



Fees Payment Policy

Reference:

- **Education Act 1989 – Section 312:** This requires that the centre maintain records of fees charged and payments made.
- **Quality in Action/ Te Mahi Whai Hua (1998):** Management should implement financial management policies which include budgeting to ensure that policies and objectives are met.
- **Finance and Administration (2001) –** Early Childhood Education Resource (MOE).

General:

1. A \$100.00 bond will be paid on acceptance of a position at Te Kaingānui (the Centre). This is refunded when the child leaves the Centre or will be put towards any fees owing.
2. Centre fees are paid 52 weeks of the year, continuously, whether the child(ren) is/are sick or on holiday. Payment must continue over the Christmas break, the 1 Teachers Only day per year and all statutory holidays. Please note:
 - The Christmas break will consist of a two week break, one week for Christmas and one for New Year. The dates will be discussed, agreed and ratified at the March Co-operative meeting each year.
 - The Teacher's Only day is scheduled for the Friday before Labour weekend and this date will also be discussed, agreed and ratified at the March Co-operative meeting.
3. Fees will be paid by automatic payment (A.P), two weeks in advance, from the first day of enrolment.
4. New families are expected to pay by cheque or cash on their first day and have the A.P set up within two payment cycles.
5. Parents who are applying for a WINZ subsidy must get the subsidy pre-approved or pay normal fees until the centre receives the subsidy. The Centre will reimburse parents for any over-payment.
6. It is the parent's responsibility to ensure that any subsidy is renewed and they are liable for any shortfall incurred during this period.
7. The enrolment is for your child (ren) and cannot be given or sold on to another child or family.
8. Your enrolment is for pre-agreed days, which cannot be swapped for other days on a casual basis
9. Separated parents will be asked to state on the enrolment form who is ultimately responsible for the payment of fees and any other costs – debt collection fees etc.

10. Casual care fees are paid separately from the regular booking. Payment is due on the day booked or, in the case of several bookings, on the first day booked; by overnight internet banking or you can ask for an invoice to be sent.
11. Parents wishing to take advantage of remaining 20 hours subsidy for a casual day must sign an individual attestation form on **each occasion before** using the casual day.
12. Further casual days cannot be booked if other fees are outstanding.
13. The Governance group retains the right to review Centre fees on an annual basis and to increase fees under the provision of Te Kaingānui's constitution at any time during your child/ren's enrolment. The weekly fee for attendance will be reviewed, as part of the annual budget review, at the first Co-operative Meeting of each year.

Arrears:

1. If **ONE** (1) payment is missed or an incorrect amount paid, the Financial Administrator will inform the Head Teacher as soon as is practicable. The Head Teacher will discuss the problem with the parents. Any shortfall must be paid or a payment plan in place by the following Friday.
2. In the event of **TWO** (2) missed payments, the Financial Administrator will issue an invoice which the Head Teacher will give to the parents, and discussion of a payment plan will ensue. The Chairperson and Treasurer of the Governance Group will be informed of the debt.
3. If no payment or payment plan is in place and **THREE** (3) payments are missed the Chairperson will write to the parents to discuss full payment of the debt or the withdrawal of care.
4. If no payment or payment plan is in place and care has been withdrawn, the matter will be referred to a debt collection agency. If this occurs, the person stated on the enrolment form as responsible for payment of fees will be liable for the extra costs involved.
5. Whilst in arrears, families are not able to increase the number of sessions they attend (e.g. part time to full time), no casual spaces can be booked, and siblings will not be able to start at The Centre until outstanding fees are paid.
6. If the amount of fees owing is disputed and care is still required, parents are required to continue paying while the issue is taken before the Governance Group.
7. If the fees owing are disputed and the child is no longer in care the issue will go before the Governance Group and they will decide on a further course of action.

Notice Requirements:

- If you wish to change your current enrolment, two weeks' notice in writing is required. When a child is leaving The Centre, four weeks' notice must be given in writing to the Head Teacher. If proper notice is not given, the person responsible for payment of fees is liable for payment of four weeks' fees from the date of notice being given.

Absences:

- In the event of absences due to long term illness or other unplanned events, the Governance Group will consider any request for a fee rebate or abstinence from fee payment on a case by case basis.

Payback Plan:

- At the discretion of the Head Teacher plans may vary as to the amount and frequency of payments. However it must include the following:
 - Agreement that the current debt will not increase.
 - Agreement that the whole debt will be paid and that the payments will be made on a regular basis.
 - Agreement to the amount and regularity of payments.
 - This agreement is to be signed by both parties (i.e. person responsible for payment of fees and the Head Teacher or Treasurer).
 - The agreement will clearly state that if the fees repayments fall behind, the child may no longer attend The Centre.
 - If the fee repayments fall behind, the Financial Administrator must advise the Head Teacher who will advise the Treasurer and the Governance Group and the child's placement at Te Kainganui will be terminated.

The Centre's Financial Administrator is Trish Balm. Her contact details are trish.balm@xtra.co.nz or Tel 232 3519 or 027 232 3519 between 9am and 4pm. Please state that the Centre your child(ren) is/are enrolled at, is Te Kainagnui as Trish works for other centres as well.

- **Te Kainganui Bank Details**

National Bank
Courtenay Place Branch
06-0577-0099287-00

Please write the child's name under particulars

Ratified June 2000

Signed (Head Teacher).....

Signed (Treasurer)

Review Date March 2015

To be reviewed next March 2018