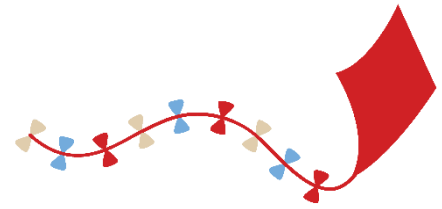


Red Kite Preschool



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 invoiced two weeks in advance. Payment is due 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 \$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 will 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.** 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 6 months.

7. Non-payment of fees. If there is difficulty paying a child's fees, parents should consult with management at an early stage. We cannot guarantee that a child's enrolment can continue if fees are unpaid. We reserve the right to hand unpaid debt to a debt collection agency for collection. Any costs for this will be borne by the debtor. Red Kite Preschool is registered for WINZ assistance and we would be glad to assist any families who wish to apply for WINZ funding.

8. Out of hours fees. It is 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. Please be aware that because teachers are rostered on the basis of children's booked hours, in the event of arriving early families may be asked to remain with their children until the booked time is reached. Attendance outside booked hours puts strain on teachers, hence **both late pickups and excessively early arrivals may be charged** at a rate of ten dollars per ten minutes, or part thereof. Out of hours fees will be applied at Management's discretion.

9. Changes to booked hours. We are very happy to assist with changes to your child's timetable or extra booked hours; this allows us to ensure we maintain appropriate records and teacher ratios. Changes at short notice (i.e. less than two working days) will incur a \$10 administration fee because of the administration involved.

10. Acceptance of enrolment. 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 conditions.

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. 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: October 2020