

Playball Dunedin Terms and Conditions

1. FEES, INVOICING AND PAYMENTS

1.1. Fees

- 1.1.1. Fees are charged according to the bookings made.
- 1.1.2. Payment of all fees associated with a child's care at Playball Dunedin is the responsibility of the enrolling parent, guardian or primary caregiver.
- 1.1.3. The recovery of any outstanding fees may involve a collections agency with collection fees charged to the debtor.

1.2. Absences or Cancellations

- 1.2.1. Playball Dunedin must be notified of any absences AND must be informed as soon as possible of **any** absence.
- 1.2.2. Full Session Fees will be charged for all absences for Permanent Bookings.
- 1.2.3. Playball Dunedin requires 14 days' notice in advance of a parent, guardian or primary caregiver's intention to cancel a permanent care arrangement.
- 1.2.4. If 14 days' notice is not given, full session fees will be charged for the following 14 days in lieu of notice.

1.3. Invoicing

- 1.3.1. Playball Dunedin sends invoices weekly and payment is due within 21 days of the invoice being issued.
- 1.3.2. The Invoicing and Payment terms above (1) also apply to casual bookings.

1.4. Payment

- 1.4.1. Playball Dunedin's preferred method of payment is automatic payments via internet banking are preferred.
- 1.4.2. **All payments should be made to:**

Account Name:	Playball Dunedin (Westpac South Dunedin Branch)
Account Number:	03 1732 0427629 00
Reference:	ASC [School Initials] [your child/ren First Initial and Surname]

Example Reference:

'After School Care; Arthur Street School; Aaron Sample' becomes: "ASC AS A Sample"

1.5. Overdue Payments

- 1.5.1. Overdue payments will incur a penalty fee
- 1.5.2. The penalty fee will be \$10.00 per week until payment is received in full
- 1.5.3. The penalty fee will be added to late invoices after the invoice is 7 days overdue and for every 7 days following
- 1.5.4. Care for children at Playball will be cancelled if fees remain outstanding after 4 weeks.
- 1.5.5. The terms 1.5.1. To 1.5.4. will not apply if alternative arrangements have been made and accepted in writing by Playball Dunedin

2. CHILD/REN DROP OFF AND COLLECTION

2.1. Signing in & Out

- 2.1.1. Playball Dunedin requires that all children must be signed out of a programme by an approved person unless Playball is advised in writing that:
 - a) a child is to be collected by someone other than an approved person
 - OR
 - b) the parent, guardian or primary caregiver requires a child (no less than 10 years of age) to make their own way (unattended) to and from the programme
- 2.1.2. Playball Dunedin is not responsible for children once signed out of programmes.

2.2. Late Pick Ups

- 2.2.1. A charge of \$5 per 5 minutes applies if children are collected after the specified pick up time

2.3. Adding or Removing Approved Pick Up person(s)

- 2.3.1. A parent, guardian or primary caregiver can add or remove an approved person from a child's approved pick up person list, by providing confirmation in writing of the change

3. COMMUNICATION, SAFETY & BEHAVIOUR

3.1. Communication

- 3.1.1. All queries, requests or notifications regarding Playball Dunedin must be made directly to Playball Dunedin, and not to or via the school.
- 3.1.2. Playball Dunedin after School Programme is run independently from the schools where it is run.

3.2. Safety & Behaviour

- 3.2.1. All children are expected to adhere to Playball Dunedin's safety and behaviour rules, and must follow staff member requests and instructions.
- 3.2.2. Playball Dunedin accepts no liability for any property the child/ren bring with them to the programme which is lost or damaged while attending Playball Dunedin programmes.