

Educator Contract

Educator Contract between: Montessori Home Based Care and

Hours of work are to be between the hours of 7.30am and 6.00pm Monday to Friday as specified in Montessori Home Based Care's (the service provider) License. Hours will be decided between the educator and families (inside these times) and will be documented and signed by both parties in the official enrolment form.

Fees are charged to families as per the hourly rate agreed upon between the educator and the families in their fees agreement. Family fees will be deposited into Montessori Home Based Care's allocated bank account and dispersed in arrears, into the educator's bank account on a Wednesday in a fortnightly cycle. All Work and Income subsidies apportioned to each family's hourly fees, as set out in the official weekly Work and Income statements received by Montessori Home Based Care, will be forwarded onto the educator as part of the fortnightly pay cycle. The fees for any casual hours which children attend, in addition to their enrolled hours, must be paid directly to the Educator from families.

Those children aged 3 years old and over, who are eligible for 20 hours ECE will have their hourly fee subsidised at the rate of \$5 per hour. Any further payments requested from educators in relation to 20 hours ECE must be identified as a donation or as an optional charge for extra services above and beyond what is required as educators as outlined by the Education (Early Childhood Services) Regulations 2008. The fees agreement between Educators and Families must clearly identify that this is an optional charge and must be agreed to and signed by both parties.

Where educators homes are made available for education and care on public holidays, and the families have indicated which public holidays care is required on the official enrolment form, the educator will be paid at the above rate regardless of whether children attend.

As educators are self employed, they are responsible for covering their own sick days, bereavement leave, acc levies, paye, gst etc. I highly recommend you contact the IRD and an accountant who will guide you through how to manage these areas financially.

Montessori Home Based Care may provide reimbursable funding to help with getting your business started at Montessori Home Based Care's discretion. If funding is offered, the educator and Montessori Home Based Care will document in writing how repayments will be made and over what period.

Montessori home based care will supply all wooden Montessori materials which will remain the property of Montessori Home Based Care. Educators may also be supplied with other materials (at Montessori Home Based Care's discretion) such as shelving, laminated resources and trays for activities which will also remain the property of Montessori Home Based Care.

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Any documentation, policies, and any paperwork provided by Montessori Home Based Care to the educator will remain the intellectual property of Montessori Home Based Care and must be returned when the business relationship ends.

A minimum of 4 weeks notice must be given for either party to end provision of service.

Montessori Home Based Care and
provision of service.

agree to the above conditions of

Montessori Home Based Care

Date

Date