



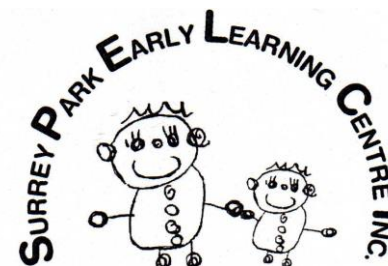
About us:

- 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. An annual subscription fee is required to be a member of the centre. This fee is set at the Annual General meeting, usually in March. For 2025-2026 the fee is \$48.00 per family.
- *The centre is administered by a Director and a Governance Committee with parent representatives. It is the aim of the centre to ensure the decisions made by the centre reflect the interests of those using it. Parent / family evenings are held termly. Reporting to parents is done by way of newsletters and updates on Story Park, filed in Account files, emailed or on our website. We hope you will enjoy reading the information sent out and welcome your feedback.*
- 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 38+ years of experience in providing quality education and care. (Read our latest ERO Report on our website) at 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 enables 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.
- *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.
- **EARLY / LATE ARRIVALS:** *if you are early or late, we may have to ask staff to adjust their roster to maintain our ratios, so a fee may be charged to cover for habitual use of hours outside of the "booked hours".*
- **WORK AND INCOME SUBSIDY:** Contact www.workandincome.govt.nz to check if you qualify for a subsidy to assist with payment of your fees. (PH: 0800 559 009)
FULL FEES are charged for absences for all children receiving a WINZ subsidy or the Family Works ELP payment, and for those children receiving the Government's 20 free hours.
- **BOOKINGS:** *Bookings can be made between the hours of 7.30am – 17.20pm. We expect that our staff will be able to leave at the official closing time of 5.30pm, as we are not licensed to have children on the premises after 5.30pm. We recommend a minimum of 12 hours a week to allow the children to settle into the routines and activities of the room, and to build strong relationships with the other tamariki/children and Kaiako/teachers. For tamariki over 3-years old, three 6-hour days is the minimum enrolment. Staff ratios are worked out based on the bookings made so the expectation is that you will use these booked times. If your child is regularly absent, or absent for over 3 weeks, the Ministry require us to adjust your hours and days to reflect the actual attendance. We understand that situations can change quickly, so it is important to keep us up to date with your circumstances.*
- **OTHER COSTS:** Families supply their own nappies. For any mixed rate bookings, the rate charged will be determined by the rate which has the greatest number of hours. No extra "optional charges".
- **DEPOSIT/ NOTICE:** *One week's fees are payable on enrolment. This will be credited to your first week's account but is non-refundable if your child does not start the booking. 2 weeks' notice is required to end a booking*
- **DISCOUNT FOR SIBLINGS:** depending on the type of booking made there may be a discount for siblings. This will be discussed at enrolment.
- **ABSENCES: HOLIDAYS AND SICKNESS:** *The centre closes for 3 weeks (including the 4 statutory days) over the Christmas/ New Year period. There is no charge for this time. For children who do not receive a subsidy or the 20 hours free ECE Education, there is credit for absences. (See Fee Schedule). After a period of 3 weeks of the child being absent, the booking is no longer eligible for the government funding until the child returns. If the funding is paused, there may be a charge for the lost funding to hold the booking, or the booking will be stopped.*
- **STATUTORY HOLIDAYS:** There is 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 the Public Holidays.
- **ACCOUNTS:** *These are made up weekly and emailed or 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.*
- **CONCERNS/ ISSUES:** We want to do everything we can to ensure the time you and your whanau have with us, is a very positive experience. If you have any questions, or concerns, please talk with the teachers, or call into the office, or email director @childcareinvercargill.co.nz. If we don't know what is wrong, we can't make it right!

Fee Schedule	July 2025		
Subscription Fee per Family- \$48.00 per year			
	Children 0-3 years	Over Three-year-olds	With 20 ECE Hours
CLASS 1): Full RATE: LONG WEEK- 5 days for 38-48 hrs a week	\$286.00 per week 20 credits for absences 20 FREE CREDITS A YEAR FOR ABSENCES	\$286.00	\$286.00 less \$110.00 = \$176.00 NO CREDITS FOR ABSENCES
CLASS 2): Long Day Minimum of 6.5 hours a day.	Rate= \$7.70 15 CREDITS FOR ABSENCES	Rate= \$7.70 NO CREDITS FOR ABSENCES	Reminder: A maximum of 6 hours per day can be claimed for the 20 free hours. Any extra hours will be charged @
Class 3): SCHOOL DAY Minimum 3 days with 6 hours booked each day between 8.30- 15.30	Rate= \$8.35 10 CREDITS FOR ABSENCES	Rate: \$8.35 Minimum of 3 days (18 hrs)- maximum of 30 hours a week. between 8.30am – 15.30pm.	Day 4= \$33.40 Day 5= \$83.50 NO CREDITS FOR ABSENCES
Class 4): MORNING: Minimum of 4 hours between 0730am - 13.00pm	Rate: \$8.35 an hour 7 CREDITS FOR ABSENCES	NO MORNING SESSION	N/A
Class 5): Afternoon Minimum of 3 hours between 1300-1700pm	Rate: \$7.25 an hour 5 CREDITS FOR ABSENCES	Rate: \$7.25 an hour NO CREDITS FOR ABSENCES	No charge if using 20 hours free
2 nd child	A discount may be available to those who do not receive a subsidy or 20 free hours		
CASUAL-	No permanent booking	\$8.70 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: 55 Isabella Street, Glengarry. Invercargill 9810

Website: www.childcareinvercargill.co.nz

Email: admin@childcareinvercargill.co.nz

Facebook: Surrey Park Early Learning Centre Inc

Initial Enrolment Details

Name of Parent/Caregiver:

Contact Phone Number:

Address:

.....

Name of Child:.....

Child's Birthdate.....

I wish the booking to start on/..... 2025

When the centre can 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 paperwork 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.

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 st preference	2 nd preference
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Payments: The enrolling parent is responsible for the weekly payment of fees. Please set up an online payment to 03-1743 0015187-00. Let us know if you are experiencing difficult circumstances as there may be ways we can assist you.