



## **Terms and Conditions**

Grounded Nature School delivers an educational program aimed at school-aged children that focuses on outdoor learning, nature connection, and experiential education. We aim to help children develop a deeper sense of connection with the natural world, cultivate environmental stewardship, and foster personal growth and resilience.

### **REGISTRATION AND ENROLMENT**

When filling out our enrolment form, you agree to give us all the necessary information regarding your child's health and well-being. Should any of this information change over time, you are required to let us know as soon as you can in order to update our records. It is paramount that this information is accurate and a true perception of your child's needs and aspirations in order to ensure the safety and well being of all our participants.

Grounded Nature School programme strives to accommodate all children including those with identified additional learning needs. To provide the best support for the tamariki in our care it is crucial that parents inform the kaiako at Grounded of any bookings for children with behavioural conditions such as ADHD/ADD, ASD, ODD, and others.

The safety of children and staff is a top priority for Grounded Nature School, and therefore, the school reserves the right to manage enrolments in a manner that ensures safety. This may include requiring children with specific additional needs to attend with a caregiver who can provide extra support and supervision.

### **FEES & PAYMENTS**

Our One-Day School Programme costs \$70 incl. GST per day.

When you enrol your child to our One-Day Programme, you commit to the full school term. Your child's place has been reserved for them every week for the full school term and cannot be filled by another child if you choose to have them not attend. Therefore, you are required to pay for the full school term and not individual sessions (arrangements can be made to have a payment plan every fortnight). Fees are our only source of income so to operate successfully we ask for the fees to be paid according to your specific agreement (either in full or fortnightly).

### **DISCOUNTS**

A sibling discount of 5% is given when two siblings attend.

Higher discounts will be given for multiple siblings.

## **INVOICING**

An invoice for the fees will be emailed before the end of the school term for the following school term. We require payment within 7 days of the date of our invoice being sent.

All fees should be paid in advance prior to the term commencing (or as otherwise discussed) to secure your child's place. If fees are not paid in advance, your child's place will not be kept for them and will be given to someone on the waitlist.

All payments will be made by bank transfer, following the instructions set out within the invoice.

A receipt may be issued upon request.

## **LATE FEE**

Your child must be collected from Allenby Reserve Scouts Hall in Panmure or at an alternative location previously agreed on at 3:00pm. A 15-minute grace period is given once the day has ended but you will be charged an additional fee of \$15 incl. GST per child for each 15-minute period if you are late to collect your child, unless prior arrangement has been made.

## **FEE CHANGES**

Should there be a change in the amount of fees charged per session, you will be informed by email. The fees are set for a whole term so changes would only apply from the following term.

## **CHANGES, ABSENCES AND WITHDRAWALS**

Enrolling and registering your child to the Grounded One-Day Programme, confirms you are 100% committed to your child attending for the full school term. Cancellations and no-shows have a significant impact on us as a business.

## **ABSENCES**

No refunds are given for absences.

At our discretion, we may be able to provide a make-up day if we have the room and ability to do so during a holiday session. We will notify you if this is possible as well as the day and the time any make-up day is available. However, this will be at our discretion and we can make no assurance that a make-up day will be available.

If your child is absent due to any other reason including, without limitation, an outside commitment such as school camp, event or family holiday; no refund, make-up day or day in lieu will be given. You are still required to pay the full school term fees as stated above.

## **WITHDRAWING FROM THE ONE-DAY SCHOOL**

If you wish to withdraw your child from the One-Day programme please send an email to [allgroundednz@gmail.com](mailto:allgroundednz@gmail.com).

## **PRIORITY PLACES**

Currently enrolled children will have priority placements for the following school term.

Siblings of children already in attendance will receive a priority place over a new family joining.

## **ATTENDANCE ROLL**

Attendance is recorded at the beginning of the day. This information is available to your child's other school, for their attendance records, upon request.

If your child is going to be absent on a day you must notify Cecile via text 02041097666 or by email [allgroundednz@gmail.com](mailto:allgroundednz@gmail.com), as soon as possible. Also make sure you notify your school for their attendance records.

You will be asked to provide us with a list of people who can or cannot pick up your tamariki at the end of the session. Please tell us on the day who will be collecting your child if it is not you.

## **FORCE MAJEURE EVENT**

For the purposes of these terms and conditions a "Force Majeure Event" means an event or occurrence which is beyond our reasonable control (including, without limitation whatsoever, any government directive) and which prohibits or causes any disruption to our One-Day School or which we (at our discretion) otherwise deem makes the performance of our usual obligations and/or the way we usually deliver the One-Day School impossible, onerous or unviable.

Notwithstanding any other provision of these terms and conditions, we will not be liable for any failure or delay in complying with any obligation imposed on us under these terms and conditions if the failure or delay arises from, or relates to, a Force Majeure Event both during such Force Majeure Event and for such time after the Force Majeure Event ceases as is necessary for us, using such efforts as we consider are reasonable in the circumstances to recommence our operations in order for us to perform our obligations and recommence the classes. Notwithstanding the foregoing we also reserve the right to deliver the programme during any Force Majeure Event in a different way to the way we would usually do so (for example, without limitation, remote/virtual activities and learning experiences, emails, video activities and learning experiences, content and classes delivered on-line or by other telecommunications methods).

We will not be required to refund, credit, reduce or discount the Fees for classes your child misses/is unable to attend/we are unable to deliver during any Force Majeure Event (or where we deliver the One-Day School differently as described in this clause) and nor will any Force Majeure Event extinguish, excuse or suspend your obligation to pay the Fees.

## **COMMUNICATION - ONE-DAY SCHOOL**

There is no assessment against standards or benchmarks or comparison between students. Our philosophy is that learning is an individual process and progress is vast, varied and depends on each child.

Teachers and staff are available every morning and afternoon so that you may speak with them about your child's progress. We value open, honest, transparent communication, collaboration and partnerships with whānau.

Grounded Nature School documents learning experiences in the form of photos and videos available on Google Drive. Each day has its own folder.

Evaluating and reflecting on learning happens collaboratively with the students at the end of the day, and again privately between the teaching team before the day ends. Anecdotal notes are kept to support the ongoing planning and evaluation process of learners, learning and experiences. This is part of our Emergent Curriculum process.

## **PARENT HELP**

We appreciate parent input and sharing of expertise. If you or another family member has a skill, resource, or hobby that may be utilised at Grounded Nature School, we welcome you sharing this with us.

Some parents or carers might want to volunteer their time occasionally. If it is something of interest to you, please don't hesitate to get in touch. You will get free credit if you choose to do so.

## **WELLBEING AND SAFETY**

The school takes the duty of care seriously and will promptly contact parents and medical authorities in the event of unexpected injury or illness. However, any medical costs will be the sole responsibility of the parents.

Children are expected to come prepared with appropriate clothing and equipment, including a change of clothes, wetsuit or rash shirt, comfortable shoes, sun hat, sunscreen, insect repellent, waterproof jacket and pants, and appropriate winter layers. Each child must also have their own full water bottle and plenty of lunch and snacks.

Grounded staff are responsive to the needs of the children in our care. We put every effort into supporting our tamariki in identifying and processing their emotions. We therefore aim to recognise distress as it arises and guide the situation for the safety of all present.

In the unlikely event that a child becomes aggressive, threatening, or violent to themselves or others, Grounded may take necessary measures to protect those involved and prevent the situation from escalating, which may include contacting parents or physically removing the child from the area/situation. A meeting with all parties involved and their caregivers will be held within 3 days of the event taking place (where possible).

Parents may request to see the school's policies and Health and Safety Management Plan for more information.

## **RISK MANAGEMENT**

The safety and well-being of the children who attend Grounded Nature School is a top priority, and the school takes all reasonable measures to ensure that the activities and experiences are conducted in a safe and responsible manner. However, as with any outdoor activity, there is an element of risk involved, and by enrolling your child at Grounded Nature School, you acknowledge this risk and consent to your child participating in the activities.

The school encourages children to challenge themselves but also promotes "challenge by choice," allowing children to participate to a level that challenges them but is within their personal limits. Grounded staff are experienced and qualified to facilitate all experiences, and they assess the site at the beginning of each day to identify and remove any potential hazards.

It is important for the children to follow instructions given by staff at all times to ensure their safety and the safety of others. The school has a duty of care for your child and will take reasonable care of their property during their session, but will not be held responsible for any accidental injury associated with normal childhood play or any loss of/or damage to personal property.

If you have any concerns or questions please feel free to get in touch either by phone or email.

## **VULNERABLE CHILDREN ACT 2014**

Grounded ensures that all staff members are police vetted, whether volunteers or paid.

Should any parent want to share a special skill or hobby on one of our sessions, they will be requested to comply with our positive guidance policy and will not be left on their own with any child other than their own.

## **PRIVACY ACT 1993**

All personal data collected by Grounded is confidential and will only be used for the purpose of establishing and maintaining records held by Grounded.

Personal information will not be passed onto third parties.

Held information will be available to caregivers at any time and the opportunity to correct the information will be given in accordance with the Privacy Act.

## **PHOTOS AND INTERNET**

Grounded reserves the right to use the photos of tamariki in accordance with the term and conditions the caregiver selects on the enrolment form photo release section. This may be amended at any time by contacting Grounded via email.

## **DISCLAIMER**

By completing the enrolment form, you declare you have read our Terms and Conditions and agree with them.

Grounded reserves the right to cancel or withdraw any child's enrolment where the Terms and Conditions have not been complied with.

If fees are unpaid/overdue beyond a 4-week period, your child will automatically be withdrawn from the roll.