



# Kindy Care Policy

## Conditions

- Kindy Care is offered as a fully self-supporting service within the Silver Tree Steiner School.
- Kindy Care is only offered on the days on which your child attends Kindergarten at Silver Tree.
- The school reserves the right to cancel Kindy Care. If a Kindy Care day(s) is deemed not viable, a full refund for those days will be provided.
- Kindy Care is not offered on those days where Kindergarten closes early e.g. festivals, or end of term early closure.
- Kindy Care is staffed by a qualified teacher.
- The acceptance of child(ren) into the Kindy Care program is at the discretion of the teacher and/or the Head of School.

## Bookings

- Bookings can be made on the SchoolZine app or at reception.
- Payment can be made by direct credit to the school account or at reception, in person or by phone.
- Term bookings must be made prior to the commencement of term.
- Casual Bookings should be completed by close of day prior to the requested day.
- Kindy Care will have a maximum of 10 children. Term bookings will take precedence and casual bookings will be taken on a first come, first served basis.

## Fees

- Fees are outlined in the Kindy Care Booking Form.
- Payments are non-refundable.
- Sibling discounts and concessions do not apply to Kindy Care.
- If payment is not received before the booked date, the booking is deemed to be cancelled/not required.

## Term Bookings

- Will be invoiced separately prior to the commencement of term.
- Must be paid within 14 days of invoice.
- If a term booking is made part way into the term, the remainder of the term will be charged pro-rata.

## Casual Bookings

- Casual bookings are charged at a higher rate due to associated administration costs.