

Merryland Childcare Centre Ltd.

Terms and conditions

These terms and conditions are meant to be read in conjunction with enrolment form of Merryland Childcare Centre.

Note: The term “Merryland Childcare Centre” or “ML” or “WE” or “OUR” or “US” refer to Merryland Childcare Centre Ltd. The term “you” or “your” or “user” refers to you as the parent/guardian of the child.

Payment

- All the fees are in NZ dollars and inclusive of GST.
- Upon enrolment a non-refundable deposit of the child’s first week is required to be paid to secure your child’s place on our roll.
- Your weekly fee must be paid 1 weeks in advance, failure to make a payment may result in your child being removed from the roll until full fees are paid.
- Payment remains payable full where the child is absent through illness or any other reason.

WINZ Subsidy

- Work and Income applicants are required to pay full fees until the subsidy is approved and appears on our statement
- Any payment made in excess of the Work and Income subsidy will be credited to your account. In the event of your child not attending for the hours you have enrolled for and subsequently WINZ not paying for these hours, you will be required to pay the fees incurred for the hours not attended.
- It is your responsibility to advise WINZ of any change in hours of enrolment and cancelling the subsidy.

Absence

- Please phone, text or email if your child is absent.
- In the event that a child is absent for a length of time, it is essential that you contact the centre within 5 days to ensure that your child’s place is kept on the roll.
- If your child is absent for more than three days a medical certificate is to be provided.
- The maximum length of time that we can keep a child on roll is 21 days, after that time it is a legal requirement to remove your child from the roll.

Holidays

- Your child is entitled to 2 weeks of holiday leave only after you have completed 6 months of regular attendance at the centre this must be advised to the centre before commencing holiday in writing. The 2 week holidays are not to be accumulated beyond one year. Conditions apply.
- Your holiday entitlement is based on your number of enrolled days per week on a pro rata basis.
- If you require more than 2 weeks of holiday, than from the third week you will be invoiced at half price of your regular weekly booking fee.
- Merryland Childcare Centre reserves the right to review and amend these terms and conditions any time they see fit.

Statutory Holidays

- Merryland Childcare Centre is open throughout the year, but we are closed on statutory holiday.
- Your weekly fees apply as normal.

Emergency Closure of Centre

- In the event of an emergency closure of the centre, you will be required to collect the child from the centre.
- Full fees are to be paid for up to 5 days if there is an emergency closure of the centre.
- In the event of a pandemic, the centre management will notify parents of the fee procedure.

20 Free Hours

- 20 hours ECE subsidy is available to any child aged between 3 to 6 years. The parent must complete the 20 Hours attestation section in the enrolment agreement form.
- Free ECE is available for up to six hours per day for maximum of 20 hours per week

Excursions / trips:

- Trips out of the centre will be arranged from time to time as part of children’s learning experience.
- You give permission for your child to leave the centre in the company of a qualified staff member for regular excursions to the park etc. Our ratios for Under 2’s is 1:2 and for the over 2’s is 1:4.
- Parents will be notified of all other planned trips and the ratios will be stated.
- You are welcome to have a read of our excursion policies for more details.

Immunisation:

- The parent will ensure that their child is immunised appropriately for his/her age prior to start at Merryland Childcare Centre and will produce the child’s immunisation chart.

Infectious illness:

- You agree that you will not bring your child to the centre if he/she is deemed to be suffering from an infectious illness. You will notify the centre if your child is not attending and inform the nature of the illness
- We reserve the right to prevent an unwell child from entering the centre in case of a pandemic.
- Payment remains payable full where the child is absent through illness or any other reason.

merrylandece@gmail.com Phone: 09 6002352; 0226270212. www.merrylandchildcare.co.nz

74 Mt Albert Road, Mt Albert. 1025



Un- prescribed Medications:

- You give permission to staff to apply Category (i) medicines of non-prescription preparation (such as arnica cream, antiseptic cream) that is not ingested, used for the "first aid" treatment of minor injuries and provided by Merryland and kept in the first aid cabinet unless you have signed 'no' for these medications on the enrolment form

Meals:

- All the children will be provided balanced, nutritional and enjoyable vegetarian meals as cooked by a cook on site.
- We are an egg free and nut free centre.
- If there are any children with specific known allergies or food sensitivities, there will be separate meals catered for them. The allergy list will be displayed for the cook and the staff to ensure such children are supervised and any allergic reaction recognised and appropriate action taken as per the action plan submitted by the parent.
- Merryland Childcare Centre shall not be responsible for the daily nutritional needs of the child.

Child access:

- Only authorised person as indicated on the enrolment form will be allowed to collect your child, this is for the safety and the protection of your child. You will notify the centre if anyone other than those listed on this enrolment form is to pick up your child, and you understand that your child will not be released until permission has been given.
- Under our Health and Safety- Child Protection Policy- If the child is to be collected by a person whose name is not on the enrolment form as a person authorised to pick up the child, parents must have personally informed a staff member, prior to pick up via a phone call.. The person picking up the child should be asked to bring photo identification, as they will be required to provide proof of identification to a teacher if they have not seen them previously. You will be required to add any telephone or oral authorisations to the enrolment form when you are next in the service.

Withdrawing your child:

- When enrolling, your child, you will need to pay a deposit fee of one week. If you choose to withdraw the enrolment prior to your child's start date the deposit will be non- refundable. If you continue with the enrolment, the deposit will be added to your first week's fee.
- You agree to give two full weeks' notice before withdrawing your child from the centre. Balance owing must be paid to Merryland Childcare Centre no later than your child's last day. Any outstanding fees will be passed onto Debt Recovery and collection fees will be added to your account.
- Once you have notified Merryland Childcare Centre about your child's last day at the centre the final two weeks cannot be taken as the child's holiday entitlement days and payment remains payable full where the child is absent through illness or any other reason.

Change of hours:

- All changes must be confirmed in writing through form available at the centre and by approval from management. Two weeks' notice must be given to the manager in writing for any change.
- Changes to your booked time will only be accepted on the provision that there is a spare vacancy and will be made at the discretion of Management.

Signing in:

You agree that you will sign the daily attendance sheet on your child' arrival and departure. You will advise a staff member before taking your child from Merryland Childcare Centre.

Car seats

We recognise that for safety in a vehicle, your child must legally be restrained in a standard approved car seat or restraint in accordance with Traffic Regulations.

Sunscreen

- In summer we protect your child from the sun with sunscreen. If your child has allergies, we suggest you provide your own sunscreen.
- You give permission for staff to apply Cancer Society SPF 50 sunscreen when needed.

Privacy:

All personal information about your child will be kept securely and remain confidential as per the privacy act 2020.

Late fees:

- If your child is collected after 6pm, a \$15 per child per 10 minutes will be charged.
- If your child has been booked in for short day/session and attends longer than their booked time, then \$20 per hour will be charged or there part of.

General:

- Merryland Childcare Centre reserves the right to review and amend these terms and conditions any time that change will take effect from the date on which Merryland Childcare Centre will notify the parents by email or on notice board.
- These terms and conditions and any contract which they apply shall be governed by Law of New Zealand and subject to the jurisdiction of the Auckland Courts.
- In the event of any breach of this contract by Merryland Childcare Centre the remedies of the parents shall be limited to damages which under no circumstances shall exceed the fees.
- Neither party shall be liable for any default due to any act of nature, war, terrorism, lockout, earth quack, flood, fire, drought or other event beyond the reasonable control of either party.

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- The failure by Merryland Childcare Centre to enforce any provision of these terms and conditions shall not be treated as a waiver of the provision nor shall it affect Merryland Childcare Centre's right to subsequently enforce that provision.

Parent Declaration

- I have read and understand the Terms and Conditions and agreed to bound to these conditions.

Sign: _____ Date: _____

