

## Fees

**Date Effective:** November 2017

**Review Date:** November 2018

<b>Responsible to:</b>	General Manager
<b>Policy:</b>	<b>Finance</b>
<b>Applies to:</b>	All teacher-led services operated by the Waimate Kindergarten Association.
<b>Purpose</b>	To ensure families who access some or all of the hours their child/children attend at kindergarten outside of the free entitlement provisions of the Association are charged a fee that reflects the fair cost of kindergarten education.
<b>Definitions:</b>	“Free entitlement”: the hours of early childhood education covered by the Government’s policy on providing up to 20 hours early childhood education for 3 and 4 year olds in teacher-led services.
<b>References:</b>	Ministry of Education Free ECE Hours Regulations 47 GMA3

### Procedure

The Association has introduced a fee/donation-charging system as part of its structural changes to accommodate the introduction of up to 20 hours early childhood education for three and four year olds in teacher-led services – a Government initiative that this Association has elected to opt into as of 1<sup>st</sup> July 2007.

### Process

#### Family Contribution:

##### John Street Kindergarten

- a. Termly Donation requested for over 3 year olds
- b. Two year olds – Hourly rate of \$3.50. WINZ Subsidies available for families, please speak to the General Manager in relation to this.

##### Mobile Kindergarten

- a. Each site will be charged a Termly Site Charge (based on the average number of over 2 children enrolled at your site)

Average Enrolments under 10 Children	\$150
Average Enrolments 11 – 17 Children	\$200
Average Enrolments 18 or over	\$300

Mobile Kindergarten Venues only:

Van Replacement (annual cost) \$400 (not including Waituna)

Resource Replacement (annual cost) \$300

Profile Books (annual cost) \$50

- b. 3 & 4 year olds attending **Esk Valley Kindergarten** are eligible for the 20 Hours ECE; you need to attest your hours that you attend.

**Guidelines for collecting fees:**

- Fees are charged for the sessions a child is booked for even if they are away.
- An invoice will be sent at the beginning of each term, with a reminder notice sent during the term.
- Families/Whanau can pay by cash, cheque or automatic payment.
- **WINZ subsidies may be available to families/whanau to help them meet their contributions** (If you require support around this application please speak to the General Manager or Head Teacher)
- Families/ Whanau who do not pay their fees and have not spoken to the General Manager regarding this will be notified during the following term of outstanding amount due from term before; this payment is expected to be paid.

**Who's allowed to know what I pay:**

- What families/whanau pay is confidential to them, the Head Teacher, General Manager, Auditor, Ministry of Education & WINZ (If you have applied for subsidy)
- Occasionally contracted technicians may also have access to fee information in the course of performing their duties eg fixing a computer records are kept on.

**Who maintains the fees records:**

The General Manager/ Head Teacher are responsible for making sure:

- Families/whanau is informed at the time of enrolment of the expectation they will pay fees and the amount.
- Families will be asked to sign a Fee Contract as part of the standard enrolment process.
- That confidential records showing what amount is expected and what amount is collected from each family/whanau are maintained
- Fee income will be transferred to the Association pool funding, to support with the operating cost of their Kindergarten.