



Fees and Payment Procedure

Governance, Management and Administration

Rationale: Whaingaroa Childcare is a privately owned Early Childhood Centre, which requires families to pay fees in exchange for care and education services.

Objective: Families enrolling for early childhood care and education at Whaingaroa Childcare are aware of the fees and payment obligations set out by the centre before they enrol at the service.

Fees

- We are open Monday to Friday 7.30am – 4.30pm including school holidays and closed for public holidays.
- Children are enrolled in the centre, as per the booking specified on their enrolment form.
- **Fees are charged to the full amount of the child's booked hours**, irrespective of attendance, unless the child is using a leave discount.
- Late fees are incurred for any hours attended over and above your booked start and finish time, at our standard hourly rate.
- Each child is *subsidised for 20 ECE hours* from his or her 3rd birthday.
- Our fees include sunscreen, and both paper and online portfolios.
- Our fees allow us to hire more teachers than are covered by Government funding. Our ratios are:
 - Under 2's max of 1:4
 - Over 2's Max of 1:8
- A fee schedule is provided before enrolment for every family, or at any other time upon request.
- Fee increases are at the discretion of the management. 6 weeks' notice shall be given of any impending increase.
- All fees are to be paid weekly in advance. Our preferred method is by automatic payment.
- Our bank account number is **ANZ 06 0469 0914758 00**. Please refer to the bottom of your statement for details of the reference to use for your payment.



Waitlist

- It is free to put your child's name on our waitlist.

New enrolments

- A non-refundable deposit of **\$60** is payable upon enrolment, to secure your child's space in the centre. The deposit should be paid before the first day (between the first and the last visit).
- If you do not commence enrolment at Whaingaroa, the full deposit is forfeited to cover costs incurred in processing the enrolment and holding the space.

Failure to pay fees

- Failure to keep accounts up to date may result in termination of the enrolment, and your space may be passed onto the next person on the waiting list.
- All outstanding fees will be passed onto a debt collection agency.
- Any charges incurred from the debt collection agency will be added to the outstanding accounts.

Enrolled hours

- Children are enrolled in the centre for an agreed number of hours per day. If your child is attending less than your agreed hours on a regular basis, we may have to review your enrolment if it breaches the funding rules of the Ministry of Education.
- A minimum of 12 hours of enrolment per week is required (a minimum of four hours per day).

20 hours ECE

- Each child is subsidised for 20 ECE hours from his or her 3rd birthday, up to a maximum of six hours per day and 20 hours per week.
- Entitlement to 20 Hours ECE will be applied to a child's enrolment upon receipt of a completed 20 hours ECE attestation form.
- If a signed attestation form is not received by a child's 3rd birthday, the ECE hours cannot be claimed, and full fees will be charged by the centre until the form is processed.
- Attestation forms shall be given out by the centre, in advance of a child's 3rd birthday or completed during the enrolment process to ensure the correct funding rate can be applied.



- Entitlement to 20 hours ECE ceases after more than 3 weeks of continuous absence, at which point the full hourly rate shall apply and your child's enrolment may be reviewed.
- Families can choose to not take up 20 hours ECE, in which case the standard Over 3 fees will apply.
- If the child is away for more than three weeks, the first three weeks fees should be paid in full. Then 50% of the daily funding (at the funding rate per hour) should be paid on top of the fees to cover the cost of lost funding to keep holding the space.
- We charge **an optional fee** as a top-up to 20 hours ECE, as per our fee schedule. This charge is optional, and if you choose not to pay your child is still welcome to attend our service.
- Optional fees contribute to the extra expenses listed below for children over 3 years old.
 - Our higher than regulated teacher-to-child ratios. (Ministry ratios 1:10, our ratios 1:8)
 - E-Portfolio alongside a paper portfolio
 - Sunscreen all year round
 - Excursions such as Bush Park (and to accommodate better ratios)
- Bush Park operates term time only (align with the school terms). The oldest 10 children have the opportunity to attend bush park on Tuesdays and Fridays. The cost of this activity is not included in the fees.

Leave allowance

- Each child is entitled to one fee free week of their usual booking from 1st January 2023.

Your leave allowance based on enrolment is:

Child attends two days per week – 2 days fees free

Child attends three days per week – 3 days fees free

Child attends four days per week – 4 days fees free

Child attends five days per week – 5 days fees free

- Leave balances expire at the end of the calendar year or the end of your child's enrolment. They are not able to be carried forward, nor do they have any cash value.
- Leave discounts are not applied automatically; you may request the use of a leave discount day via email **at least a week before** to the administrator at accounts@whaingaroachildcare.co.nz.

Absences

- Please advise the centre if your child is going to be absent from the centre for any reason, so we can account for each child.



Statutory Holidays

- We are closed for all statutory holidays, these days will be fully charged as per your enrolment.

Christmas to New Year shut down

- The centre may elect to have a shutdown between Christmas and New Year.
- If the centre does, there will be no fees charged for this shutdown period and parents will be advised as soon as the decision has been made earlier in the year.
- If the centre elects to stay open over the Christmas to New Year Period, fees will only be charged on your booking.

Sibling Discounts

- A sibling discount is available to families with 2 or more children enrolled at the centre,
- Sibling discounts will be applied to the oldest child and will expire when that child leaves the centre.
- No discount will be applied if the older child's enrolment does not include payment of optional charges.

WINZ subsidies

- We are WINZ subsidy approved and WINZ subsidies are available to qualifying families. WINZ subsidies are calculated using your income and family circumstances and WINZ should be contacted to arrange this.
- Please note that the WINZ subsidy *will not cover the full cost* of your child's fees and is intended to reduce the cost for the hours you are approved for.
- If your WINZ subsidy is declined, stops, or is cancelled for any reason, you will be responsible for the full amount of fees incurred.

Late pickup fee (after closing hours)

- Our centre is only licensed to care for children up to 4.30pm. Any child collected after this time will incur a penalty of \$20 per 15 minutes, to cover any penalties we receive from the Ministry of Education.

Cancellations and enrolment changes

- We require a minimum of two weeks' notice, in writing, of any changes to your child's enrolment, including reduction of hours/days and termination of enrolment.



- Failure to provide two weeks' notice to a booking will result in you **being charged the full fees for the notice period.**
- Any booked enrolment that is terminated within two weeks of the start will be charged two weeks fees as the notice period.

Review Date: October 2023

Links to licensing criteria [GMA 3, 9](#)