

FEES POLICY

Rationale

To ensure that there is a clear understanding of fees charged by educators to parents using the service.

Procedures

- Fees will be set independently by each educator.
- 20 ECE will be available to all three and four year old children. Parent/whānau will be obligated to pay the usual hourly rate for any hours their child is in care outside the 20 ECE hours.
- Any optional charges or donations agreed to be paid by parent/whānau will also be collected by the service and paid to the Educator.
- Any optional charges or donations will be included on the optional charges and donation schedule.
- WINZ subsidies may be available to children that families. The subsidy needs to be applied for on the correct form and taken to WINZ for approval.
- A holding fee will be charged during holiday times, or when children have temporary absences, no fee is charged if the service is not available
- Fees will be paid by parents to the service each Friday when they are due. These payments are not for the use of the service and will be paid directly to the educators each Wednesday night.
- Where the fee is not paid on time the payment of the unpaid amount will not be paid by the service until the overdue amount is paid. Late payment of fees could mean a late processing fee will apply.
- Where WINZ payments form a part of the educators payments, these payments will be made available once the Service receives payment of the WINZ payment, this will be paid over night on a Tuesday.
- Other fees paid by organizations will also be collected on behalf of the educator and paid overnight on Tuesday once the fees are available.
- The information in this policy will be included in the parent/whānau information leaflet.
- If fees are not paid all efforts will be made by management to encourage the parent/whānau to pay the overdue amount.
- Where there is no payment for three weeks and after consultation with the educator care may cease.
- Any absence which has 24 hours notice will be charged at 50% of the normal rate paid. If 24 hours notice is not given full charges will apply. There will be no charges for Public Holidays if these days are not specifically booked on enrolment form.

Approved _____ (Date) _____

Reviewed _____ (Date) _____

