

## Eden Cottage No Fees Terms and Conditions

1. **Children eligible** - Applies to children, aged 2 to 5 years old.
2. **Hours available** - Attendance is for a maximum of 37.5 hours per week between the hours of 8:30am – 4:00pm, Monday to Friday. Excludes Christmas Holidays, public holidays and teachers only days and these days are excluded from any attendance calculations.
3. **Scheduled attendance** - In order to maintain no fees for everyone, we require eligible children to be fully enrolled, and a commitment from our whānau/ caregivers that children will attend on their scheduled days.
4. **Absence from scheduled sessions** - Whānau/ caregivers are to let Eden Cottage know if their child is going to be absent and to ensure they stay below absenteeism of 20% of their registered hours, as absences at and above this will incur a fee of \$10 per hour for each registered hour that they are absent.
5. **Early drop-off or late pick-up** - Children are to be dropped off and picked up at their booked time to avoid incurring a charge of \$15 per quarter hour or part thereof (refer to our Fee Summary.)
6. **Extended absences** - When planning holidays for an extended period, whānau/ caregivers need to communicate with the Head Teacher/ Administrator to avoid incurring a fee of \$10 for every registered hour that the child is away. An extended holiday is where more than 15 days of holiday are taken over a 12-month period.
7. **Prolonged illnesses** - If a child is experiencing a prolonged illness, the whānau/ caregivers need to be in clear communication with the Head Teacher or Administrator to avoid incurring the prolonged absence fee of \$10 for every registered hour the child is away.
8. **Withdrawal from Eden Cottage** - We understand that whānau/ caregivers may, from time to time, have reason to withdraw their child from Eden Cottage. When this occurs, unless otherwise negotiated and confirmed in writing, two weeks' notice must be given to the Head Teacher or Administrator to avoid incurring fees for that period.
9. **If fees listed above are not paid** - If whānau/ caregivers do not pay fees incurred from the conditions stated above, a reduction of hours may occur. If non-payment continues and absence fees are in excess of \$200, the child's enrolment may be suspended temporarily while fees are repaid. Agreement for a fee repayment plan may be arranged with Eden Cottage. Only in the situation where no other way forward is identified by Eden Cottage will a child's enrolment be ended. In this situation, fees may be referred to a debt collector (with additional debt collection charges applied).
10. **Portfolio one-time charge** - While your child's childcare is free, there is a \$20 one-time charge for your child's portfolio. This is to commemorate your child's growth and development as they go through their time at Eden Cottage.
11. **Optional additional charges**  
**Trips and special events** - During the year your child will have the opportunity to be a part of trips and some special events. All trips and special events are optional and, if attended, are paid for by the child's whānau/ caregivers.