
ENROLMENT TERMS & CONDITIONS

1. Fees for the class are payable directly by online transfer or direct debit one week before the first class begins.
2. If payments are not received by the date date, Prep Mini Minds has no obligation to fulfill lessons and your child's spot may be re-advertised.
3. 20% late fees apply for payments over two (2) weeks overdue should you wish to proceed with your child's enrolment.
4. A Deposit of \$100 is payable at the time of booking. The Deposit is non-refundable. Spots will not be held until this deposit is paid in full.
5. The Student is required to attend their Weekly class for the Term, unless a class is rearranged for a time that is mutually convenient to both the teacher and the Student- refer to the cancellation policy.
6. The Prep Mini Minds Program will continue for the NSW Department of Education Term. In the case a student is taken out of their school readiness class (by the parent/guardian), 50% of the remaining term's fees are still payable.
7. Confirmation of registration for the following term is required by the last week of the current term. A \$100 deposit (non-refundable) will be used to hold this place and will be deducted from the new term's fees.
8. Any weekly class that is cancelled with less than eight (8) hours notice will be billed at the normal tuition fee. When eight (8) hours notice has been given, every effort will be made to rebook a make-up class (in a group). This 'make-up' class must be within 14 days before or after the usual scheduled class. If this is not possible, full fee for the class/s missed will be charged. No 'make-up' class will cross over to different terms.
9. Notice of a cancellation must be given via phone call or text message to: 0493 393 712. Emails are NOT acceptable for cancellations.
10. The Parent / Guardian acknowledges that Prep Mini Minds are not accountable or responsible for the academic success or lack thereof of the Student.
11. The Parent / Guardian accordingly waives any and all claims arising out of enrolment in the School Readiness Program.
12. Prep Mini Minds will at all times apply required safety procedures. In the unlikely event of an accident Prep Mini Minds takes no responsibility for damage to student's property or them personally.
13. In the case that unforeseen injury or illness may arise we give Prep Mini Minds permission to:
 - call an ambulance
 - seek urgent medical care
 - transport your child to the nearest health professional (doctor/ dentist etc)
 - I/we agree to settle to assume all costs associated with the above treatments or transportation
14. The Parent / Guardian acknowledges that all materials created by Prep Mini Minds and used in-house or distributed to the Student and/or the Parent / Guardian are the copyright of Prep Mini Minds and agrees not to publish or distribute any portion of any materials created by Prep Mini Minds.
15. If, in the opinion of any staff member, the Student displays threatening or dangerous behaviour to another student, themselves or any member of staff, the Parent / Guardian will be called immediately and the Student may be asked to leave the Prep Mini Minds Program.
16. The Student must be ready to begin the class on time and have all required equipment. NO extra time will be given at the end of a class if a student is not prepared/late.
17. The Parent / Guardian acknowledges that it is the responsibility of the Parent / Guardian to inform the Director and / or the teacher of any health concerns/allergies of any kind of the Student prior to the beginning of the first class.
18. Prep Mini Minds is committed to upholding the Child Safe Standards identified by the Royal Commission into Institutional Responses to Child Sexual Abuse and mandated by the NSW Government's Child Safe Scheme, administered by the NSW Office of Children's Guardian, to ensure the safety and wellbeing of all children in our care.

CANCELLATION POLICY

A cancellation/non-attendance policy exists due to the fact that:

- There has been demand for certain programs, teachers and time slots which currently have no vacancies, and therefore it is imperative that these class have 100% attendance each week.
- Teachers commit to take a specific timetable for the term and plan and prepare for these class each week.
- The planning that goes into these programs is extensive, however students will only benefit if they are attending their weekly class.

If no notification is given, or less than 8 hours notice is given of a child not attending a class, the full fee for the class/s missed will be charged. If cancellation is made due to sickness, holiday, etc. and at least 8 hours notice has been given, every effort will be made to rebook a make-up class (in a group). This 'make-up' class must be within the 14 days before or after the usual scheduled class. If this is not possible, full fee for the class/s missed will be charged. No 'make-up' class will cross over to different terms.

All cancellation notice must be done via phone call or text message to Lauren on 0493 393 712. Emails will not be accepted.

Payment for the program must be made in full one week prior to the start of the first class. Alternatively, we offer the option of two half payments - one at the beginning of the term and one at the mid-term point. If you would like to take advantage of this option, please inform Lauren upon enrolment.

Please note that students are expected to attend class until the end of the term for which they are enrolled. Cancellations of enrolments before this time will incur a fee of 50% for all remaining class of that term. Please ensure your child is prepared and ready to begin their class on time, as time missed due to this cannot be made up.

LATE FEES: 20% late fees will be charged to all payments over two (2) weeks overdue.

Thank you kindly,

Lauren Tancred
Director