at the rate 5% above the overdraft rate set by the College bankers on the College's current account. It will be calculated from the date payment is due until the date the payment is made. The College reserves the right to review fees and will notify changes accordingly. Where accounts remain unpaid and no arrangement has been made as to their payment, the College may require the removal of the child from the Pre-school. The College has the right to recover all reasonable fees, legal expense and collection costs if it becomes necessary to engage a collection agency or Solicitor to obtain payment of an overdue account. No fees or other costs will be refundable where the child does not start or does not complete the full month.

## 2. NOTICE OF WITHDRAWAL FROM THE PRE-SCHOOL

One month's written notice of intention to withdraw the child from the Pre-school is required and all fees and other costs incurred over the notice period must be paid. Where no notice is given, one month's fees will be charged in lieu of notice.

## 3. ATTENDANCE

The Pre-school requires regular attendance for the times and days booked and children need to be signed in and out of Pre-school each day. Please advise the Pre-school if your child will be absent.

## 4. INTEGRITY OF THE PRE-SCHOOL AND COLLEGE

The Pre-school and College will always have regard to the interests of the College, Pre-school and students as a whole, as well as the interests of any individual. The College has the right to require the withdrawal of a child, where in the opinion of the College it is reasonable to do so.

## 5. USE AND UPDATING OF INFORMATION OR STUDENT INFORMATION

The parent and guardian will notify the Pre-school of any change in the information contained in the enrolment form as soon as is reasonably practical. This information, and other information held or acquired by the Pre-school may be shared with staff of the Pre-school and where applicable with College staff.

Information relating to the child's education, health, welfare or safety may be required by law to be released to parties outside the Pre-school such as government departments (e.g. Ministry of Education and Ministry of Health). The Pre-school will not otherwise disclose this information to outside parties without your authorisation.

We accept these conditions of enrolment and agree to abide by them:

Date:

Full name: \_\_\_\_\_

Full name: \_\_\_\_\_

Parent / Guardian signature: \_\_\_\_\_

Parent / Guardian signature: \_\_\_\_\_