



Fees & Enrolment Policy

RATIONALE: A standard procedure for enrolment will ensure all legal requirements are met and parents/guardians are aware of their obligations. After the annual review, the fee schedule is published. We wish parents to be fully aware of the costs of using the centre, and the procedures used in setting, applying and receiving fees. Management reserves the right to make the fee adjustments as required. A month's notice will be given for any increases.

GUIDELINES

- 1 Once the booking has been confirmed, the family will be sent an enrolment pack. This will include an enrolment form, health and immunization forms, care routines form, bank authority forms and a handbook. Parents / Guardians are asked to read through all the information and confirm the booking with Helen, or Avril prior to starting so that any queries / concerns can be addressed. **To have a booking accepted, the equivalent of one week's fees must be paid to the centre. This will be credited to the account for the first week of attendance, but is non-refundable if the booking is cancelled.** The rate charged is based on the booking which uses the most hours.
- 2 An enrolment form for each child must be completed stating the child's name, date of birth, home address, person who has custody of the child and their contact number, an emergency contact person. The Birth certificates and immunization records must be sighted at the centre. **The parent's / guardian's signature on the enrolment form indicates the acceptance of the booking agreement and the responsibility of fee payment. For MYPLC enrolments, the enrolling parent is the person who must authorize in writing any other person to collect their child.**
- 3 Holidays and sick days are counted as absences. For those on 20 free or WINZ subsidies, full fees are charged for all absences. Those on other rates, can apply, (using a pink slip) for the equivalent of 5/10/15 days of their booked hours to be credited to cover sickness and annual leave during the calendar year. All subsequent absences will be charged full fees. There is no holding fee for the Christmas break when the centre is closed.
- 4 The centre keeps a daily attendance sheet in each area and this information backs up the day sheet which parents are expected to sign on a daily basis. It is a requirement of Ministry funding that the attendance records are signed regularly by parents. Changes to the bookings must be advised in writing on our pink forms and should allow at least 2 weeks notice. A late fee of \$10.00 for every 1/4 hour will be charged for habitual lateness.
5. Accounts are sent out weekly and **families are to pay weekly** unless special arrangements have been made with the Director / Office Administrator. Hours that are booked are the hours charged for unless the actual attendance is greater. Accounts outstanding for more than a fortnight may result in a loss of booking. The right to the booked space is withdrawn when the account remains unpaid after 3 weeks. We reserve the right to charge a \$20.00 late payment fee should the invoice not be paid within 14 days, and a further \$10.00 at both 28 days and 35 days overdue. The

Incorporated Society annual membership fee is set at the annual general meeting and for 2014- 2015 is \$25.00. A donation of a box of tissues and wet wipes per term is greatly appreciated.

6. **Late Payment of Fees:** Our centre relies on the payment of fees to help us provide a quality service for our tamariki. By enrolling at the centre you agree to pay all costs incurred in the collection of any outstanding debts, including legal costs, court fees and debt collection commission.
7. The mid-day meal is included in the fees for each class excluding the afternoon session bookings. Morning and afternoon teas are included for all children attending at that time. Extra bookings that are extended into the lunch hour will be charged \$5.00 for lunch.
8. The names of non-custodial parents or persons forbidden by law to have access to the child are to be noted on the enrolment form, and **must be supported by legal evidence**. The information will be made known to staff at staff meetings and procedures for required action discussed – (such as separation from the named person).
9. A Complaints Procedure is displayed in the foyers and the operations manual is available in the Parent room and in the office. An on-going review is scheduled of all procedures and policies and regulatory requirements. Statements under review will be displayed on the PARENT NOTICE BOARD and parents feed- back is welcomed.
10. To recognize the original intent of the centre, two spaces are kept daily for the children of relieving teachers.
11. Account files are kept in the foyers and parents are required to regularly check for their accounts and newsletters so they are aware of management information and reviews, and special events in the centre.
12. Full time bookings have priority. ***If a full time booking is to be reduced, the new hours will be treated as a new enrolment, and the new hours will be considered from the waiting list.*** Two weeks notice is required if a booking is to be stopped.

FUNDING:

Ministry of Education Funding Guidelines:

The Ministry funds each child for a **maximum of 6 hours a day**. (After an absence, the booking intention must be confirmed in writing by using a pink slip).

- a) There must be evidence that the parent/guardian has regularly examined and confirmed the attendance roll by signing in and out each day of attendance.

- b) **Three Week Absence:** From the first day of absence, funding can be claimed for all absences that occur in a twenty one day calendar period. If the child is absent on the 22nd day from the first absence, the centre will not be able to claim funding until the booking is resumed. (this often occurs when the children have absences 2-3 weeks prior to the school holidays, and are then absent for the school holidays)

- c) **The Frequent Absence Rule:** A child's attendance must match their enrolment for at least 50% of each calendar month: e.g.
 - i. when a child is absent on the same enrolled day for more than half of these days in a calendar month or
 - ii. when a child attends for fewer days per week than they are enrolled to attend, in more than half the weeks in a calendar month, or
 - iii. a child attends for fewer hours than they are enrolled to attend, on a daily basis, on more than half of their enrolled days in a calendar month

If absences incur Ministry of Education funding ineligibility, the centre may charge FULL fees for that period of absence.

The centre may charge full fees to compensate for the loss of Ministry of Education funding if the child's absences require these rules to come into effect.

FEE STRUCTURE 2015

Management reserves the right to change the fee rates and associated procedures. The amended rates and procedures will apply to parents/children already enrolled, (or previously quoted), from the day of notice, unless otherwise specified. When any changes are made, parents and staff will be notified in advance. New notices will be displayed and old notices destroyed. We have based the fees on the calendar year. For all children, one week's fees are required as a holding fee if the booking is to be carried over into the next calendar year. This will be credited to the first account in the New Year.

- a) **Membership- Administration charge**
\$25.00 per year. Charged to accounts on enrolment and set annually following the AGM.
(\$5.00 for one off bookings.)

- b) **Weekly Charges**

All rates include **the mid-day meal** and MT/AT if the child attends at that time. Up to Twenty Free ECE Hours are available for three and four year olds. Please complete an attestation form prior to your child's third birthday

Class 1 - Full Year Flat Rate:

A minimum of 34 hours a week: **\$230.00** per week with 100% holding fee for all absences. Requires a minimum of 45 weeks booked for the year for a maximum of 9 hours a day. Any booking in excess of this 9 hours will be charged at \$6.95 per child for up to and including every hour over the 9 booked hours.

Class 2-Daily. A minimum of 6 hours a day: \$6.95 per hour, with 100% holding fee for all absences.

Class 3- Morning: \$7.45 per hour for a minimum of 4 hours a day up to 1.00pm.

Class 4 –Afternoon Bookings: \$5.50 per hour for a minimum of 3 hours, from 1.15pm -up to 17.15pm. (Does not include lunch)

Class 5 – Casual: \$7.80 an hour

Second Child Rate: A reduction in the normal fees may be applicable for some classes. This option will be discussed with the Director on enrolment.

Absences: For those on WINZ, ELP and 20 free hours, full fees apply at all times as the full subsidy is always claimed.

Under 3 year olds. Full time bookings of over 30 hours, the equivalent of 20 booked days credit may be applied for using the pink slips. For bookings of between 24 hours- 30 hours, the equivalent of 15 booked days may be credited, and for less than 21 hours, the equivalent of 10 booked days may be credited.

Please note:

- 1) If absences incur Ministry Funding ineligibility, full fees may be charged until the booking is resumed. (Any absence 21 calendar days from the first absence until the booking is resumed)
- 2) There is no holding fee for the Christmas break when the centre is closed.
- 3) The Stat days from February to November are charged for to help us pay staff wages.
- 4) The rate charged is based on the booking which uses the greatest hours.
- 5) For those with subsidies and 20 free hours, full fees apply for absences as the full subsidy is always claimed.
- 6) Extra bookings that are extended into lunchtime will be charged an extra \$5.00.
- 7) A late fee of \$10.00 for every 1/4 hour will be charged for habitual lateness.
- 8) Accounts are made up weekly and placed in your numbered envelope in the foyer. **For regular bookings payments are to be made by Direct Credit**, or paid on the internet. A form will be given to you on enrolment and must be set up prior to starting at the centre. An administration fee of \$10.00 will be charged every time we have to chase payments (Outstanding fees of a fortnight may result in a loss of booking).
- 9) **Please do not hand payments to our staff when they are involved with the children.**
- 10) Your signature on the enrolment form indicates your acceptance of the booking agreement and your understanding of the requirements.