

# Kindo - the online shop for Waimauku School

## What can Kindo be used for?

Kindo can be used to make payments to the school for donations, school trips, school clothing, PTA fundraisers, maths subscriptions and many more items.

Kindo is also used for permission slips. If you have paid via Kindo you do not need to send a paper permission slip into school. Permission slips for non-cash items, such as sports trips, can also be completed on Kindo.

## Where can I access Kindo?

The shop can be accessed from the front page of our school website [www.waimauku.school.nz](http://www.waimauku.school.nz).

## What information do I need to register?

**It is important to use the email address that the school has on its system.** This will be the email on which you receive school emails.

## How do I transfer money to Kindo?

When you have logged into Kindo you can top up your account by POLi (free), bank transfer (free) or credit card (charges apply). You can add funds as you need them, or use Kindo as a school savings account so there is cash there for school items when you need it. When you top up you will receive an email receipt from Kindo.

The account belongs to you and the cash balance is yours until it is used to pay for an item. School can not see or take money from your Kindo balance.

## Where can I find items that are on my child's account?

Click 'Items for *child's name*' or 'School trips, Activities and Donations'. These are the items specifically for your child. Once you have paid an item you will not see it anymore.

All other items are available to all. If you choose to purchase one the items will remain visible.

## How can I check if I have already paid for an item on Kindo?

You can check in 'my orders' or 'calendar'. These are both found in the 'mykindo' menu.

## How will I get my school donation receipt?

If you pay your school donation via Kindo your official donation receipt that can be used to claim your tax credit will be emailed to you by Kindo. You can also find the receipt by visiting your previous orders, as described above.

## How do I process a payment?

Select the items you need to pay for your child by clicking on your child's name next to the required item. Fill in any permission slip questions that are required, then add the item to your cart. Once you have selected all the things you need, check you have sufficient funds in your Kindo account and then place your order. You will receive a confirmation email that your order has been processed.

Be careful not to leave things in your cart without placing the order.

## Can I pay for items by instalment?

Some items in the 'Fees and Donation' section can be paid by instalment. This will be school donations, camp fees and tech fees only. You overwrite the amount you wish to pay, proceed through check-out and the payment will be taken off the balance of your account.

All other items need to be paid in full at the time of purchase.

## Do I need to send a paper permission slip to school as well?

No. The permission slip is completed digitally as part of the payment process.

## Do I need to notify my child's teacher that I have paid by Kindo?

No. The office will keep the teachers informed of all payments received via Kindo on a daily basis.

## Can I still pay by other means?

Yes. You can pay by cash or eftpos in the school office or by Direct Credit to the school's bank account.(06-0153-0216435-00)

## What if I need help?

Contact Nicky in the school office, by phone or at [accounts@waimauku.school.nz](mailto:accounts@waimauku.school.nz)  
There is also a Kindo help desk. Call 09 475 5287, or email [hello@mykindo.co.nz](mailto:hello@mykindo.co.nz)