# Marsden Preschool
# Enrolment Terms and Conditions

SAMUEL MARSDEN COLLEGIATE SCHOOL

These Terms and Conditions apply to enrolment at Marsden Preschool and should be read alongside the Marsden Preschool Enrolment Agreement, current Marsden Preschool Fee Schedule and relevant policies.

## 1. Enrolment and Preschool policies

By enrolling your child at Marsden Preschool, you agree to comply with the policies, procedures and expectations of Samuel Marsden Collegiate School and Marsden Preschool.

Marsden Preschool policies are hosted on *ECE Docs*, an independent online platform supporting early childhood services to keep policies current, aligned with Ministry of Education guidelines and legislative and regulatory requirements, and reflective of good practice.

Parents and caregivers are expected to familiarise themselves with relevant preschool policies.

## 2. Anglican character

Marsden Preschool is part of Samuel Marsden Collegiate School, an Anglican school.

Children participate in the life and values of the wider school in age-appropriate ways, including opportunities to engage in activities that reflect the school's Anglican character, values and traditions.

## 3. Attendance and enrolment arrangements

Marsden Preschool is open from 7.30am–5.30pm, Monday to Friday, for 50 weeks of the year, closing for two weeks over the Christmas and New Year period.

Families may enrol in the attendance option available under the current Marsden Preschool Fee Schedule. A minimum enrolment of 20 hours per week applies.

Your child's regular enrolment arrangement is ongoing, based on the agreed attendance pattern, and reserves their place at Marsden Preschool.

Requests to permanently change an attendance arrangement are subject to availability and approval by Marsden Preschool.

Requests for additional or casual attendance outside your child's regular enrolment arrangement may be accommodated by prior arrangement, subject to staffing, licensed capacity and availability. Additional charges may apply in accordance with the current Marsden Preschool Fee Schedule.

Four weeks' written notice is required to move to an attendance option with a lower fee.

## 4. Arrival and collection

Children must be signed in and out each day in accordance with Marsden Preschool procedures.

Parents and caregivers are responsible for ensuring that their child is collected by an authorised person. Marsden Preschool must be notified in advance if someone other than an authorised person will be collecting your child.

Children must be collected by the end of their enrolled day and no later than the preschool closing time of 5.30pm.

## 5. Fees and 20 Hours ECE

Preschool fees are set out in the Marsden Preschool Fee Schedule and are charged according to your child's agreed enrolment arrangement.

Marsden Preschool participates in the Ministry of Education's 20 Hours ECE scheme. Eligible children aged three years and over may claim up to 20 funded hours of ECE per week, to a maximum of six hours per day.

Families wishing to claim 20 Hours ECE at Marsden Preschool must complete the required Ministry of Education documentation and must not claim the same funded hours at another early childhood service.

Where a child is eligible for 20 Hours ECE but does not allocate those funded hours to Marsden Preschool, a different fee may apply. This will be set out in the current Marsden Preschool Fee Schedule.

Parents and caregivers are responsible for advising Marsden promptly if there is any change to their child's 20 Hours ECE arrangements.

Fees are payable weekly in arrears by direct debit. Parents and caregivers are responsible for ensuring a valid direct debit authority is in place and that sufficient funds are available when payment is due.

The Board reserves the right to vary Preschool fees from time to time. Families will be given reasonable notice of any changes.

Where Preschool fees or other amounts are not paid by the due date, a 10% late payment penalty will apply. Parents and caregivers are also liable for reasonable costs incurred by Marsden in recovering overdue amounts, including collection agency and legal costs. Overdue accounts may be referred to a collection agency.

Where fees remain unpaid for an extended period, Marsden reserves the right to review or terminate a child's enrolment.

Any outstanding fees remain payable when a child leaves Marsden Preschool.

## 6. Absences, holidays and closures

Regular weekly fees remain payable when your child is absent, including because of illness, family holidays or other personal circumstances.

Fees also remain payable during school holiday periods, whether or not your child attends.

Marsden Preschool is closed on public holidays. Regular weekly fees remain payable when a public holiday falls on a child's usual enrolled day.

Marsden Preschool closes for two weeks over the Christmas and New Year period. No fees are charged during this closure period.

Families are asked to notify Marsden Preschool as soon as possible when their child will be absent.

Government funding is subject to Ministry of Education attendance and absence requirements. Extended or recurring absences may affect the funding Marsden Preschool receives. Where a child is continuously absent for more than three weeks, or regularly attends for fewer days or hours than their agreed enrolment, we may need to review the child's enrolment arrangement with the family.

Families are therefore asked to advise Marsden *Preschool* of planned extended absences and of any ongoing change to their child's usual attendance pattern.

From time to time, Marsden Preschool may need to close because of circumstances beyond its reasonable control, including emergencies, civil defence events, severe weather, loss of essential services or other health and safety considerations. The treatment of fees in the event of any extended or exceptional closure will be determined by Marsden according to the circumstances and communicated to families.

## 7. Health and wellbeing

Parents and caregivers must provide Marsden Preschool with relevant and current information about their child's health, allergies, medical conditions and any other matters that may affect their education, care or wellbeing.

Children who are unwell should not attend. Parents and caregivers are expected to follow the illness and exclusion requirements set out in Marsden Preschool policies.

Medication, illness, injury, incidents and emergency medical care will be managed in accordance with the relevant Marsden Preschool policies available through *ECE Docs*.

## 8. Excursions and additional activities

Children may participate in excursions, Education Outside the Classroom activities and other experiences as part of the Marsden Preschool programme.

Where an activity requires specific parent or caregiver consent, this will be sought in advance.

Any additional transport, admission or activity costs will be advised to families in advance.

## 9. Information and privacy

Parents and caregivers must ensure all information provided to Marsden Preschool is accurate and kept up to date.

This includes contact details, emergency contacts, authorised collection persons and any other information relevant to the child's education, care, health or wellbeing.

Personal information is collected, stored and used in accordance with Marsden Preschool's Privacy and Confidentiality Policy, available through *ECE Docs*.

## 10. Changes to or withdrawal from enrolment

Requests to change a child's regular attendance arrangement are subject to availability and approval by Marsden Preschool.

Four weeks' written notice is required to move to an attendance option with a lower fee or to withdraw your child from Marsden Preschool.

Fees remain payable throughout the notice period, whether or not your child attends.

Where less than four weeks' notice is given, fees may be charged in lieu of the remaining notice period.

## 11. Suspension or termination of enrolment

Marsden Preschool reserves the right to review, suspend or terminate an enrolment where there are significant concerns relating to:

- serious or ongoing non-payment of fees
- serious or repeated breaches of Marsden Preschool policies or these Terms and Conditions
- the safety or wellbeing of the child, other children or staff
- circumstances in which Marsden Preschool is no longer reasonably able to meet the child's needs.

Where practicable, Marsden Preschool will work with the family to understand and address concerns before an enrolment is suspended or terminated.

## 12. Changes to these Terms and Conditions

Marsden Preschool may amend these Terms and Conditions from time to time to reflect changes to operations, fees, government requirements, funding arrangements or school policies. Families will be advised of material changes before they take effect. Continued enrolment following the effective date of any amended Terms and Conditions will constitute acceptance of those changes.