



## Fee Policy

### Rationale

To inform parents of the Centre guidelines for fee payment and the collection of unpaid fees. To ensure the smooth operation of the Centre.

### Purpose

To ensure all fees are paid and kept up to date at all times.

### Guidelines

#### Enrolment Fee

An initial enrolment fee is not charged.

#### Fee Payment

The Centre has a schedule of fees across all age ranges and is calculated across 52 weeks of the year. Holiday fees, sick days, and public holidays have been calculated into the fee for ease of weekly payment and administration. We do not offer fee retainers or reduced fees for holidays as these have been calculated into the weekly fees.

All fees must be paid in advance. Fee payment is due upon enrolment, then by the Monday of your child's first week and every consecutive Monday. The minimum advance period of one week is strongly enforced. You will be asked to bring your fees into line, should you fall behind. If parents wish to pay fees fortnightly then they need to pay their fees to ensure that they remain one week in advance at all times upon their child's commencement at the Centre. All fees are to be paid by direct credit or bank debit as we do not provide eftpos or banking facilities at the centre.

## Late Fee Payment

A personal cheque may not be used to clear arrears as history has shown that these may be dishonoured. Failure to pay the missed fees will result in your child/ children's positions being terminated. All debt collection costs are the responsibility of the parents or caregivers. All collection costs will be added to the outstanding fees.

## Late Pick Up

Any time after the centre's official closing time is considered late. This is not negotiable for any type of excuse. We do not charge a late pick up fee, however if you are continuously late to pick up your child you will be issued with a written warning letter, if this still persists it will be followed by your child being taken off the roll.

## "20 Hours ECE" Explained

From 1<sup>st</sup> July 2010, all three, four and five year old children were able to get an additional subsidy at early childhood education (ECE) services. This is limited to six hours per day, 20 hours a week. *20 Hours ECE* applies to all teacher-led ECE services. It has been fraught with confusion.

We offer *20 Hours ECE* and have opted in because of the substantial subsidy for parents. We apply 20 hours to the first six hours per day (and daily thereafter) of your child's enrolment. We charge a fee outside the six hours per day. If you are eligible for *20 Hours ECE* and you have completed the attestation on your child's enrolment form we will ensure that you get this subsidy. If your child is not yet three years old, please leave the section on your enrolment form relating to *20 Hours ECE* blank and we will prompt you to complete this when you become eligible to ensure that you receive this subsidy.

## Fees Additional to "20 Hours ECE"

ECE services cannot charge fees for the *20 Hours ECE*, but they can charge for your child's other enrolled hours outside the six hours. We have set our fees on a daily rate basis to ensure these additional fees can be charged so that we can continue to deliver high quality early childhood education and care.

These additional charges cover specific features above the regulated services funded by the Government. These include; significantly higher adult to child ratios (additional staff), food, and superior resources to name a few.

When enrolling at the Centre you are committing to pay these charges outside the 20 hours scheme, as we will continue to deliver a high quality service to families. Opting in to 20 hours is totally up to the individual family if they want the additional Government subsidy.

## Childcare Assistance (WINZ)

Work and Income New Zealand provide a childcare subsidy to help pay for part of your fee costs if you qualify. If this information is of interest to you, please do not hesitate in asking your Centre management for further information. Please check to see if you are eligible as many people are unaware of their entitlement.

<http://www.workandincome.govt.nz/individuals/a-z-benefits/childcare-subsidy.html>

## Christmas Closure

The centre closes at Christmas for approx. two weeks, there is no charge for this period. The Centre is closed on all public holidays and charges remain in place for public holidays as this is accounted for in the set fee as noted above.

## Notice Period

Four weeks' notice is required if your child is leaving the Centre. No refunds are given.