**FEES POLICY JANUARY 2018**

Rationale

To ensure that there is a clear understanding of fees charged by educators to parents using the service so we can provide reliable childcare and retain your child’s space during absences.

To ensure the educators income is protected from multiple absences.

Procedures

* The hourly rate is agreed between the Educator and the parent at the time of enrollment. It is documented in the child’s enrollment.
* Minimum hours are 6 per week.
* Invoices are sent weekly on Friday for care, Monday to Sunday the PREVIOUS week.
* 20 ECE is available to all children aged 3-6 years, not enrolled in school. Any additional hours are charged at your normal hourly rate.
* Any optional charges or donations agreed to be paid by parent/whānau will also be collected by the service and paid to the Educator.
* WINZ or ELP subsidies may be available to help cover childcare costs. The subsidy needs to be applied for on the correct form and taken to WINZ or family works for approval PRIOR to care starting.
* **ALL fees will be paid directly to the service**. They are then paid in full to your Educator. Unpaid or late payment may result in collection costs.
* Where there is no payment for three weeks and after consultation between the Educator, parent and Director, care may cease.
* Where WINZ or ELP payments form a part of the Educators payments, these payments are received by the service on behalf of the parents and paid to the Educator.
* **No fee is charged** if the service is not available, ie if the educator is ill and suitable alternative care cannot be arranged.
* **There is no charge for public holidays** unless your child is physically in care.
* Any absence other than planned holiday will be charged at 100%.
* **A holding fee of 50%** will be charged when a child is absent for a **planned holiday.** A planned holiday requires a leave form to be completed at least five working days in advance of the leave.
* If your child is enrolled during the school term only, all other absences including planned holidays will be charged at 100%.
* **Planned holidays** are available at a 50% charge for a maximum of four weeks per year of your normal booked hours.
* **A notice period of three weeks** is required prior to care ceasing, failure to give three weeks notice will result in fees being charged to the parents. This includes compensation of $6 per hour for ECE hours attested for free ece care.

**Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date reviewed January 2018 – **adopted date 5th March 2018** – to be reviewed January 2019