

	<p><b>Policy Category:</b>  <b>GOVERNMENT, MANAGEMENT AND ADMINISTRATION</b></p>
	<p><b>Policy Name:</b>  <b>Fees Policy</b></p>

## Position Statement

We will provide a current schedule of fees and information to all parents upon enrolment. This information will also be accessible to all parents in the centre. If we need to make changes to the fees, parents will be informed of any changes in writing. Parents and caregivers are solely responsible for the payment of fees and the consequences of not paying fees on time. Centres are strictly limited to a maximum number of places so if fees remain unpaid the enrolment may be deemed withdrawn so another child can enrol and use the place.

## Issue Outline

Information about fees charged by the centre is clearly communicated with parents at the time of enrolment to avoid confusion, late payments or non-payment. Parents should be fully aware of all costs and if there are penalties for not paying fees on time. Making things clear from the start will support centres to maintain positive relationships with parents.

## Detail

### What our Fees Cover

- Our fees are based on a daily enrolment from 7:15am - 5:30pm
- The government subsidises early childhood education services up to six hours per day and up to 30 hours per week per child/child place. Different rates are payable for children under two years old, compared to children two and over.
- The fee includes provision for all services provided and includes provision for the centre to meet its employment obligations for staff. This includes non-contact time, teacher relief costs and staff leave when the centre is closed.
- **20 Hours ECE**
  - We confirm that *20 Hours ECE* is offered at our centre. Only children aged three and over are eligible.
  - Per child, only up to six hours in any one day can qualify for *20 Hours ECE* to a maximum of 20 hours per week in total.

- o Parents must choose where their child claims 20 Hours ECE. You cannot claim it at multiple ECE services. A declaration is required from parents.

*ECE services can offer aspects of education and care over and above the regulatory (minimum) standards. In this case you must give parents the choice to agree to pay an [optional charge](#) to receive this.*

- o Our centre has optional charges for meals
- **Work and Income Childcare Subsidy**
  - o Some children are eligible for the Childcare Subsidy from Work and Income. If this applies to a child, the parent must advise us immediately
  - o Full fees will be charged and remain the liability of the parent(s) until such time as the Childcare Subsidy has been approved and paid by WINZ
  - o If applicable, the Childcare Subsidy will be paid directly to the centre
  - o A parent cannot claim both the 20 Hours ECE Subsidy AND the Childcare Subsidy for the same hours of attendance, but they can claim both subsidies for different hours of attendance.

### **Schedule of Fees**

- The centre will produce a schedule of current fees charged
- Our schedule of fees is included in the enrolment pack with and is displayed in the Centre. Additional copies are available from administration.

### **Changes in Fees**

- Management reserves the right to review and amend the fee rates and policies. Any changes will be applicable to existing as well as new enrolments. Parents will be given 6 weeks in writing of proposed changes to the Fees Schedule
- The centre will keep accurate records relating to enrolments and attendance.

### **Payment Methods**

- Our centre accepts payments by Bank Automatic Payment, Bank Internet Transfer and by Credit Card
- Any flexible payment plans or extensions or alternative payment methods are to be discussed with and approved by the Centre Manager, on a case-by-case basis.

### **Invoicing Practices**

- Parents will be invoiced for services on a weekly basis
- At the end of the financial year, a receipt showing fees paid for the year will be issued.

## **Holidays, Being Late and Absences**

- If the centre is to close during holiday periods such as over Christmas / New Year or Easter. Parents will not be charged for any holiday closures
- If a parent wishes to withdraw their child temporarily from our centre over a holiday period, our fees will continue to be charged so as to ensure the enrolment remains secure. We would otherwise reserve the right to enrol another child to take up the available place
- If parents or approved adults are unable to collect a child on time, a fee of \$7.50 will be added for the additional hour, within licensing hours. If the child is picked up outside licensing hours the centre will charge \$115 as a one off late fee.
- If a child has an infectious or contagious illness, they must not attend the centre. This ensures the risk of other children and adults becoming ill is minimised. Our normal fee applies for occasional sick days
- If a child is to be away from our centre for an extended period of time due to sickness or injury, the parent should advise centre management immediately so that alternative enrolment and fee arrangements may be made.

## **Failure to Pay Fees on Time**

- Our fees are due at the time they are invoiced. If a parent is aware that they cannot pay our fees when they receive our invoice, they must advise us immediately so we may discuss alternative payment options with them. Failure to pay our fees may result in suspension of the child's enrolment at our centre; referral to a debt collector and additional debt collection charges being applied.

## **Forced Closure**

- Due to events outside the control of the centre, the centre may be forced to close at the instruction of the Ministry of Health, Civil Defence, or the New Zealand Police, or an act of Nature. If we are instructed to close at any time, we will inform parents immediately. In such an event it is necessary to continue to charge fees to enable continuation of service and to hold the enrolment place for the child.

## **Withdrawal**

- We understand that parents, from time-to-time, may choose to withdraw their child from our centre. We require 2 weeks notice in such instances.

## **Alignment with Other Policies**

- Parent Involvement Policy
- Information and Communication Policy
- Financial Management Policy

## **Relevant Background (including Legislation/Regulation/Licensing references)**

Licensing Criteria 2008, Governance, Management and Administration:

- **GMA3:** Written information is provided to parents about any fees charged by the service.
- Ministry of Education Funding Handbook
- Chapter 4 of the Ministry of Education’s Funding Handbook with regards to 20 hours early childhood education  
<https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/early-childhood-funding-handbook/20-hours-early-childhood-education/4-3-fees-donations-and-optional-charges/>

## Impacts of Policy on Staff, Parents, Children

Making the fees schedule and policy visible aims to avoid any confusion or animosity about costs involved or consequences of not paying fees on time

## Alignment with the Centre Philosophy

This policy is in alignment with our Centre Philosophy.

## Implications and/or Risks

Following this policy significantly reduces the risk of this Centre not being able to meet financial and legal obligations.

## Implementation

Clear procedures have been developed and will be followed by the Centre.

## Review

This policy is reviewed annually or when there is a significant change in the area of the policy topic.

<b>Authorised by licensed service:</b>	Greendale Kids Preschool Greendale Kids Nursery
<b>Date:</b>	8 March 2025
<b>Review Date:</b>	March 2026
<b>Parents informed:</b>	March 2025