



FEES POLICY

Wellington Childcare is a private, fee charging Early Childhood Education service. Failure by parents to follow the rules regarding fee payments may lead to their child's exclusion from the centre.

- ❖ We require a non refundable deposit of \$100.00 to be paid at the time of enrolment.
- ❖ Fees are based on 52 weeks a year and are GST inclusive. All fee payments are to be kept two weeks in advance for all days for which the child is on the roll. This includes statutory holidays, other holidays, sickness and any other absences.
- ❖ We require fees to be paid by Direct Debit. All fee payments are to be kept two weeks in advance for all days for which the child is on the roll.
- ❖ An admin fee of \$20 will be charged to accounts if they are not kept in advance and fall into arrears. It is important to keep accounts up to date as this admin fee will be charged each time the account is in arrears.
- ❖ A family discount of 5% will be applied to the family childcare fees account, where 2 or more children from the same family attend at the same time. Discount will be applied to the older child's fees. This discount does not apply if/when one or more children from the family receive 20 hours ECE.
- ❖ A late pickup fee of \$20.00 per ¼ hour will be charged. Staff are employed until 6.00pm, therefore any pickups after the 6.00pm closure time, will require them to work over time. The late fee will be billed to your account. This also includes families on part time fee schedules. Any time after 6.00 pm, we are in breach of our license.
- ❖ Parents sign to agree their child is not enrolled in any other early childhood centre on the same day they attend our centre and are claiming funding.
- ❖ WINZ subsidies are available. Families are responsible for contacting WINZ directly to update them of any changes to their enrolment or fees each time.
- ❖ If you are planning to withdraw your child from Wellington Childcare, three weeks' notice in writing is required for cancelling or reducing a position. Fees are due up to the end of the week in which the child leaves.
- ❖ Please advise the Centre as soon as possible if you child is unable to attend a day. The possibility of transferring days is only available if early notification is received and the transfer is within a week and there is a space available.
- ❖ All funding subsidies, days and staffing are calculated weekly.
- ❖ Any absences of longer than three weeks will incur extra fees, as ECE funding stops after a period of longer than three weeks continual absence.
- ❖ It is a condition of enrolment that all parents agree for the Centre to engage a debt collection agency for collection of any outstanding fees.



If any account remains unpaid 30 days after the due date, our debt collection agent will be engaged to recover outstanding fees. The agent may charge you a fee equal to 25% of the unpaid portion of the account, but not less than \$25.00.

Meals

Meals are included in the fees. To promote independence and preparation for school we encourage the 4 ½ year old child to bring their own lunch box at least one day a week to be advised by a teacher. This of course is optional and children are still welcome to eat the centre food. Special dietary needs will be catered for (i.e. Diabetics, Allergies).

20 Hours ECE

Wellington Childcare is participating in the 20 Hours ECE scheme for children aged 3-5 years. It is optional for early childhood centres to provide this initiative and Wellington Childcare reserves the right to revoke this initiative if it becomes unsustainable. The ECE Funding Subsidy contributes to services' operating costs by paying for part of each hour each child spends in ECE, to a maximum of six hours per child-place per day.

- ❖ A child can claim up to 6 hours maximum per day under the 20 Hours ECE scheme, to a maximum of 20 hours per week;
- ❖ You must complete and sign the attestation section of the Enrolment Agreement Form, before this can be actioned;
- ❖ If your child is enrolled at more than one centre, parents can split the hours claimed as long as you do not claim for more than 20 hours a week or six hours a day. **You cannot claim for the same hours twice.**
- ❖ Fees are charged for any hours attended over and above the 20 hours ECE scheme.



**SCHEDULE OF FEES: for ISLAND BAY CHILDCARE
as at 1 February 2019**

	2 Days	3 Days	4 Days	5 Days
Full Time (7.30-6) 6 mth – 5yrs	\$149.00	\$193.50	\$258.00	\$297.50
Under 3's - 8.30 – 3.30pm	\$110.00	\$144.00	\$192.00	\$222.50
Full time 20 hrs ECE 3–5 yrs *	\$83.00	\$124.50	\$178.00	\$217.50
8.30 – 3.30 20 hrs ECE 3-5 yrs*	\$35.00.	\$52.50	\$102.00	\$167.50