



## Early Learning Centre

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# Fees Policy

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### **Rational**

At all times fees for Little Pioneers will be displayed for all to view. The Fees policy documents all important aspects of paying fees, including sick days, holidays, statutory days, 20 ECE hours, subsidies.

### **Procedures**

#### ***Standard Terms***

- ✚ This Fees Policy forms part of your Enrolment Form and Agreement.
- ✚ All fees are inclusive of GST.
- ✚ Fees must be paid through automatic payment, direct credit, cheque or cash.
- ✚ Fees should always be paid one week advance.
- ✚ Enrolments are for a minimum of 2 days per week.
- ✚ Fees are payable for all sickness, absences and Statutory Holidays.
- ✚ Holidays may be taken in 5 consecutive days' blocks. There is a 50% holding fee charged of regular fees while your child is on holiday. Children are entitled to 4 weeks a year holiday at the reduced rate of 50% fees.
- ✚ We may be closed over Christmas for 2 weeks, depending on a survey we put out to see what the need is for the use of the centre over the Christmas period. If the centre is closed there will be no charge for those two weeks.
- ✚ We offer a 10% discount to families with two or more children who attend the centre.
- ✚ On enrolling your child a one off payment of \$50.00 is charged as an administration fee.
- ✚ All centre fees are displayed on the noticeboard.

#### ***What Your Fees Include:***

- ✚ Little Pioneers will provide all breakfast, afternoon tea and late snack. We will also provide all drinks throughout the day.
- ✚ Sleeping linen, including laundry services.
- ✚ All nappies and toiletries.

#### ***Enrolment:***

- ✚ A non-refundable \$50.00 registration fee is charged per child when enrolling or going onto the waiting list. This price includes a bucket sun hat for your child and 2 uniform t-shirts.
- ✚ Change of Days Booked. If you wish to change your child's enrolled days of attendance, you must fill out the appropriate forms and this request will be actioned as soon as possible subject to availability.

### ***Absences:***

- ✚ Where a child is absent for more than 2 weeks, they may be withdrawn from our register. Please notify the Centre Manager in advance if this might occur. We will endeavour to provide assistance where we can.
- ✚ Fees are required to be paid in full for all absences, including absences longer than 2 weeks in order to hold your child's place. Places cannot be held indefinitely and this will need to be negotiated with the Centre Manager.

### ***Withdrawals:***

- ✚ Two weeks' notice is required if you wish to withdraw your child from the Centre. No refunds are given.

### ***Late Pick-up Charges:***

- ✚ Fees for Late Pick-up. Parents who are late in picking up their children will incur a Late Pick-up Fee of \$1 per minute. This must be paid directly to the Supervising staff member on duty. Payments will be receipted and documented accordingly.

### ***Payment of Fees :***

- ✚ Fees must be paid on time. This is necessary for us to maintain a high quality service. Where fees remain unpaid for more than 2 weeks, we cannot guarantee a place your child, and may need to be withdrawn, unless an alternative arrangement has been negotiated. Please do not hesitate to contact the Centre Manager as soon as possible if you cannot meet your obligations under this Fees Policy – we are more than happy to discuss your situation.
- ✚ The Centre reserves the right to use debt collection services to recover costs should this be necessary. As the child's legal guardian you are responsible for all fees that occur with any debt collection.
- ✚ Our fees are reviewed every year in order to keep on top of changing costs and inflation.
- ✚ The centre reserves the right to change the fee rates and policies and irrespective of previously published or quoted prices, the new rates and policies will apply from the notified date.

### ***Twenty Hours ECE:***

- Eligibility starts when a child turns 3 and ends when they start attending school. As children must be enrolled in school by their 6th birthday, the last day that can be claimed as 20 Hours ECE is the day before a child's 6th birthday.
- Parents need to have signed the 20 Hours ECE attestation on their child's enrolment form **before** it can be claimed. 20 Hours ECE can only be claimed from the day a parent has completed and signed the attestation, it cannot be claimed retrospectively.
- Parents must be able to choose how they allocate 20 Hours ECE for their child, up to the maximum of 6 hours per day and 20 hours per week.
- A donation / voluntary payment of \$5.00 per session is asked of parents / families to cover costs of meals. If no donation is made children must provide their own lunchbox for all meal times.

At Little Pioneers we offer 5 morning sessions / 5 afternoon sessions a week of 4 hours per session.

#### **Morning Session:**

8.00am – 12.00am. These are free sessions available to all children 3 and over using their ECE hours.

#### **Afternoon Session:**

12.30pm – 4.30pm. These are free sessions available to all children 3 and over using their ECE hours.

We also offer the 20 ECE hours within a school day session – 8.30am – 3.30pm

And a full day session 7.30am – 5.30pm.

Both these sessions have associated costs and fees. Please see the Manager for further clarification.

**WINZ Childcare Subsidies:**

- ✚ Parents may apply for a WINZ subsidy if they qualify for this. Find out from WINZ if you qualify for an ECE subsidy at [www.workandincome.govt.nz/individuals/a-z-benefits/childcare-subsidy.html](http://www.workandincome.govt.nz/individuals/a-z-benefits/childcare-subsidy.html).
- ✚ All fees must be paid in full while waiting for confirmation of your subsidies.
- ✚ WINZ can pay all or a portion of you fees if you qualify. We will be happy to give you more information on your entitlements and how to apply for them.

January 2016

Signed \_\_\_\_\_

Reviewed annually.