

Fees Policy

1. Fees are charged for the hours a child is booked in to the centre plus any extra they attend.
2. Payment is calculated according to an hourly rate which is on a sliding scale - the hourly rate decreases as the number of hours attended per week increases.
3. A copy of the fees sheet is available to parents/whanau from the office and is also displayed on the parent notice board.
4. We are currently participating in the "20 hours" scheme for 3 and 4 year olds. An optional charge will apply for those children enrolled under 20 hours, to cover services HCC provides which are above MOE requirements. This fee will be reviewed annually, or at any time when the broader financial status of the centre must be considered. We are committed to providing the best for our families and reserve the right to withdraw from the 20 hour scheme if funding provided does not allow us to continue to provide high quality care and education.
5. Fees are calculated and invoiced fortnightly in advance.
6. A \$5.00 administration fee applies weekly to cover photos, copying and profiles. This figure will be reviewed annually.
7. Invoices are sent by e-mail to parents every second Monday. If parents do not have an email address, the administration person in duty will give a printed invoice to the parents. Payment is to be made by the Friday of that week. Invoices are charged a fortnight in advance.
8. Payment can be made by cash, cheque, automatic payment, telebanking or internet banking.

Overdue payment of fees

9. If invoices are not paid by the due date shown on the invoice a penalty of 10% of amount owing may be charged. A letter or notification will be given to parents who have accounts two weeks in arrears.
10. Accounts more than 4 weeks overdue will be referred to the management committee. A letter will be written on behalf of the management committee regarding the outstanding fees, and payment is expected within one week of the letter.
11. If fees remain unpaid after contact with the management committee, the management committee retains the right to exclude the child from the centre, and the outstanding account will be referred to our debt collection agency.
12. Parents agree in the enrolment form to pay the cost of debt collection if this is required to recover fees owed to the centre.

Discounts

13. Where more than one child from a family attends the centre, the older child/children receive a 15% discount, unless the older child is attending for ECE 20 hours or less and has no fees charged as a result.

Holidays

14. Statutory holidays are charged at 100%.
15. No fees are charged over the 2 weeks that we are closed for Christmas and New Year. This is the only time that fees are not charged.
16. Up to 2 weeks absence on holiday per year is offered at 50% fees. Parents must give 2 weeks' notice of holidays. Further holidays through the year are charged at full rates.

Absence due to Illness

17. Full rates are charged for the first five days of any absence due to illness, and then 50% for consecutive days, up to 3 weeks.

Overtime Penalty

18. An overtime penalty of \$10.00 per 15 minutes (plus normal fees) will be charged if a child is left at the centre beyond either side of booked hours without notice.

Links:

Enrolment Policy

Finance Policy

Revised: November 2014

Chairperson:

