

Rural Scholars Early Learning Centre Terms of Enrolment

I have read and accept the **Terms of Enrolment** as set out below.

1. I/We will not bring my child/tamariki to the preschool in the event of any signs of illness or any infectious illness. Any infectious diseases listed on New Zealand Ministry of Health Infectious Disease list or if your child has head lice.
2. I/We authorise the teachers/kaiako to administer medicine provided by me for my child and in the event of accidents, to seek medical advice as the teachers/Kaiako think necessary for my child's best interest. (Medicine will only be administered to a child with the parent's written consent, correct name on the bottle and within the use by date.
3. I/We will notify the preschool in writing if anyone other than those listed are to collect my child/tamariki from Rural Scholars Early Learning Centre. I understand my child/children must be kept at the preschool until such permission is given.
4. I/We acknowledge that my child/tamariki enters Rural Scholars Early Childhood Centre at my own risk and that although proper care will be exercised at all times, the preschool will not be responsible for any misadventures.
5. I/We will comply with the policies and regulations that govern Rural Scholars Early Learning Centre. (Operations Manual can be viewed on request, regulations and licensing criteria are displayed in the foyer)
6. I/We will notify the preschool two weeks before in writing if my child/tamariki is to be absent. This notification need to been signed and dated.
7. I/We agree for our child to attend school outings i.e. farm walks, visits to the library etc.
8. I/We agree to all the conditions as stated in the brochure regarding the payment of school fees, ie: payment of fees is by the due date or 5% penalty will be charged every week until the account is paid in full.
9. I/We agree to pay on demand all reasonable collection charges and legal costs incurred as a result of my/our default.
10. I/We will give a minimum of two weeks written notice before withdrawing my child/tamariki from Rural Scholars Early Learning Centre.
11. I/We acknowledge that if my account becomes overdue and no attempt at repayment has been made within five working days after a reminder notice has been issued my spaces will be cancelled.

- 12. A holding fee of 50% will be charged for any holidays taken by your child. If leave exceeds 21 day, funding is stop and children spaces will be lost.

- 13. I/we will agree to drop off and pick up our child/children at the agreed on times. A late fee of \$20 will occur per 15 minute period to parents that have not contacted the centre.

Parents/Guardians Signature..... Childs Name.....

Supervisors Signature..... Date.....

