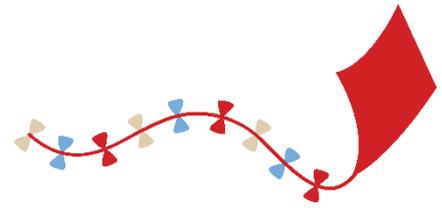


Red Kite Preschool, Mount Albert



Fees & Enrolment Policy

Rationale:

Like nearly all New Zealand early childhood centres, Red Kite Preschool is dependent on a combination of Ministry of Education funding and parent fees to operate. The Ministry of Education funds children for up to six hours' attendance per day.

Procedure:

1. **Payment of Fees.** Fees will be invoiced at the beginning of each fortnight and are due by the end of the fortnight. Payment should be made by direct credit into the nominated bank account:

Coral Sky Limited
02 108 0594285 001

2. **What parent fees cover.** Fees will cover all normal operations of the centre, including food, nappies and spontaneous excursions as outlined in the Enrolment Form. However one-off fees may be charged for larger excursions or other events which do not form a regular part of the programme. Parents will be given a minimum of two weeks' notice of any such event.

Fees will be charged for all booked hours, regardless of whether the child attends or not. In the event of sickness, fees cannot be waived. Our sickness policy is available upon request.

3. **Enrolment fee.** A fee of \$50.00 will be charged on enrolment. This will secure the child's place and covers administrative costs associated with setting up their enrolment and portfolio.

4. **20 Hours ECE.** Parents taking advantage of the 20 Hours ECE will not be charged any fee in connection with their child's attendance for those 20 hours. A fee may be charged for attendance in excess of 20 hours per week or six hours per day. Any child attending, but not utilising the 20 Hours funding, will be charged the under-3 fee.

5. **Family discount.** Where more than one child from the same family attends, a 10% discount will be applied to the eldest child's fees.

6. **Holiday discount.** The centre is open all year unless otherwise advised. Full fees will be charged for all weeks the centre is open, including weeks containing Statutory Public Holidays. However, all children are entitled to three weeks of "annual leave" during which their fee is charged at a 50% discount. To take advantage of the annual leave, the centre must be notified in writing at least two weeks prior to the leave being taken. Annual leave must be taken in blocks of at least one week at a time and the child must have been enrolled at the centre for a minimum of 3 months.

7. **Non-payment of fees.** If there is difficulty paying a child's fees, please consult with us before the outstanding balance becomes unmanageable. Unpaid debt may be handed to a debt collection

agency. Any costs for this will be borne by the debtor, and a record may be placed on the debtor's credit file.

8. Out of hours fees. It is VERY important that children attend only during their booked hours. Booked hours are used to calculate teaching ratios, schedule teacher rosters, and are reported to the Ministry of Education for funding purposes. Attendance outside booked hours, puts strain on teachers and therefore Hence **both late pickups and early arrivals may incur an out of hours fee.**

Out of hours fees will be charged at a rate of \$10 per ten minutes, or part thereof, with the exception of pickups after the centre's closing time. These will incur an additional charge of \$30 in addition to the out of hours fee; this is to cover the wage cost of two teachers remaining behind to supervise children. If early, a fee may be charged or you may be asked to remain to supervise your child until their booked time is reached.

9. Changes to booked hours. We are very happy to assist with changes to your child's timetable or booked hours; this allows us to ensure we maintain appropriate records and teacher ratios. As a courtesy please provide one week's notice for timetable changes, to allow us to check and adjust our rosters. Parents are welcome to request changes by email to admin@redkitepreschool.co.nz. Texts and emails may not be monitored out of opening hours and changes at short notice (i.e. less than two working days) may incur a \$15 administration fee.

10. Acceptance of enrolment. Enrolment is not complete until the enrolment fee is received, the centre has agreed to your requested timetable and all relevant documents have been supplied, i.e. completed enrolment form, identification and evidence of immunisation, if applicable.

Enrolment of a child at this service is in no way an assurance or guarantee of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. Management reserves the right to terminate enrolment or vary the times and conditions as outlined in the Enrolment Form. In particular, an enrolment may be terminated:

- If you have outstanding fees
- Because of sustained absences that have affected the funding we receive for your child
- If we consider that this would be in the best interests of the child, other children at the centre or adults working in our service.

We will make reasonable efforts to work with you to resolve any issues that have arisen before ending an enrolment early. In the event we decide to end your child's enrolment early (before the Intended Date of Exit set out in the enrolment form), we will give you reasonable notice to the extent possible in the circumstances.

11. Sustained Absences. We depend upon a combination of parent and government funding. In the event of sustained variations from the booked timetable, government may withdraw its funding in all or in part. As an alternative to terminating your child's enrolment due to loss of funding, we may with your agreement charge you an additional fee to cover any reduction in our funding. A charge for Sustained Absences equal to the amount of lost funding will be made at the end of the relevant month and an administration charge of \$50 inc GST added to the invoice.

The enrolment of your child is also dependent on our service continuing to be licensed, operational and fully compliant with regulatory requirements including legal obligations in the Health and Safety at Work Act 2015.

11. Leaving Red Kite. When a child leaves Red Kite Preschool, a minimum of two weeks' notice in writing of their last day must be given. During this period fees are still payable regardless of attendance. Any outstanding fees must be settled prior to the child's last day.

In the event an enrolment lapses due to non attendance, efforts to contact the family will be made, but if these prove ineffective the child's enrolment will be deemed to have lapsed when Ministry of Education funding ends. Any fees outstanding at the end of the child's enrolment may be passed to a debt collection agency in accordance with (7).

Date of review: July 2024