

COST

Beforecare - Daily Fee per child:

Standard Session	\$7
Casual rate*	\$8

Aftercare - Daily Fee per child:

Half Session (4.30pm pickup)	\$10
Full Session (after 4.30pm pickup)	\$17
Casual rate*	\$19

Every child is provided with afternoon tea.

**Casual rate will only be charged for families that use Kelly Club infrequently.*

BOOKING INFORMATION

There are a number of easy ways to find out more information and to make a booking:

- www.kellyclub.co.nz (select Wellington)
- Email westpark@kellyclub.co.nz
- Call us on 022 035 1453
- Visit the programme during operating hours

A booking must be completed for each child. Payment is required upon invoice. Our account details for Internet banking are:

Account name: Kelly Club

Account number: 38 9012 0755735 00

Please use your invoice number as a reference and/or the surname and first initials of your child/ren whenever a payment is made. Please make any cheques payable to 'Kelly Club'.

Please note GST receipts will not be provided, please retain a copy of invoices for evidence of childcare costs for tax purposes if applicable. If for any reason you are unable to pay on time, please contact us in advance.

TERMS AND CONDITIONS

Every care will be taken to ensure the safety of your child/ren and their property. However, Kelly Club accept no liability for any injury sustained to your child/ren or any loss or damage to their property whilst on the programme. Kelly Club reserves the right to pass on the cost of any non-accidental damage to Kelly Club or School resources or equipment caused by your child/ren.

In an emergency situation where your child/ren needs medical attention, staff will ensure that every effort possible is made to contact the caregivers/emergency contacts. If contact is unsuccessful, the Programme Supervisor will authorise any medical treatment deemed necessary by a professional.

Operating hours for our aftercare programme is 3.00-6.00pm. If your child/ren is collected after 6.00pm this will incur a late fee of \$15 per 1/4 hour (or any part thereof).

For aftercare, if your child/ren is booked in for a half session to be collected by 4.30pm and is collected after this time, a full session rate will be charged for this day.

Parents/caregivers must inform us via email, phone, text message or in person if their child/ren will be absent for any reason from the programme. Please note if your child/ren are absent from a booked session you will not be charged if we are notified by 12 noon on the day of aftercare or by 5.00pm the previous day for beforecare.

Changes in your child/ren's regular booking may be made with prior notice. Upon drop off and pick-up, caregivers are required to sign the child/ren in/out everyday.

Please note that staff may be required to assist children in applying sunscreen during summer terms.

Fees will not be allowed to be in arrears beyond one month. All accounts must be settled at the conclusion of each term. A late payment fee of \$20 will be charged for each week that fees are in arrears beyond one month and for accounts not settled by the end of each term.

SUBSIDIES AVAILABLE

We are Child, Youth and Family Approved

Kelly Club is a Child, Youth and Family OSCAR approved programme provider, this means our programme operates to CYF guidelines for best practice. Parents/caregivers that meet certain criteria will be able to access **WINZ subsidies** to help cover the cost of our programme. For more information please go to <http://www.workandincome.govt.nz>.