



# 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.
- Payments: For Casual Bookings, payment is by PayPal or Credit Card via the SchoolZine App. For Term Bookings, 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.

## 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.