



Cato Road, Park Island, Napier

Web: [www.discovertheden.co.nz](http://www.discovertheden.co.nz)

Wendy 027 3296776 or [Wendy@discovertheden.co.nz](mailto:Wendy@discovertheden.co.nz)

Sindy 027 365 7689 or [Sindy@discovertheden.co.nz](mailto:Sindy@discovertheden.co.nz)

Our hours of operation are 7:30am - 5:30pm and are closed for Public Holidays and weekends

**Fees for Children under 3 years and all children not using ECE hours**

		<b>Daily</b>	<b>Weekly</b>
Half Day	7:30am - 12:30pm or 12:30pm - 5:30pm	\$32.50	\$137.50
Full Day	7:30am - 5:30pm	\$65.00	\$260.00

**Fees for Children 3 to 6 years using ECE hours**

Half Day	7:30am - 12:30pm or 12:30am - 5:30pm	FREE for 1-4 half days
	5th half day	\$32.50
Full day	7:30am - 5:30pm	
	1-3 days (per day)	\$26.00
	4th day	\$52.00
	Full Week	\$165.00

*Fees effective from 1 September 2018*

*Fees are based on hourly rate of \$6.50 for everything outside a fulltime week*

*20 hours ECE is available for children 3 years and older to a maximum of 6 hours per day*

*Fees are subject to change and may be increased when necessary at the discretion of The DEN.*

**Payment of fees**

Payment is required by automatic payment, one week in advance of attending. The DEN's account details are:

Discover the DEN Limited 06-0645-0596139-00

Reference: Child's first and last name

## **Enrolment Fee, Hat, tote bag and learning journal**

An enrolment fee of \$60 is payable at the time of enrolment to **secure your space**. The enrolment fee is a one-off non-refundable fee and doesn't not apply towards tuition. When your child starts at The DEN they will be provided with a named sunhat for the summer months to support our sun sense policy. You will also be provided with a tote bag for dirty clothing. A learning Journal is prepared for each child which is theirs to keep at the end of their journey with us.

## **20 hour ECE**

The DEN is a provider of 20 hours ECE Early Childhood Education ("20 hours ECE"). Eligibility for 20 hours ECE begins on the child's 3<sup>rd</sup> birthday and ends on the child's 6<sup>th</sup> birthday. 20 hours ECE is available for up to 6 hours per day, maximum of 20 hours per week. We **do not** charge an 'optional charge'.

## **Late pick-up fees**

Please contact the centre ASAP if due to unforeseen circumstances your child will be picked-up after their enrolled pick-up time. If your child is picked up after their enrolled pick-up time you will be charged a daily fee corresponding with the hours attended.

The Centre is licensed by The Ministry of Education from 7:30am until 5:30pm Monday to Friday. A late pickup fee of \$10 per 5 minutes, or part thereof, will be charged for collection of children after the close time of 5:30pm.

## **Changes to booked hours**

If you wish to increase or decrease the hours/days your child is booked to attend, a notice period of two weeks is required. If you are planning to remove your child from The DEN you are required to give two week's notice in writing.

## **Un-well Children**

Children are not to be brought to The DEN when they are unwell and/or suffering any condition that is capable of being transmitted to other children in accordance with our centre illness policy and guidelines from Ministry of Health. Please refer to the Child Illness policy for information regarding signs, symptoms, and exclusion periods.

## **W.I.N.Z Childcare subsidy**

If you qualify for a WINZ childcare subsidy, a payment of 100% of the full fee amount will be payable until we receive confirmation from WINZ regarding your subsidy. Any payment made in excess of the WINZ 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. Any subsidy credited to your account and subsequently change/withdrawn by WINZ will be re-charged to you.