



## FEES POLICY

Wellington Childcare is a private, fee charging Early Childhood Education service. It is expected that all parents & whānau follow the rules regarding fee payments, as failure to do so may lead to their childcare space being cancelled.

- ❖ We require a non-refundable deposit of \$100.00 to be paid, per child, at the time of enrolment. This is credited to your account on your starting week.
- ❖ Fees are based on 52 weeks a year and are GST inclusive. 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 enrolled.
- ❖ 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.
- ❖ When there is two or more children from the one family attending the centre at the same time, they are eligible for a discount. This 5% discount will be applied to one child only - the oldest child's fees. This discount does not apply if/when one or more children from the family receive the 20 hours ECE subsidy.
- ❖ A late pickup fee of \$20.00 per ¼ hour will be charged to your account if children are dropped off or picked up outside of our operational hours and your confirmed booked hours. This also includes families on part time fee schedules. Staff are employed until 6.00pm, therefore any pickups after the 6.00pm closure time, will require them to work over time and cause us to be in breach of our license.
- ❖ Parents & whānau in signing the enrolment forms (& change of booking form) 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.
- ❖ We accept WINZ subsidies as part payment towards childcare fees. Families are responsible for contacting WINZ directly to enquire about subsidies and to update them of any changes to their enrolment or fees, including the 20 hours ECE subsidy, each time they make a change to their booking.
- ❖ 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 your 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 the same week and there is a space available.
- ❖ All funding subsidies, days and staffing are calculated weekly.
- ❖ All schedule of fees is reviewed annually.



- ❖ All funding received by the Centre is applied for through the Ministry of Education and is governed by the ECE Funding Handbook. Our fee structure is based on the Centre receiving funding for each child based on their enrolment.
- ❖ All children must attend for a minimum of 6 hours per day.
- ❖ Any continuous absences of longer than three weeks and/or regular frequent absences (whether this is absent for a full day or not attending a minimum of 6 hours daily) of 3 months or longer, will incur extra childcare fees, as the Ministry of Education ECE funding stops.
- ❖ 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 3-6 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, sign & date 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.**
- ❖ Our fee structure is based on children claiming all of their 20 Hours ECE subsidy at our service.
- ❖ 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 2021

All fees are inclusive of GST and calculated as follows:

	2 Days	3 Days	4 Days	5 Days
Full Time (7.30-6pm) Under 3's	\$167.00	\$213.00	\$279.00	\$320.00
Part time (8:30-3.30pm) Under 3's	\$128.00	\$163.50	\$213.00	\$245.00
Full time (7.30-6pm) <b>20hrs ECE 3-6 yrs *</b>	\$101.00	\$144.00	\$199.00	\$240.00
Part time (8:30-3.30pm) <b>20 hrs ECE 3-6 yrs*</b>	\$53.00.	\$72.00	\$121.00	\$185.00

\*Fees charged to cover hours attended over and above 20 hrs ECE