

## About us:

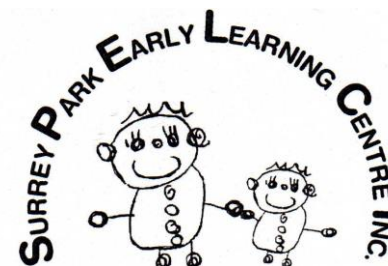


- We are an Incorporated Society/Not for Profit Community Centre. We spend our money on your children's learning and continually improving our service to you.
- The centre is administered by a Director and a Governance Committee from parent representatives. It is the aim of the centre to ensure the decisions made by the centre reflect the interests of those using it. To achieve this aim, consultation is on-going.
- The centre was established in 1986 specifically to provide spaces for the children of relieving teachers. The centre now accepts enrolments from all community members but recognises the original intent of the centre by saving two spaces daily for the children of relieving teachers.
- We have a very spacious building and expansive outdoor play areas.
- We are a well-established centre- we have 30+ years of experience in providing quality education and care. (Read our latest ERO Report on our website) at [www.invercargillchildcare.co.nz](http://www.invercargillchildcare.co.nz).
- We have a very high ratio of qualified and experienced teachers with a very low staff turnover enabling your child to develop trusting relationships with teachers.
- High teacher to child ratios enable us to give children individualised attention based on current research and best teaching practice.
- We acknowledge parents as the primary caregivers and educators of their children. We aim to support your values, customs and beliefs and give consistency in care and education.
- Reporting to parents is done by way of newsletters and termly room reports filed in Account files, emailed or on our website, and daily notebooks for younger children. Parent / family evenings are held termly.
- We aim to provide a safe and healthy environment by meeting regulations. Our policy concerning sickness is detailed on the website and in the Parent Information handbook.
- Morning and afternoon tea is provided for all children, and lunch for day bookings. These meals are included in the hourly rate.
- Other costs: An annual enrolment fee to join our Incorporated Society is charged in April. Families supply their own nappies. No extra "optional charges"
- **FULL FEES are charged for absences if your child is three or over and on a WINZ subsidy, or receiving the 20 hours free; There is also a full charge for enrolments on statutory days between February and November - this is because we have to pay staff for these days and we do not receive government funding for these days.**
- Accounts are made up weekly and placed in your named file in the entrance foyer of your child's room. We ask that you clear your file weekly to keep up with our information about what is happening in the centre
- **For mixed rate bookings the rate charged depends on the greater of: the booking with highest hourly rate or the booking with the greatest number of hours.**
- A late fee of \$10.00 for every ¼ hour will be charged for habitual lateness.

2021 Fee Schedule	Children 0-3 years	Over Three year olds	With 20 ECE Hours
Class1: <b>Flat rate:</b>  Over 36 hours booked and a minimum of 45 weeks a year.	Flat Rate of \$235.00 a week.  10 credits a year for absences	Flat Rate of \$235.00 a week.  No credits for absences	\$235 less \$94.00 for free 20 hours=\$133.40
Class 2: <b>Long Day</b> Minimum of 6.5 hours a day.	Rate= \$6.80  7 credits for absences  <b>Examples:</b> 1 seven hour day will cost \$47.60 3 eight hour days = \$163.20 3 seven hour days = \$142.80 4 nine hour days = \$244.80 5 seven hour days = \$238.00	Rate= \$6.80  No credits for absences	<b>Reminder:</b> A maximum of 6 hours per day can be claimed for the 20 free hours; Any extra hours will be charged for. <b>Examples:</b> 1 seven hour day will cost \$6.80 3 eight hour days = \$40.80 3 seven hour days = \$20.40 4 nine hour days = \$108.80 5 seven hour days = \$102.00
Class 3: <b>School day</b> 6 hour booking between 8.30- 15.30	Rate= \$7.50  5 credits for absences	Minimum of <b>3 days a week- (ie: 18 hours a week)</b> between 8.30am – 15.30pm. Rate: \$7.50 No credits for absences	Day 4= \$30.00 Day 5= \$75.00
Class 4: <b>Morning</b> Minimum of 4 hours between 7.30- 13.15pm	Rate: \$7.50 an hour  5 credits for absences	No morning session	n/a
Class 5: <b>Afternoon</b> Minimum of 3 hours between 1330-1730pm	Rate: \$5.75 an hour  5 credits for absences	Rate: \$5.75 an hour  No credits for absences	No charge if using 20 hours free
<b>CASUAL-</b>	<b>No permanent booking</b>	\$7.90 per hour	

# SURREY PARK EARLY LEARNING CENTRE INCORPORATED SOCIETY

## Welcomes your enquiry



**Location:** 55 Isabella Street Invercargill

**Telephone:** 032173477

**Telephone:** 032177063

**After Hours:** 0273576998

**Postal Address:** P.O.Box 6029 Invercargill North

**Website:** [www.childcareinvercargill.co.nz](http://www.childcareinvercargill.co.nz)

**Email:** [admin@childcareinvercargill.co.nz](mailto:admin@childcareinvercargill.co.nz)

**Facebook:** Surrey Park Early Learning Centre Inc

## Initial Enrolment Details

Name of Parent/Caregiver: .....

Contact Phone Number: .....

Address: .....

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Name of Child:.....

Child's Birthdate.....

I wish the booking to start on ...../..... 2021

When the centre is able to accept this booking, you will be sent a handbook and an enrolment pack. Confirmation of your booking will be made when the completed enrolment form and other required paper work has been returned to the centre, with the non-refundable deposit of one week's fees. This payment will be credited to your first account when enrolment has commenced.

Thank you for your enquiry.

Please state the goal/s you hope your child will achieve while attending the centre. The teachers will work with you to plan a programme to help meet these goals.

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## Enrolment Requirements

- 1) Do you require a casual (no set day) or a regular permanent booking?
- 2) Work & Income Subsidy – I am/am not entitled to a subsidy for fees.
- 3) State the fee class you wish to enrol for. (Refer to attached sheet for fee details. Class \_\_\_\_.
- 4) Twenty Free Hours for Three & Four Year Olds: I wish to use \_\_\_ hours of my twenty free at this centre. I am/ am not, enrolled at another Early Learning Centre for \_\_\_ free hours
- 5) Hours Required:

Days	Times 1 <sup>st</sup> preference	2 <sup>nd</sup> preference
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

For Office Use:
Booking accepted in Room: .....
Class _____ with ___ days of credit, Minimum of ___ Hours _____ weeks per year.
Call back/ Alternative options: .....