



2022 Payment Information

COSTS

After school care daily rate: \$17.00 per day, per child.

Note that fees also apply to any statutory holidays and teacher-only days that fall within term time.

Holiday programme: \$42 per child from 8am to 3pm and an additional \$17 for care between 3pm and 5.45pm.

Note that the above fees are dependent on enrolling and paying within a stipulated time frame. Late enrolments or payments will incur an additional fee of 15%.

PAYEE DETAILS

Name of account: Karori West OSCAR Group Inc.

Account number: 03-1540-0004007-00

Reference: Name of child (first and last name)

LATE COLLECTION FEE

A fee of \$15.00 per 15 minute increment will apply if children are collected after 5:45pm.

Note that AimyPlus will be automatically generating the invoices for any child signed out after the 5.45pm cut off.

ADMINISTRATIVE FEE

If you need to change the days that your child is attending during the school year an administrative fee of \$15 will be incurred.

CANCELLATION FEE

For any cancellation made to Holiday Programme bookings 2 weeks prior the holiday programme begins a fee of 25% the amount will apply.

For cancellations providing us with over 2 weeks' notice a 15% fee will apply.

PAYMENT METHOD AND TERMS

- Any absences are non-refundable (applies to both after school care and holiday programme). This includes extended absences during term time, ie, if you take your child out of school for a holiday.
- Fees are to be paid by automatic payment as per the schedule provided by the Financial Administrator at the start of each term.
- Any other payment arrangements are to be negotiated directly with the Financial Administrator and are at the discretion of the committee.
- Parents receiving Work and Income childcare subsidy payments are responsible for ensuring application forms are completed and submitted in a timely manner. In the event that Work and Income does not provide the expected payments, parents are 100% liable for any outstanding fees already incurred.

PAYMENT SCHEDULE

Fortnightly payments 2 weeks in advance will be required for each term of After School Care.

For a 10 week term, the last payment for each term is week 8, for weeks 9 and 10. Then, because of the school holiday breaks, there will be one cycle where no payment is due.

Payment for week 1 of the new term resumes before the new term commences. Our financial administrator will send you an initial invoice for the first two weeks of the term. The invoice will confirm your fortnightly payment amount and payment reference instructions.

After School Care Fees apply for all term days enrolled in the programme including any statutory holidays and teacher only days that fall within term time. To help minimise time spent chasing unpaid fees we expect fees to be paid by automatic payment as per the payment arrangements provided by the Financial Administrator at the start of each year. Automatic payments are to continue throughout the year, including the school holidays. Once the full amount of fees for the year has been received, automatic payments are to be suspended until the following school year. The final payment date will be advised in the payment arrangements provided by the Financial Administrator at the start of the year. New families starting during the year will be emailed an invoice advising the payment arrangements and a copy of the Fee Schedule. Alternative payment arrangements must be negotiated with the Financial Administrator, and are at the discretion of the Committee.

The last After School Care payment for 2022 is 9 December 2022.

When payments start

In January you'll receive an email confirming your bookings. Each term an invoice will then be emailed, with details of the payments required for week 1 and week 2, to be paid prior to term commencing.

Payment dates will be stated on the invoices.

The next regular payments will be due on Friday of week 2, Friday of week 4, and so on.

NON-PAYMENT, OVERDUE FEES AND DEBTS

We understand that any family can experience financial difficulties occasionally and we are prepared to work with you in tough times to manage your OSCAR fees as long as you are open and honest with us. Please note the following:

- If you are experiencing difficulties in meeting your payment obligations, please contact our Financial Administrator promptly to discuss your circumstances.
- If payments are repeatedly dishonoured or late you may be asked to pay for a term in advance.
- In the event of consistent non-payment, you will be liable for the costs of any debt collection including legal fees.
- Ongoing issues with payment, or an excessive build-up of unpaid fees, may result in your child's membership being revoked at the discretion of the committee.

For full terms and conditions regarding payment please refer to our Credit Policy (available on our website).