

Napier Community Childcare Centre Trust

Port Ahuriri and City Children's Centre

FEE POLICY

Rationale

DOP 11 – "Management should implement financial management policies which include budgeting to ensure that policies and objectives are met.

Aim:

To ensure Centres remain in a secure financial position under the terms and conditions of the Napier Community Childcare Centre Inc Trust Deed, and Charitable Trust legal requirements.

Guidelines:

- A schedule of fees will be set by Trustees and reviewed annually. This will include review of the Free ECE Fee schedule (including optional charges). The continuation of Free ECE will also be reviewed annually.
- First fee payment must be made during the first week at the Centre. Fee payment must be kept up-to-date and can be paid in advance (up to a fortnight) and cannot exceed 2 weeks in arrears.
- We require fee payment by bank automatic payment or direct credit into our account (AP set-up forms are available from the Administration Manager). We do not accept cash or cheques.
- We require two weeks notice in writing before a child is withdrawn from the Centre or before changing any booked days or fees will be charged.
- Parent/s/caregivers accept full responsibility for payment of the fees charged to their account in accordance with the published fee rates. The Centre reserves the right to change the fee rates and policies and irrespective of previously published or quoted prices, the new rates and policies will apply from the notified date.
- Parent/s/caregivers are wholly responsible for payment of fees, irrespective of any arrangement with any third party (eg; other adult, WINZ, ACC, trusts or budget service etc.).
- Holidays or Sick Days: Each child receives the equivalent of up to two weeks absence per calendar year which will be allowed at 50% of full fees, eg, if a child attends 5 days per week they are entitled to 10 days per year at 50% fees. If a child attends 3 days per week, they receive 6 days per year at 50% fees.
Note:
 1. Families must be at the Centre for 3 months before they are entitled to 50% absence days
 2. If 50% days are not all taken in the year, they DO NOT carry over into the next year.If a child is absent from the Centre due to illness or holidays, full fee rates will apply unless parents/caregivers notify the Centre Administrator or Supervisor in writing (via Absence Form) that they require the absent days to be at 50% rate
- Late Fee: If your child is collected after 5.30pm then a late fee of \$1 per minute will be charged.
- Sibling Discount: A discount of 10% on the combined fee applies where there are two or more siblings attending the Centre

Failure to make payment:

1. If an account becomes more than 2 weeks overdue, a letter detailing the arrears will be sent by the Administration Manager requesting payment within 7 days and detailing the steps that will occur if there is further non-payment.
2. If no payment is forthcoming, a 2nd letter will be sent requesting immediate payment and advising that the parent/caregiver will be asked to withdraw their child with no further notice if payment is not made within 3 working days.
3. If payment is still not made, parents will be rung and advised that there is no longer a place available for their child on the next day they are due and that their account will be placed with a debt collection agency will also become responsible for all administrative costs and legal fees incurred.

Repeated Failure to Make Payment

If a parent / caregiver is advised of a Cease-Care notification due to non-payment of account arrears more than three times in any 60-day period, parents / caregivers will no longer be allowed the opportunity to accrue arrears to the account. The following process will be put in place:

1. Any arrears outstanding at the time must be paid in full immediately or care will cease effective immediately.
2. All fees must be paid via automatic payment to the Centre's bank account no later than Wednesday or Thursday of the current week of attendance.
3. If fees are not paid, or the AP fails, parents are advised care is terminated effective Friday afternoon and cannot continue for the following week. At this time the enrolment will terminate.

Extended Absences (more than 3 weeks):

Napier Community Childcare Centre Trust Port Ahuriri and City Children's Centre

In the event of a planned extended absence from the centre parents/caregivers may take up to 5 weeks absence without their child losing their place **provided 3 weeks written notice is given** to the Administration Manager:

For absences in excess of 5 weeks, enrolment will be cancelled. In this instance however, parents can apply to go onto the waiting list for a place on their return. In recognition of the established relationship the Centre has with our existing families, these parents/caregivers will be given priority. However, we must advise that it is likely the previous enrolment will have been filled and parents/caregivers will need to wait for the next available place which, depending on demand, may be some time away.

Please note: Unplanned absences could be subject to the same conditions but will be dealt with on a case by case basis.

Reviewed By: Trustees

Date 19 November 2008

Approved by:
(on behalf of the Napier Community Childcare Centre Trust)

Date Approved:

Review Date: November 2009



FEE SCHEDULE AS AT 5 January 2009

Five days	\$185.00 (\$37.00/day)
Four days	\$180.00 (\$45/day)
Three days	\$135.00 (\$45/day)
Two days	\$ 90.00 (\$45/day)
One day	\$ 45.00

FREE ECE FEE SCHEDULE AS AT 5 January 2009

The MOE Free ECE Policy provides funding for 3 and 4 year olds for a maximum of 6 hours per day, up to 20 hours per week across all services. Parents/caregivers who opt into this scheme will be charged fees for hours exceeding the Free ECE hours. This will be on a proportionate basis for example:

- a) Child X attends 8.00am to 5.00pm (Monday to Friday). Child X has opted to utilise Free ECE for 4 hours each day (utilising maximum entitlement of 20 hours per week).

Monday				Tuesday				Wednesday				Thursday				Friday				TOTAL			
Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *	Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *	Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *	Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *	Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *	Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *
9	4	5	5/9	9	4	5	5/9	9	4	5	5/9	9	4	5	5/9	9	4	5	5/9	45	20	25	5/9

- b) Child Y attends 8.00am to 5.00pm (Monday to Wednesday). Child Y has opted to utilise Free ECE for the maximum entitlement of 6 hours each day.

Monday				Tuesday				Wednesday				TOTAL			
Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *	Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *	Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *	Total Hours Enrolled	Free ECE Hours	Diff.	Fee to Pay *
9	6	3	3/9	9	6	3	3/9	9	6	3	3/9	27	18	9	9/27

* This is based on the difference as a proportion of total hours enrolled which is then applied to the daily fees charged in the Fee Schedule.