

Enrolment, Financial and Privacy

Category: Governance, management and administration
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Placing a child on wait list

There is a high demand for places at the Centre. Parents who are interested in enrolling their child at the Centre are advised to place their child on waitlist as soon as the decision is made.

To place your child on the wait list, please:

1. contact the Administrator at 3694177 or email earlychildhood@canterbury.ac.nz
2. Fill out a [Wait List Form](#). Please indicate the date you would like your child to start. Be as accurate as you can be with the start date to give your child the best chance at getting a place at the Centre.
3. Priority will be given to children who can start immediately, and to staff / students of the University of Canterbury.
4. Return the completed form to the Administrator.
5. If the start date has changed for your family, please contact the Administrator at the earliest possible time to have that amended on your form. This will help us plan for availability for your child.
6. We will endeavour to contact you two (2) months before your child's required start date to help you with your planning.
7. If your child's place is confirmed at this time, you will be required to come into the Centre to fill out the [Enrolment Form](#), [Automatic Payment Form](#) and other documentation, and make payment for the deposit to secure your child's place.

If you no longer require the place at any point while your child is on the wait list, please contact the Administrator to cancel the place. This will help us plan our vacancies and allocate any places to children who need them.

If you would like to speak with the Team Leader and/or have a tour of the Centre, please call 03 3695100 or email earlychildhood@cantebury.ac.nz

Enrolment

Upon enrolment, a deposit of \$50 is payable. The deposit is non-refundable should you choose to de-enrol. This covers the administration cost in relation to your enrolment.

Upon starting at the Centre, the deposit will be applied to your child's first fortnight's fees. Change of start date is subject to availability and an additional administrative fee of \$20 per change will apply with the second and each subsequent change.

Any request for change after confirmation must be made at least a month in advance. You may wish to use the Centre's [Changes / Termination Notice Form](#) for this purpose.

Parents / Caregivers who opt to start at a later date than was confirmed may be required to pay the fortnightly fees from the original start date to continue to keep their child's place at the Centre.

You may wish to use the Centre's [Changes / Termination Notice Form](#) for this purpose.

Fees

Fees are charged for 50 weeks of the year that the Centre is open including statutory holidays, the five (5) days university holidays and [Teachers Only Days \(TOD\)](#) that fall within those weeks.

Fees are charged fortnightly in advance. Parents / caregivers must ensure their account is paid in full upon receiving the invoice. Alternatively, please contact the Administrator immediately to discuss a payment plan.

The Centres reserves the right to terminate all bookings of the child if fees are not paid on time. Parents / Caregivers will receive 2 weeks' notice of termination in writing if fee matters remain unresolved.

As imposed by the Ministry of Education, ECE funding does not apply during statutory holidays. Parents will be charged full fees on those days if it falls on the child's regular booked times.

Fees are reviewed in October each year with any changes to be implemented in January of the following year unless otherwise advised.

Mode of Payment

A. Salary deductions

Parents who are staff of the University should pay the fees through salary deductions. An [Authorisation for Salary Deduction Form](#) will be given to you once your child's enrolment is confirmed. Please speak to the Administrator about any queries.

B. Direct Credit

UC Bank Account details will be sent out to parents at the child's 1st invoice for the purposes of setting up Direct Credit.

C. Credit card / Eftpos

Payments by credit card or Eftpos must be made at UC Cashiers located at Student Services or Financial Services.

WINZ

Please check with the Administrator about application for WINZ subsidies.

Dropping off / Picking up Children

For the safety of the children, and in adherence to the Ministry's regulation, children are allowed in the Centre only during Centre operation hours. Children should not be dropped off nor remain at the Centre outside of the Centre's operation hours.

For the safety of the children, only parents / legal guardian and adults with written permission from the parents / legal guardian can pick up the child from the Centre. Written permission is done at the point of enrolment and can be [changed at any time with written consent](#) to the Centre by the parents / legal guardian.

If another adult who is not registered in the enrolment form is picking the child, a written consent is required from the parents / legal guardian before a child can be released to the adult.

Children under the age of 14 years old will not be allowed to pick up children from the Centre.

To ensure the maintenance of ratios, children should be dropped off / picked up at the Centre promptly. Drop-offs or pick-ups outside of booked times without parent / legal guardian supervision will incur a minimum of an hour's charge. Late pick-up after Centre operation hours will incur a fine of \$10 per five minutes or part thereof after the first 5 minutes.

In the event of an emergency, the late collection fine may be waived at the discretion of Centre staff. Parents / legal guardian are advised to contact the Centre as soon as practical if their child will be picked up late.

Holiday / Leave of Absence

Children taking leave from the Centre are required to continue paying the full fees for up to three months' absence and half fees from 3 – 6 months absence. Four weeks' prior notice is required for this arrangement.

**UC Students*

UC students on term break are required to give four weeks' prior notice if your child will be away during the period of the term break. You will be required to pay half fees during this period of absence up to three weeks of each term break. Full fees will be charged after a continuous period of absence over three weeks.

Full fees will be charged if no prior notice is given to the Centre.

Please show proof of current UC student status at the point of notice.

Any other period of absence (outside of the University term break) will be charged at full fees for up to three months absence and half fees from 3 – 6 months absence in order to retain your child's place at the Centre.

A [Notice of Leave / Holiday Form](#) is available at the Centre.

Absences

The Ministry of Education has specific guidelines about funding children at the Centre. Long term absence will impact this, and the fees you will be subject to. Please see [link](#) for details.

A pattern of regular attendance helps a child feel secure and settled. In order to help us plan more effectively for your child, please inform the Centre at the earliest instance of intended absence.

The Centre reserves the right to terminate the child's place at the Centre after an absence of 2 weeks without notice and where the parents / caregivers are un-contactable. All attempts will be made to contact parents during the two weeks via phone numbers held on record and in writing to the last known address held on Centre records. The termination will be done in writing and posted to the last known address.

Change of Booking

Please fill in the [Changes / Termination Notice Form](#) and return it to the Administrator or Centre with four weeks' prior notice.

Parents / Caregivers whose child is receiving 20 Hours ECE are required to fill out a [Changes / Termination Notice Form](#) with any change to booking.

Centre Closure

The Staff and Management of the Centre will work to ensure the safety and well-being of children at all times. In the event that it becomes necessary to close the Centre at short notice or evacuate the centre, parents will be informed by phone, texts, and emails as far as practicable. Please ensure the Centre is kept updated of any change to the parents' / emergency contacts' mobile phone numbers.

Updating of Information

It is important for the Centre to hold updated records of the child and parents / guardian. The Centre should be informed of any change of particulars / information as soon as possible.

Please pick up a [Change of Details Form](#) from the Administration office.

Termination

One month notice in advance or one month's equivalent of fees in lieu of notice is required to terminate your child's place at the Centre. This includes children who would be starting school (turning 5 years old). Please complete the [Changes / Termination Notice Form](#) which is available from the Administration office.

Audited Accounts

The Centre's audited accounts are available as part of the University of Canterbury's [annual reports](#).

Privacy

All personal information on your child will be kept securely and remain confidential. Parent / Legal guardian may request to view such information and make amendments if required, by signing and dating the relevant document.

The enrolment form consists permissions for the taking and use of photographs and videos of your child. If you wish to change the permissions, please contact the Administrator.

The following records are kept for the stated period after which, the records will be securely disposed through the UC Information and Records Management (IRM) in compliance with General Disposal Authority for New Zealand Universities Public Records Act 2005.

Records	Period stored	Additional remarks
Enrolment form (Passport, Birth Certificate and Immunisation Records)	7 years after the date of last action	Records are kept at UC IRM Storage
Record of Accident / Illness	7 years after the date of last action	Records are kept at UC IRM Storage
Sign in/out sheets (staff and children's)	7 years after the date of last action	Records are kept at UC IRM Storage
Medical records/Special Requirements (Health & Dietary)	7 years after the date of last action	Records are kept at UC IRM Storage
Nappy change/Sleep Records	3 months	Records kept at ECLC Office
Learning and developmental plans for individual children	2 years from the date the child ceases to attend the service	Records kept at ECLC Office
Daily safety check and Trial evacuation drills	3 months	Records kept at ECLC Office
Monthly safety checks	6 months	Records kept at ECLC Office
Annual safety checks	1 year	Records kept at ECLC Office
Records of all food served	3 months	Records kept at ECLC Office
Sunscreen charts	3 months	Records kept at ECLC Office

Related documents

- Child protection policy
- Accident management procedure
- Raising concerns