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## FEES AND ENROLMENT POLICY

Early Childhood Regulations 2008: GMA3

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**Rationale:** Fees and funding are linked to child attendance. The administration of attendances and absences requires accurate documentation of which the Ministry of Education carries out regular audits. Wanaka Preschool has chosen to be a provider of the 20 ECE Hours Funding.

**Objective:** It is our aim as a non-profit centre, to ensure budgeted income covers all expenditure while operating within the government's regulations and recommendations and adhering to our financial policy.

We value the loyalty of the families of Wanaka Preschool have a commitment to keep fees affordable.

### POLICIES

- The **Wanaka Early Childhood and Community Centre Incorporated** (known as **Wanaka Preschool**) Constitution states that:  
*The Centre shall fix at each Annual General Meeting such fees, subscriptions or levies as it considers desirable or necessary for the administration of the Centre and may direct that such levies be paid in one sum, by installments, or upon such other terms and conditions as the Centre thinks fits.*
- Compliance of legislated fee requirements and to the rules of attendance and absences will be carried out efficiently.

### PROCEDURES

#### Fee schedule:

##### **One and two year olds:**

1 day: \$20    2 days: \$40    3 days: \$60    4 days: \$95    5 days: \$150    half day:\$15

2 sessions per week minimum for under 3 year olds

##### **Three and four year olds:**

1 day: \$17    2 days: \$34    3 days: \$51    4 days: \$83    5 days \$135

2 days minimum for over 3 year olds

**If you would like your child to attend on a day they are not enrolled, we can only do this if there are spaces available and at the following cost:**

Half day: \$25    Full day: \$45

- The management of fees will be maintained by the Centre Manager and overseen by the Treasurer.
- Appropriate computer software will be used to keep accurate data concerning family/whānau accounts.
- Details from the daily rolls are used for both Ministry of Education purposes and calculation of fees.
- Fortnightly accounts will be supplied to parents/whānau for payment. Our preferred methods of payment are automatic payment / or direct debit/ internet banking.
- All fees owing are to be paid by the last day of the Preschool year.
- Individual preference for method of payment and the timing of payment will be considered.
- In order to receive 20 Hours ECE parents / whānau must provide evidence of their child's birth date and complete the Ministry of Education Attestation in the enrolment form.
- Parents / whānau have the right to choose 20 Hours ECE and/or WINZ subsidy, and/or the normal early childhood funding plus fees.

### **Child Absences**

To meet legislative requirements daily rolls are maintained and attendance / absences recorded. The Ministry of Education has strict criteria relating to absences and funding which we adhere to:

- We request that we be informed of any absence. Regular fees will apply. A phone call, email or appropriate form completed as far in advance as possible is preferable.
- Forms are available at both sign in/out desks to notify of absences or to request a change in enrolment.
- The application of Ministry of Education 3-week absence rule
- After 3 weeks absence, full fees will apply if a family wishes to retain the child's position on the roll.

### **Forced Closure**

No fees will be charged for public holidays that fall during term-time, term-breaks or any other forced full day closures such as snow days. (Fees will be charged for actual hours opened).

### **Overdue Fees**

- In the case of non-payment, or where the amount of \$500 or more is owed, or there has been no payment for 2 months, dialogue will be initiated. If this discussion produces no response, then a letter will be written to the debtor advising them of what action will be taken.
- Debts under \$500 will be pursued internally.
- Automatic payment through direct debiting will be encouraged to make it easier for managing payment by the debtor. If this elicits no response, then the account will be referred to a debt collection agency.
- Receivables will be discussed monthly at the Treasurer - Centre Manager meeting.
- When appropriate, the Treasurer will discuss overdue fees with the Chairperson.

## **Leavers Fees**

- We require notice 2 weeks prior to the last day of attendance.
- Leavers' accounts are emailed to families upon departure from Preschool.
- Accounts are to be settled within 7 days.

## **Enrolments**

- Existing families will have precedent for enrolments.
- Children moving from the Korimako room to the Kererū room will be given spaces on the same days where possible or other days negotiated until a space becomes available.

## **Staff and Committee Enrolments**

- When teachers and other staff members enrol their children at Preschool, they will be charged at 50% of the normal rate.
- Wanaka Preschool offers a subsidy of 50% of current Preschool fees for staff members needing childcare other than our service for their children during their hours of work, within operational hours of Wanaka Preschool and up to the maximum fees that would accumulate at the Preschool.
- Relief Teachers: If they are called in on a day that their child is not normally enrolled, and there is a space for their child/ren, no fee shall apply. If their child is enrolled on these days, the normal fee structure remains.
- Committee Members who are volunteering for duties during session time, and whose children are not normally enrolled, will not be charged fees for that period.

## **N.B.** *These enrolments can only be applied when:*

1. Hours need to be over and above the child/ren's currently enrolled hours
2. Dependent on teacher / child ratios
3. Are on a casual basis
4. Organised by prior arrangement
5. Times must be clearly shown on the daily sign in sheet
6. Child/ren must be enrolled at Preschool.
7. Minimal disruption to current schedules / programme
8. Preschool can claim Ministry of Education funding

## **Privacy Act**

The information requested in the Enrolment application form is needed by the Centre to comply with the statutory requirements and to enable centre staff to contact you or to ensure the appropriate care and education of your child. We are obliged by regulation to keep these records for at least seven years. In the event that it is necessary to refer your account to a debt collection agency, information supplied by you will be made available in pursuit of collection of all amounts outstanding.

Amended: May 2021

Next Review: September 2022