



## Brooklyn Community Holiday Programme Payment instructions

Thank you for enrolling your children to our Holiday Programme

***All payments must be received with the enrolment form and made 2 weeks prior to the Holiday Programme starting (unless special arrangement made).***  
**Payments can be made by:**

**Direct credit**, Brooklyn Community Association Account number: 03 0510 0732375 01, Westpac Bank.  
Please include your child's name and surname and your home telephone number as a reference.

**Cheque** to Brooklyn Community Association with note (reference) that includes your child's name and surname and your home telephone number.

**Cash** is accepted but you must provide the exact amount due with no arrears. **It is your responsibility to ask for a receipt if paying by cash.** Receipt should be kept for a 2 years in case of any discrepancies.

**WINZ subsidy or equivalent:** You must have applied for your subsidy 4 weeks prior to the beginning of the School Holiday Programme. WINZ must send proof of your application prior to the starting date of the School Holiday Programme. If no confirmation is received by prior to the start of the Programme, you will have to pay prior to your child attending the programme. A refund will be given as soon as we receive payment from WINZ.

**Prior to registering your child into the programme, if you have any problems with the above you should contact the Senior Supervisor who will pass on your query to the appropriate person.**

A tax certificate will be issued end of the year (31<sup>st</sup> March) on request.

If you have not received confirmation of your payment 2-3 working days after you have made it, please contact us to ensure your child is enrolled.

PLEASE NOTE: In the unlikely event of any Childcare Payments being left outstanding, any collection costs incurred will be charged to the Parents/Caregivers who sign this Enrolment Form.

Kind Regards,

The Holiday Programme Staff  
Brooklyn Community Association  
childcare@brooklycommunitycentre.org.nz  
Ph (04) 385 0089