



The Treasure Cove Early Learning Centre – Russell Road
Fee Policy
(effective 30 March 2026)

Full Time (Over 3 year old children)

Full Time (7.15am - 5.15pm)	After 20 hours ECE
5 Days	\$195
4 Days	\$185
3 Days	\$175

Preschool Day Option (Over 3 year old children)

Preschool Day (8.45am - 3.30pm)	After 20 hours ECE
5 School days	\$155
4 School days	\$150
3 School Days	\$145

Morning Sessions (Over 3 year old children)

Morning Sessions (7.45am - 12.00pm)	After 20 hours ECE
5 mornings	\$100

Under 3 year old children

Morning Sessions	7.45am - 12.00pm	3 sessions	\$160
		4 sessions	\$170
		5 sessions	\$180
Short Day	8.45am - 3.30pm	3 days	\$230
		4-5 days	\$275
Full Time	7.15am – 5.45pm	3 days	\$260
		4-5 days	\$295

All figures include GST

Your child must be booked for a minimum of 3 days/sessions per week.

Booking Fee

A non-refundable booking fee of \$20.00 is payable when enrolling your child to secure their position. The booking fee covers administration set-up costs including your child's portfolio folder, stationery costs etc. You will also be asked for 2 weeks fees in advance. One weeks fee will be held as bond and returned when the child leaves one weeks fee will be put on your account so that you start in credit.

Enrolment/Withdrawal

Once a child is enrolled and confirmation of a start date is given, all booked sessions will be charged, regardless of whether a child attends or not. Two weeks written notice is required if your child is leaving the Centre. Fees are payable during this notice period. In lieu of notice 2 weeks fees will be charged.

Payments

Automatic payment and internet banking are our preferred methods of payment, however cash is also accepted.

Fees are paid to be at least 1 week in advance. After two weeks of non-payment with no explanation the enrolment will be cancelled and any fees due are to be paid immediately or the debt will be sent to a Collection Agency, and parents will be responsible for any costs incurred.

WINZ

Childcare subsidies are available for fee assistance depending on the level your family income. Please talk to staff regarding this. This subsidy is only part payment for Fees and Parents must meet the balance. Full fees will be charged until the Centre receives the WINZ subsidy, until this time parents are responsible for paying the fees.

Any credit held will be refunded directly to the parent where applicable. It is the parents' responsibility to ensure all paper work is processed and received by WINZ on time. Any delays will result in the parent having to pay full fees until the subsidy is received.

Family Discount

Where there are 2 or more children from the same family attending full time at the Centre, a discount of 5% off will be given to the eldest child.

Holiday/Statutory Holidays/Sick Days/Absences

Fees are charged when your child is absent due to sickness or any other reasons.

Fees will be charged for all statutory holidays. We are unable to substitute or provide in lieu days for statutory holidays.

Once your child has been attending The Treasure Cove continuously for 6 months they are entitled to 2 weeks holiday with a 50% discount on fees only if the account is at zero or in credit. Additional holidays will be charged at the full fee.

Additional Days

If you require additional days either temporarily or permanently, please see the Centre Manager or Centre Supervisor to discuss. We are not able to offer any 'in-lieu' or 'make-up' days. If your child has been absent and you require additional days, we can only offer paid additional days subject to space availability.

Late Fee

For children who are picked up after the Centre's specified closing time, a late fee of \$2 per minute per child shall be payable directly to the staff member on duty.

Excursions

As a Centre we plan regular trips based on the children's interests. Depending on the destination our younger children (under 2) will join us where possible. Please see enrolment for permission details.

Bank Account Details for Fees

Bank of New Zealand – 02-0214-0168087-00, The Treasure Cove

(Please make sure you use allocated reference detail found at the bottom of your invoice).

Effective from Monday, 30 March 2026.