



FEES POLICY:

Rationale:

To ensure that all records of fees charged and payments made along with enrolment and attendance information are up-to-date at all time and accessible to the Licensee, staff, the MOE and parents as needed

PROCEDURES:

- Fees will be displayed on the parents notice board & included in our enrolment pack
- **Fees are:**
- \$5.50 an hour per child
- \$40.00 per 8 hour day & \$45.00 per 9 hour day
- \$200.00 per 40 hour week(5x8 hour days) & \$225.00 per 45 hour week (5x9 hour days)
- There is a 10% discount for the second and subsequent children attending from the same family, as long as the combined hours are over 20 per week. The discount will not apply if your oldest child's hours are fully covered by 20 Hours ECE.
- Bookings times must be no less than 3 hours
- The centre will require notification on the day of a child's absence in advance – preferably between 8.00-8.30am
- In the event of exceptional circumstances that will result in a child's extended absence the centre will review the fees charged on a case by case basis
- Parents will agree to give at least 1 weeks' notice to cancel a permanent booking.

How Fees are Calculated:

- Parents will be charged for the actual time booked as well as any extra time i.e. if a child is booked from 11.00 to 1.30pm and attends from 11.30 to 2.00pm the parent will be charged from 11.00 to 2.00pm
- Fees will be calculated to the nearest quarter hour
- Parents will be charged the full fee for any time their child/children is/are booked and do not attend – this does not include public holidays or Christmas holidays when the centre is closed for a three week period
- When the centre is given a weeks notice of a child's absence due to family holidays the holding fee will be reduced by 50% - \$2.75 per hour
- If your child/children are not picked up by their booked time a late fee of \$20 will be added to your account. For every 10minutes subsequent to that time you will also be charged \$20. This will be at the discretion of the management
- Fees must be paid on the last day of the week that the child is booked either by cash, EFT POS, A.P or cheque with suitable I.D.

20 Hours ECE:

- There is no charge for hours attested as 20 Hours ECE
- Any hours claimed as 20 Hours ECE must be signed for and dated by the parent / caregiver before the hours are confirmed
- Please see the 20 Hours ECE Policy for further details

WINZ Subsidies:

- If applying for a WINZ subsidy (or an increase/change of hours) fees must be paid in full until a letter is received from WINZ advising that the subsidy has been granted. If backdated a credit will be made against the child's weekly charge.
- Please see the WINZ Application Procedure

Payments:

- If a child attends for more than 2 full days a week, then their parent/caregiver can arrange to pay the total weekly fee at the beginning of each week
- Parents will be sent an invoice every 2 weeks
- Users failing to pay fees for a period of 2 weeks, without prior arrangement will have their booking canceled. A child's place will only be reinstated if there is a suitable vacancy, all fee arrears are paid in full and agreement to pay fees weekly is reinstated
- We reserve the right to refer any unpaid accounts and dishonored cheques to our Debt Collection Agency. Once the matter is referred to them, you will be liable for all collection fees including agency fees and commission we would have to pay for this service

Legislation which guides this policy: Licensing Criteria for Early Childhood Education and Care Centre's 2008, *Parent involvement and information GMA3* Date adopted: 25/6/2016 Date for review: 25/6/2019