

562 Bank Street, Te Awamutu, 3800
117 Comries Road Hamilton, 3204
24B Empire Street Cambridge, 3434
14b Fox's Terrace Arrowtown, 9302
172 Waihi Road Tauranga, 3110
Mountain Ash Drive, Remarks Park, Queenstown
PH 027 LEARNIN (532 7646)
Bookings E admin@learningmatters.co.nz
Invoicing E accounts@learningmatters.co.nz
www.learningmatters.co.nz



Learning Matters - Terms and Conditions 2018:

Financial Terms and Conditions of Education Support

FEES:

- We accept cash, cheques and internet banking. Invoices will be provided prior to commencement of the term. Receipts are only issued on request.
- **Payment terms include; full at the beginning of the term, or automatic payments two weeks in advance or weekly. Should these payments not be met Learning Matters will be unable to accommodate your child's sessions.**
- If Learning Matters Ltd cancels a lesson which has been paid for in full and is unable to provide a catch up session, a credit will be issued for the lesson to your Learning Matters account.
- Cancellation Charges - **3 weeks notice is required to stop sessions.**
- Fees include; sessions, regular communication with parents. Fees do not include supplementary learning activities which educators may at times recommend and / or **meetings with classroom teachers or school leaders. These will be added to your invoice if you have requested these.**
- All Students enrolled with Learning Matters Ltd for Literacy support are encouraged to also purchase an annual StepsWeb login.

Payment Details: Learning Matters Ltd : 02-0440-0082230-000.

Particulars - Child's Initial and surname

Code - Centre location

Reference - Invoice number

ENROLMENT

I will inform Learning Matters Ltd of all necessary academic, behavioural and other information in regard to educating my child. I understand no enrolment will be accepted and sessions will not commence until all required documentation is signed and received and I have made a payment in advance. I also understand that Learning Matters provides specialist education sessions using a diagnostic and formative teaching approach. I understand that my child is enrolling for support with Learning Matters for the period of one year, or the remainder of the Learning Matters year. I understand that it is my responsibility to inform the school of my child's attendance at Learning Matters sessions and that if these sessions occur during the school day it is an act of courtesy that I have my child's school Principal complete the relevant release forms.

ENROLMENT PERIOD AND NOTIFICATION OF STOPPING SERVICES

I understand that my child is enrolled for 44 weeks or the weeks remaining in the 2018 year. I understand that I am able to stop this service at any time, however, fees are charged on a term by term basis and I am required to give 3 weeks notice.

SICKNESS / CANCELLATIONS / SCHOOL CAMP ATTENDANCE

I understand that due to fixed costs, I will not be credited for sessions my child is unable to attend. Where possible my child's educator will endeavour to make up missed sessions however I am aware that this is not always possible. This includes sickness, school trips, camps and vacations. Out of courtesy we would appreciate it if you would contact us to let us know that your child is unable to attend a session for whatever reason. You can do this by emailing your Educator. All Educators email address are "firstname@learningmatters.co.nz". I understand that if my child is enrolled in 1-1 sessions and I give at least 1 weeks notice of my child being away, my educator will reschedule this lesson. The rescheduling of 1-1 sessions due to sickness is entirely up to the individual educator. In no cases will 1-1 lessons missed be credited.



In the event that my child's educator cannot teach a session (due to sickness or other themselves), I understand my child may be taught by another Learning Matters Educator. Where this cannot be accommodated, this session will be credited to my account.

PHOTOGRAPHY AND VIDEO FOOTAGE PERMISSIONS:

Learning Matters Ltd reserves the right to take photos or video of groups and individual students in their lessons, and I consent to them using this material for reasonable promotional (Facebook, Twitter, LinkedIn, Website) and training purposes by agreeing to the terms and conditions upon enrolment. Students first names only will be published in any media or online publications.

DATA COLLECTION

Learning Matters Ltd reserves the right to gather data in relation to academic progress and achievement and I consent to them using this material in any publications and or marketing. No real student names will be used in any public forums where progress and achievement is shared.

LEARNING MATTERS SESSION DATES 2018

Semester 1 Tuesday 30th January - Friday 20th April - 12 weeks

Semester 2 Monday 30th April - Friday 13th July - 11 weeks

Semester 3 Monday 23rd July - Friday 5th October - 11 weeks

Semester 4 Monday 15th October - Friday 21st December - 10 weeks

No lessons are run on public holidays and fees on these days are not included in my termly invoice.

I understand Learning Matters term dates differ from school dates and that this is due to the need for my child to have regular ongoing support to achieve learning goals.

Credits will not be given for students who are unable to complete an entire Learning Matters term.

CONTACT WITH YOUR CHILD'S SCHOOL

I am aware that Learning Matters encourages contact and communication with my child's classroom teacher and or the appropriate personnel from their school. I understand it is **my responsibility** to forward my educators contact details to my child's classroom teacher. I agree a collaborative approach to my child's learning support and classroom learning will be beneficial. (firstname@learningmatters.co.nz)

IN SCHOOL SUPPORT SESSIONS:

I understand that if my child is receiving support sessions onsite at their school Learning Matters reserves the right to liaise with the school and determine the appropriate support time for my child during that school day. I understand that this may session time may change as a result of consultation between the school and the Learning Matters educator. I understand that to ensure my child is able to complete their full term (number of weeks) in the Learning Matters year I will be required to arrange them to be transported to and from their session at the relevant Learning Matters centre in the weeks the school is closed.

HEALTH AND SAFETY:

I am aware that Learning Matters has a Health and Safety procedure and I am welcome to sight this should I wish to do so. We agree to comply to the Learning Matters Health and Safety procedures and understand that if we do not do so Learning Matters Ltd accept no responsibility for our safety. I accept that in the case of a medical emergency concerning my child, Learning Matters educators will seek immediate medical assistance and I will be expected to reimburse any associated costs incurred.

VULNERABLE CHILDREN'S ACT

In line with the Vulnerable Children's Act 2014 I am aware that Learning Matters Ltd have followed the necessary procedures as outlined in Page 5 and 6 of the Act to ensure that all employees are suitable (have passed the necessary checks) to be children's workers and that no child will be put in a vulnerable position or at risk.

In the case of contractors or other personnel being present on site at Learning Matters Ltd. Any companies employed to complete any contract works will be required to provide evidence of suitability to work in, on or around a premises which has children present even when these people do not have direct access to the children.

I understand that Learning Matters is not able to accept any responsibility of the suitability of parents or caregivers coming and going from the centre.

BEHAVIOURAL PROBLEMS

If my child is experiencing behavioural issues which interfere with his / her or another student's ability to learn, I will be notified and this will be dealt with professionally and promptly. I am aware that the educator reserves the right to decline, suspend or terminate any student's participation if behavioural problems persist.

PRIVACY:

My personal information is confidential. I understand that Learning Matters personnel will only speak about my child to their school or any other person should with my permission. I understand that if I am in a shared parenting/guardianship situation Learning Matters will only disclose information to the parent who enrolls the child, unless I have given my permission to share it with the other parent / caregiver.

We look forward to working with your child and helping them to reach their potential as a learner.

Carla McNeil and the Learning Matters Team
Director Learning Matters Ltd



Learning MATTERS
Fostering universal skills for learning and life