



STICHTING
VRIJE PEUTERSPEELZAAL
ALMERE



Financial Regulations 2012

Please keep a copy of the completed form!

- The registration fee is € 15. This fee is paid only once. So if you apply for the 'dreumesgroep' as well as for the 'peutergroep' the single fee will do. As soon as this fee is paid into our bank account, your child is registered and placed on the waiting list.
If your child is old enough to start right away, a place can usually be offered in a short space of time. We cannot guarantee an immediate place but the wait is seldom long. The registration fee is non-refundable.
- **Please make the payment to ING bank account 4616820 in the name of the 'Stichting Vrije Peuterspeelzaal', Almere**
- If you have also registered your child at other 'peuterspeelzalen', please inform us if your child is placed there. Your child can remain on our waiting list should you wish to switch to the 'Vrije Peuterspeelzaal' later on. Please inform us if you do not wish your child to remain on the waiting list.
- Our foundation relies on an obligatory parental contribution. The rates are fixed annually in accordance with Almere City Council regulations. Commencing January 1st 2012, the fees below are due monthly. The City of Almere requires income-dependent contributions to maintain fair access to regular 'speelzaalwerk' to supplement the subsidy by the Council. The Council supplement is for a maximum of two mornings a week. By this arrangement it is possible for most of the children to attend our 'speelzaal'.
- Extra mornings a week must be paid in full. Please contact our teacher.
- The table below shows the obligatory parental contributions arranged by income for the period January 1st – July 31nd 2012 for peuterspeelzaal Christoffeltje and peuterspeelzaal Catrijntje:

Net income per household per month	Monthly parental contribution for 1 morning a week:	Monthly parental contribution for 2 mornings a week:
< € 1487	€ 13.00	€ 26.00
€ 1487 - € 2000	€ 25.00	€ 50.00
> € 2000	€ 35.00	€ 70.00

- Each monthly payment, due before the first of the month for which the contribution is made, is debited to the bank account you gave in the Authorization Form. **Please ensure there are sufficient funds in this account.** You will be notified if the treasurer cannot execute the payment. At first you will be given a verbal reminder. If there is no reaction to this, you will receive a written reminder. If this is not followed up you will receive a proposal for the payment in terms. If no action follows this proposal, a collection agency will be summoned to deal with the payments. All at your cost.
- The parental contribution is also made during the school holidays, except for the month of July.
- If your child is placed before the 15th of the month, you pay for the whole month. If your child is placed after the 15th of the month, you pay for half that month.
- If your child leaves the 'speelzaal' before the 15th of the month, you pay for half that month. If your child leaves the 'speelzaal' after the 15th of the month, you pay for the whole month.
- We require one month's notice if your child leaves before his or her 4th birthday. When the child turns four the arrangement is automatically terminated. We do not require additional notification. If you want your child to stay with us for a longer period, this can be arranged with the teacher.
- Our foundation, 'Stichting Vrije Peuterspeelzaal', receives an annual subsidy from the City Council. Financially our existence is made possible by the monthly parental contributions along with practical, hands-on help from all of the parents. This means you are expected to help with cleaning the 'speelzaal' (according to a roster), lending a hand in the organization of festivities such as markets and P.R. and for other jobs such as repairing toys.
- If you no longer conform to these regulations your child may be excluded from the 'speelzaal'. You will receive a written explanation. We trust that this rule will not need to be applied.



Statement of income for subsidized 'peuterspeelzaalwerk'

Name child : _____
Name of parent/guardian : _____
Address : _____
Postcode / City : _____
Telephone number : _____

THE NET INCOME PER HOUSEHOLD PER MONTH EXCEEDS € 2000

You do not need to complete this form.

THE NET INCOME PER HOUSEHOLD PER MONTH IS LESS THAN € 2000

Income parent/guardian 1 : € _____
Income parent/guardian 2 : € _____ +
Total income per household : € _____

Enclosed are the following recent documents proving that the total net monthly income is less than € 2000

- Copy of payslip (s)
- Copy of a benefit agreement
- Copy of a statement of debt settlement
- Information on a scholarship, student grant or student loan
- Information on income from alimony

Upon receipt of the completed form with necessary proof of income, we will send you an authorization form for direct debit for completion and signature.

I hereby declare that all details in this form are correct and true. Included are all the necessary documents. If the net income changes by 10% or more (either up or down) I understand that recalculation of the parental contribution may be needed. I will report any changes in this regard to the foundation as soon as they occur.

Signed,

Date:

Signature parent/guardian 1:

Signature parent/guardian 2:



Authorization Form 2012 for subsidized 'peuterspeelzaalwerk'

Name of parent/guardian * : _____

Address : _____

Postcode / City : _____

Telephone number : _____

Bank account number : _____

First name of child

Surname of child

Location

(use separate lines for more than one child, e.g., for twins or siblings)

1. _____

2. _____

3. _____

According to the Statement of income the following amount/s will be debited:

and/or € _____ a month for 1 morning a week starting: _____

€ _____ a month for 2 mornings a week starting: _____

DECLARATION:

I hereby authorize 'Stichting Vrije Peuterspeelzaal' to debit my account, monthly (at the beginning of each month, except for August) to the amount specified above, for payment into ING bank account 4616820.

I accept the Financial Regulations and agree to the conditions as stated by the 'Stichting Vrije Peuterspeelzaal Almere'.

Date: _____ Signature: _____

*: give the name of the account holder

Authorizing automatic payment (direct debit)

Automatic payment is easy:

- You never forget to pay
- You save yourself the work of arranging repeat payments
- You can cancel the payment afterwards or cancel the authorization altogether

Automatic payment can only take place if you accept the conditions. Complete the authorization form above and send this (together with the application form, if included) to the address given at the top of this page. If you do not agree with the payment you have a month in which to arrange with your bank to undo the payment.

You can also cancel the authorization by sending an e-mail to our correspondence address:

info@christoffeltje.nl

Note that some time is needed to process your request.

Authorization: the easiest way to pay!