



Operational Policies

2.03 Fee Policy

Classification: Finance and Administration

Date: November 2023

Applies to: All Staff and Committees

Review Date: November 2025

Approved by: General Manager

Purpose:

The Association is committed to maintaining the provision of high quality Early Childhood Education in all services.

To achieve this, the Association implements policies to provide an appropriate level of income to support the delivery of this service.

The Board has a statutory responsibility to ensure that any income from fees received is used appropriately and accounted for accurately, and in line with the vision and purpose of the Association as stated in the current Strategic Plan.

The Association offers 20 Hours ECE in line with current Ministry of Education funding for 3 to 6 year old children.

Fees are charged where 20 Hours ECE are not attested to the Association.

Definitions:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Kindergartens and Early Learning Centres – are referred to as services

National Education and Learning Priorities – NELPs considered:

- **Objective 1:** Learners at the centre. Learners with their whānau are at the centre of education.
 - **Objective 2:** Barrier free access. Great education opportunities and outcomes are within reach for every learner.
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Procedure:

Fees

- The fee for any child attending Kindergarten inclusive of GST is \$7.00 per hour.
 - This fee will be charged for each unattested enrolled hour not actual hours attended.
 - The Board, on recommendation from the General Manager, will review the fee rate on a regular basis.
 - At least one month’s notice will be given to families of any fee increase.
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Kaitiaki Kindergartens

- Families will be asked to sign a Fee Contract as part of the enrolment process.
- Fees will be charged and collected through individual services before being transferred to the Association at the end of each month.

Optional Charges

- Parents may be asked to contribute towards the cost of extracurricular activities such as excursions, special visitors, and special projects during the year.

Donations

- The Association appreciate the donations made to our services by parents to enhance their child's experience and support operational expenses. However, a donation is a voluntary payment. There is no obligation to pay and there is no enforcement of payment.

Fee Charging

- The Service Leader will be responsible for issuing accurate invoices for all children before week 3 of each term for the current term. These will be in a standard Association format. This may be delegated to the administrator, but the Service Leader remains accountable for them.
- Invoices will show (after 20 Hours ECE are deducted) the total payable for the term.
- Fees are payable each enrolled term, regardless of sickness or absences that may occur within a term.
- If a child leaves during a term, the family may apply to the service for a refund of any fees paid in advance for sessions that will not be attended.
- Note: families will be asked to give two weeks' notice of a child leaving the service, except in the case of a child turning 5. Fees will continue to be charged during this period if two weeks' notice is not given.

WINZ Subsidies

- The Association will ensure that information regarding WINZ subsidies to assist in the payment of fees is available to families.

Terms of Payment

- Families will be encouraged to pay Fees by automatic payment or via Internet banking – although payment will also be accepted in cash.
- Fees are deposited into an Association bank account. Confidentiality of families shall be maintained, and information will not be accessible to Committees.
- Families will be asked to pay fortnightly or monthly in advance.
- If families prefer to pay full term fee in one payment, these will be expected to be paid in full by the end of week six.
- Families will confirm their payment option when signing the Fee Contract as part of the enrolment process.
- All fees for the term must be paid by the end of that term.
- Reminder statements may be issued; these will show any payments made and the balance outstanding.
- Service Leaders will approach families that are not making fee payments in order to discuss options.



Kaitiaki Kindergartens

- Any fees unpaid at the end of term will be passed to the Association's General Manager for follow-up. The Association's General Manager will discuss debts with the Service Leader before taking any action.
- If necessary, and after careful consideration, the General Manager will write a letter of concern about any debt to the family concerned.
- The Association retains the right to pass any outstanding debt relating to unpaid fees to the appropriate agency.
- Teachers cannot accept a bartering system with their families for payment.

Record Keeping

- The Service Leader is responsible for ensuring that the administrator keeps accurate financial records for fees and reports, as required, by the Association Office.
- The Association's General Manager will monitor the overall fee collection and implementation of this policy, and report regularly to the Board.

Privacy

- Fees paid/unpaid by individual families are confidential to the Teaching Team and the Association Office. This information will not be available to Committees.

Signed:

A. Saleman

Date:

21-12-23

General Manager

Endorsed by

Signed:

A. Thompson

Date:

21-12-2023.

Vite - President of the Board