



St Simon Peter Early Learning Centre Three Year Old Kindy

Terms and Conditions of Enrolment

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Three Year Old Kindy operates during term time only. Enrolment places are offered for the term with parents understanding that they are making a commitment for this ten week block each term.

- To be eligible to attend St Simon Peter Three Year Old Kindy, families must complete an enrolment form and provide copies of their child's birth certificate and immunisation record.
- **Fees must be paid via EZI Debit two weeks in advance. An EZI Debit form must be completed before enrolments can start.**
- **An enrolment bond of \$250.00 must be paid by the 09th of December 2016.** The bond will be credited to the family's account to cover the last weeks of Term 4 2017. **When parents leave prior to the end of the 2017 School year the bond will not be refunded.**
- This service complies with the Priority of Access guidelines required for the Federal Government Child Care Benefit Scheme (CCB).
- Parents/guardians are responsible for registering for and maintaining their CCB and CCR. **Please note parents will not receive any payments until they have provided Customer Reference Numbers (CRN) and date of birth for the enrolled child(ren) and parent/guardian who is claiming.**
- Parent/guardians must sign their child(ren) in and out on arrival and departure for each session they attend. This is due to CCB/CCR requirements as well as a safety measure.
- Overdue fees will be charged an administration fee of \$20.00 per month.
- Accounts must be debt free at the end of each term for enrolment to continue for the next term.
- The St Simon Peter School Board who oversee the operation of the Early Learning Centre may refuse care to a family who has outstanding fees from the previous term.
- **Enrolment into the Three Year Old Kindy is not a guarantee of enrolment into St Simon Peter Catholic Primary School. This is a separate enrolment process.**
- The Service holds the right to adjust or cancel days the program is offered if the minimum enrolments are not met. Parents will be provided with a term's written notice if this is to occur.

Notice To Withdraw

Cancellation of days or withdrawal from the program can only take place at the end of each term. Two weeks written notice is required to confirm your request. Please note when a family chooses to leave the program prior to the end of the term, **fees will need to be paid for the remainder of the term to cover that place.** After making a cancellation if the family choose to reenrol at a later stage they will be placed onto the waiting list.

Agreement:

By signing below I acknowledge I have read the enrolment conditions for St Simon Peter ELC and agree to abide by the said conditions.

Parent's Name: _____ Date: _____

Signature: _____