

**Fees Policy**

Entrance/Door prices will be charged at prices displayed at the reception counter and/or on our website. Any discounts or promotions is at the discretion of management. All children who attend our programmes must have a completed enrolment form signed by a parent or care giver. Once enrolment is complete all entrants are charged at the booking rate, advised on the marketing brochure or website. Bookings confirmed only on receipt of payment. To advise us of a change of time or cancellation onto our Holiday Programme we require 48 hours notice. There is No Refunds on After School Term Fees, any absences or change of arrangements will still be accrued for the Term Booking. This ensures your child(ren) can keep their place on our programme. All absences must be advised 24 hours prior to absence, to the centre.

Accounts must be kept up to date in accordance to our payment arrangements which are: All children must be payed in advance prior to attending the programme, or on the first day of attendance to our programme. It is within the managements rights to refuse attendance without payments being met. A late fee will be charged to all late pick ups. Collections that are over the arranged time by 15 minutes, a fee of \$8 (per child) will be accrued, and for every 15 minutes that has passed your set pick up time thereafter.

Failure to pay within a reasonable time frame. (7 days) will result in a place no longer being made available for the child(ren), and the debt will be referred to a collection agency. There are NO REFUNDS without 24 hours notice of cancellation from Holiday Programme or after commencement of the term for After school programmes. Kids Republic take no responsibility for any personal items that a child may bring to the programme. Damage caused by any child on our programme will be payable by the parent/s or caregiver. Kids Republic programmes has been approved under the CYF/OSCAR Standards. All care will be taken to provide a safe and well supervised environment for children attending the programmes, in accordance with these standards.

**WINZ SUBSIDIES**

At Kids Republic we are CYF Approved and offer WINZ (Work & Income subsidies) for our after school and holiday programmes. We have a no refund policy with WINZ subsidies after they have been allocated. If cancellation is made prior to payments being received, a \$30 administration charge will apply per child, any other outstanding money will be refunded back to WINZ, not to parents or caregivers. Child Abuse - Please be aware that we are bound by law to report suspicions of child abuse.

**COMPLAINTS**

If you have any complaint about the programme or staff members you should approach the Manager at Kids Republic 09 4284831 immediately.

**I HEREBY ACKNOWLEDGE AND AGREE**

I will supply my child(ren) with lunch, water bottle, sun hat and sunscreen everyday that they attend the programme. If sunscreen & lunch is not supplied, a cost of \$2.00 (for sunscreen) & \$5.00 (for providing childs lunch) will be accrued to your account. I give permission for my child to be transported to and from any trips. I will sign my child(ren) into the programme on arrival and out of the programme when collecting my child(ren). That I will advise Kids Republic in writing or in person if my child is to be collected by any other person than those detailed on their enrolment form. That there is NO REFUND without 24 hours notice or after commencement of the term. A \$15 (per child) administration fee applies for any refunds given. I understand that there are risks associated with my child(ren) attending after school/holiday programmes, to help minimize these risks, the programme has safety procedures, as well as rules and boundaries for all children that must be complied with.

I give permission for my child to be photographed      YES       NO

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*INTERNAL USE ONLY**
**Total** \_\_\_\_\_ **Receipt No.** \_\_\_\_\_

**Payment Type** \_\_\_\_\_ **Payment Entered** \_\_\_\_\_

**WINZ Part Pay** \_\_\_\_\_

**Bal Owing** \_\_\_\_\_ **Payment Date** \_\_\_\_\_