



Fees Policy

Goal:

To provide a clear structure for childcare fees (including Ministry of Education hours).

Procedure:

Fee Structure

1. Fees will be charged for each child for either:
 - i. Fulltime (5 days per week)
 - ii. Daily attendance (1, 2, 3 or 4 days per week)
2. These fees will include the 20 Hours, offered by the Ministry of Education for 3 and 4 year olds whose parents or whānau wish to take up this offer. See attached fees schedule.
3. The fee structure including 20 hours and its fee structure may be reviewed by the Trust at any time to ensure the ongoing viability for the centre.
4. The fees schedule (Appendix I) is presented to parents upon placement of their child onto the roll. The schedule is included in both the 'Information' brochure and the 'Enrolment Information' booklet.
5. Fees are not charged for school holidays that occur at the end of each term or for the Christmas, New Year holiday break, except as specified in s.9.
6. Fees will only be charged for holiday attendance when a prior booking for these days has been made. A booking must be made if parents/whānau wish their child/children to attend any of the operating days during the holiday period.
7. If the centre is not open for a full week at the beginning or the end of the year, only part fees will be charged for the days that the centre is open.
8. Normal fees apply during term time when a public holiday falls on a day your child is enrolled.
9. Normal fees apply if your child is absent from the centre on an enrolled day.

Payment of Fees

10. All payments will be required to be made by direct credit, automatic payment or internet banking.

11. Payment of fees is required two weeks in advance.
12. All applications to Work and Income New Zealand must be confirmed in writing prior to the child's commencement in the centre.
13. An invoice for fees will be issued every second week.
14. If fees are in arrears by more than one week, the payees must discuss the situation with the 'Person Responsible' (Supervisor), for a satisfactory outcome. If fees become two weeks in arrears, the 'Person Responsible' retains the right to notify the payee and remove the child from the roll. This situation will exclude automatic payments that are set up to cover the full year.
15. Recovery of outstanding fees will be pursued initially by the 'Person Responsible', and then referred to a collection agency as required.

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020

Appendix I: Fees Schedule

From 1 June 2019

	Weekly Fee	20 Hours ECE
1 day	\$40.45	\$14.18
2 days	\$80.89	\$28.31
3 days	\$117.86	\$42.38
4 days	\$153.71	\$73.95
5 days	\$165.24	\$93.99