



Fees Procedure

Date Effective: August 2011

Review Date: Term Two 2016

Responsible to: General Manager

Policy: Financial Condition

Applies to: All services operated by the Oamaru Kindergarten Association.

Purpose This procedure aims to provide information to parents/caregivers and teaching staff concerning the setting and collection of fees and the rules that apply in relation to fees,

Definitions: “Free entitlement”: the hours of early childhood education covered by the Government’s policy on providing up to 20 hours early childhood education from three (3) to six (6) year olds in teacher-led services.

References:

- Ministry of Education 20 hours ECE (www.minedu.govt.nz)
- Ministry of Education Funding Handbook.
- This procedure is to be read in conjunction with the Ministry of Education (Early Childhood Services) Regulations 2008, Regulation 47, Criteria GMA3.

Procedure

The Association has introduced a fee-charging system as part of its structural changes to accommodate the introduction of up to 20 hours Early Childhood Education for three (3) to six (6) year olds in teacher led services – a Government initiative that this Association has elected to opt into as of 01st July 2007:

1. Families who attest their full 20 hours ECE free entitlement will not be charged for any other hours over the 20 hours at all four kindergartens.
2. Three (3), Four (4) and Five (5) years olds who attest 50% or more of their 20 hours ECE free entitlement will be charged \$2.00 per hour for the remaining hours at all four kindergartens.
3. Three (3), Four (4) and Five (5) olds who attest 50% or less of their 20 hours ECE free entitlement will be charged \$4.50 per hour for all the hours they attend at all four kindergartens.
4. Under three (3) year olds will be charged \$2.00 per hour.

Process:

1. Fees are set by the Board in consultation with Management.
2. Families/whānau will be informed at the time of enrolment of the expectation that they will pay fees and the amount of the fees.
3. Families will be asked to sign a Fee Contract as part of the standard enrolment process.
4. Families will be charged according to information on the attestation and enrolment form held by the kindergarten.
5. If no enrolment and/or attestation form is received families will be charged the hourly rate appropriate to their age until the date the enrolment and/or attestation form is received.
6. The Association must give at least one month's written notice of any changes to fees. Fees will not be charged for public holidays.
7. Management and staff of the Association have a statutory responsibility to ensure that any income from fees received will be used appropriately and accounted for accurately. Fee income will be banked into the Association and will be used to support the operating costs at the kindergartens.
8. **Payment of fees:**
 - a. Fees are payable monthly in arrears, regardless of sickness or absences.
 - b. An invoice and/or statement will be sent out at the beginning of each month.
 - c. Families and Whānau can pay by cash, cheque or automatic payment.
 - d. Childcare Subsidy from WINZ may be available to families/whānau to help with the fees. Parents/caregivers who are eligible and receive a childcare subsidy are responsible for any shortfall between the subsidy paid and the normal fees due and are also responsible for renewing the subsidy as appropriate.

9. Unpaid Fees:

- a. If unpaid fees reach \$200; the Association will send the parent/family a reminder notice of outstanding balance owed. All correspondence will be sent directly to the parent's/families home address – i.e. it will not be sent to the kindergarten to be forwarded on.
- b. If after 2 weeks the parent/family has not contacted the Association, the parent/family will be contacted by the Association to make payment arrangements.
- c. The Association will take all reasonable steps to collect the fees.

10. Withdrawal/Changes/Extended Absences:

Two weeks' notice must be given by parents/caregivers to withdraw their child/children from a Kindergarten, or to request a change in sessions and /or attested hours. Should the child/ren be withdrawn without notice, the Association may collect the two weeks of fees owing if applicable.

If a family is requesting an extended absence over three weeks, the Kindergarten will endeavour to hold open their place by filling it with a casual enrolment. But if this is not an

option the place will be relinquished and the child/ren will be placed back on the waiting list until a new place is available.

11. Privacy:

The Association and Kindergarten's respect the privacy rights of parents/caregivers. What families/whānau pay is confidential to them, the General Manager and Head Teacher. So while staff and association members can know the total amount of fees coming in they are not allowed access to the amounts paid by individual families/whānau. Confidential records showing what amount is expected and what amount is collected from each family/whānau are maintained.

12. Donations:

A donation of \$30.00 for each child's attendance will be requested from families of all children who attend a kindergarten that is managed by this Association. The donation is requested at the beginning of your child's enrolment and is to help with the cost of the child's profile.

During the course of your child's enrolment there may be other opportunities for a donation for example excursions, morning tea supplies etc.

At the time of enrolment families/whānau will be given information on donations and how these are managed within the kindergarten.