

	<b>Policy</b>
	<b>Policy Category: Governance, Management and Administration</b>
	<b>Date Reviewed: 12 June 2023</b>
	<b>Policy Name: Fee's Policy</b>

The purpose of this operational policy is to ensure written information outlining any fees charged by our centre is provided to parents in alignment with Ministry of Education's Licencing Criteria GMA3 and to ensure parents are informed.

## Position Statement

This centre will provide a current schedule of fees and information to all parents upon enrolment. This information will be accessible to all parents in the centre. If management make changes to the fees, parents will be notified of any changes in writing. Parents understand they are fully responsible for payment of fee's and have a clear understanding on the consequences of not paying fees on time.

## Issue Outline

Information about fees charged by the centre are 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 the 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 full daily rate of 6 hours pers day
- The government subsidises early childhood education services up to six hours per day and up to 30 hours per week for all children enrolled. This money is paid directly to the centre.
- The fee includes provision for all services provided and includes provision for the centre to meet its employment obligations for staff for any statutory holidays that occur during the working week and when the centre may otherwise be closed
- **20 Hours ECE Subsidy**
  - The 20 Hours ECE Subsidy is offered at our centre for children aged three years and over
  - Only up to six hours in any one day can qualify for the 20 Hours ECE Subsidy
  - Parents must advise the centre where they choose to share their 20 Hours ECE Subsidy entitlement with another ECE service. A child entitled to access the government's 20 Hours ECE Subsidy may only access a total of six hours per day or 20 hours per week government funding at this level.

- The amount charged before the 20 Hours ECE Subsidy is deducted and the amount that parents will pay after the 20 Hours ECE Subsidy has been deducted will be clearly identified on our invoices.
- Our service does not ask you to pay any optional charges associated with your accessing the government's 20 Hours ECE subsidy
- **Work and Income Childcare Subsidy**
  - Some children are eligible for the Childcare Subsidy from Work and Income. If this applies to your child, you must advise us immediately
  - If applicable, the Childcare Subsidy will be paid directly to the centre
  - You cannot claim both the 20 Hours ECE Subsidy AND the Childcare Subsidy for the same hours of attendance, but you 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 our payment policies and is displayed in the Centre. Additional copies are available from administration.

### **Changes in Fees**

- Management reserve the right to change the fee rates and policies, changes will be applicable to existing as well as new enrolments. Parents will be given one month's notice in writing of proposed changes to the Fees Schedule via storypark and a notice in the foyer.
- The centre will keep accurate records relating to enrolments and attendance.

### **Payment Methods**

- Our centre accepts payments by Bank Automatic Payment, Bank Internet Transfer
- 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 and pay one week in advance.
- At the end of the financial year, a receipt showing fees paid for the year can be issued if requested.

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

- Our centre closes for two weeks over the Christmas/New Year time. You will be given notice of the dates by October. You will not be charged for any holiday closures.
- If a child arrives late, please the centre know. Normal fees will be applied.
- If parents or approved alternate adults are unable to collect a child on time you must contact the centre to advise the teachers. There is a late fee of \$10 per 5 minutes.

- If a child is sick, they should not attend the centre. This ensures the risk that other children and adults may share unwelcome bugs 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, you should advise centre management immediately so that alternative enrolment and fee arrangements may be made.
- If your child will be away for more than 3 weeks consecutively you will need to pay a higher fee rate due as the Ministry of Education do not pay funding.

### Failure to Pay Fees on Time

- Our fees are due at the time they are invoiced. If you are aware that you cannot pay our fees when you receive our invoice, you must advise us immediately so we may discuss alternative payment options with you. 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 you immediately. You will not be charged any fee for the period of the forced closure.

### Withdrawal

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

### Alignment with Other Policies

- Parental Involvement 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 guide with regards to 20 hours early childhood education  
<http://www.lead.ece.govt.nz/~media/Educate/Files/Reference%20Downloads/Lead/Files/Funding/FundingHandbook/Chapter420HoursECE.pdf>

#### Supportive information and resources

- Work and Income Brochure  
<http://www.workandincome.govt.nz/documents/brochures/help-with-childcare-costs.pdf>

- Early Childhood Council’s enrolment template (approved by the Ministry of Education)  
[http://www.ecc.org.nz/Folder?Action=View%20File&Folder\\_id=146&File=EnrolmentAgreementFormBWwithNSN.pdf](http://www.ecc.org.nz/Folder?Action=View%20File&Folder_id=146&File=EnrolmentAgreementFormBWwithNSN.pdf)
- Ministry of Education’s enrolment template  
<http://www.lead.ece.govt.nz/ManagementInformation/RecentAnnouncements/UpdatedECEEnrolmentAgreement.aspx>

## 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:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	Storypark, notice board foyer and staffroom and emailed to RCC Board