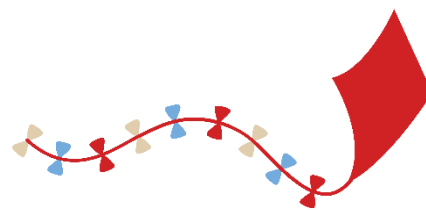


Red Kite Preschool



Fees 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 payable two weeks in advance. Payment is preferably by direct credit into the nominated bank account:

Castellan Limited
06 0103 0775853 01

2. **What parent fees cover.** Fees will cover all normal operations of the centre, including spontaneous excursions. 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.

3. **Enrolment fee.** A fee of \$75.00 will be charged on enrolment. This will secure the child's place and covers administrative costs associated with setting up their enrolment and portfolio. The enrolment fee will be reimbursed in the form of a credit after the first month of attendance.

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 deducted from the eldest child's fees.

6. **Holiday discount.** 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 parent 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.

7. **Non-payment of fees.** If there is difficulty paying a child's fees, parents should consult with management at an early stage. Management cannot guarantee that a child's enrolment can continue if fees are unpaid. Management reserves the right to hand unpaid debt to a debt collection agency for collection. Any costs for this are to be borne by the debtor.

8. **Late fees.** It is important for children to attend only during their booked hours. Attendance outside booked hours may be charged at a rate of ten dollars per ten minutes, or part thereof. The late fee will be applied at Management's discretion.

9. When a child leaves Red Kite Preschool, a minimum of two weeks' notice in writing of their last day must be given. Any outstanding fees must be settled prior to the child's last day. If a child ceases to attend without written notice, Ministry of Education funding ceases after a short period. During this period fees are still payable. 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: January 2019