



# PELORUS COMMUNITY PRESCHOOL

## Fees Policy

**Education [Early Childhood Services] Regulations 2008 (and its Amendments):  
Regulation 47**

**Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion  
GMA3**

### Rationale

This policy will ensure that all parent's enrolling their children at the Pelorus Community Preschool are aware of the fees involved in their children attending preschool and payment requirements.

- All parents/guardians will have signed the appropriate enrolment form which states the appropriate fee structure and session times for their child's attendance.
- Enrolments must be made for full session times (morning and/or afternoon) (refer to Enrolment Policy).
- PCP Offers **20 Hours ECE** for three, four and five year olds. In accordance with Ministry of Education Policy, the first twenty hours of attendance (up to a maximum of six hours per day) for a child that is three, four or five years of age will incur no fees. (A copy of the child's birth certificate is required to be sighted at the time of enrolment.) Additional hours attended in excess of twenty hours per week or the maximum six hours per day, will be charged at the rate of \$5.50 (including GST) per hour. To be eligible for 20 Hours ECE an Attestation Form must be completed.
- Each child enrolled in the PCP will be required to pay a one off administration fee of \$25 at the time of enrolment.
- The fees for children attending who are zero, one and two years of age enrolled are as follows:
 

<b>Session Times and Normal Fees</b>		<b>Amount</b>
8.30am – 12.30pm	Morning Session	\$22.00
12.30pm – 3.30pm	Afternoon Session	\$16.50

### **Additional Fee Structure**

8.00am – 8.30am	Early drop off fee	\$5.50 per 15 minutes
3.30pm – 4.00pm	Late Pick-up	\$5.50 per 15 minutes
After 4.00pm		\$10 per 10 minutes (or part thereof).

- If a child is not picked-up by 4.30pm and no contact has been made, and all enrolment emergency contacts have been exhausted, the Pelorus Community Preschool will contact the police and/or appropriate authorities.
- There will be no discounts for weekly rates and all sessions enrolled for will be charged for, regardless of the actual time spent at the preschool.
- If a child is regularly picked up early or dropped off late, MoE funding rules mean that the preschool will not receive MoE funding for the missed hours. This occurs after 2 months. Parents will then be charged both the parent contribution fee, and an amount equivalent to the MoE funding rate. Combined, this charge could exceed \$15 per hour.
- Pelorus Community Preschool Policy and the Ministry of Education licensing regulations require us to employ staff based upon the number of children enrolled. This is why it is important that children are booked in for full session times.
- Fees for Sick Days, Holidays and Planned Absences - Normal Fees are payable for all absences (excluding Public Holidays).
- After 3 consecutive weeks of absence, for any reason, Ministry of Education 20 hours ECE funding stops.
  - For planned long term absences/holidays (over 3 weeks) contact Administration to discuss your options (e.g. de-enrolment) as you will be charged full session fees during the absence in order to keep your booked session times.
  - In the case of long term illness (over 3 weeks) contact Administration regarding getting Ministry of Education funding support.
- No fee is applicable over the Christmas break period while the preschool is closed. Dates of this close down period will be notified to parents in November each year.
- Payment for fees will be one week in advance. Invoices will be issued weekly (with the exception of those whose payments are fully covered by the 20 Hours ECE). The first week's fees will be due at enrolment and a receipt will be issued. Payment will be by direct online banking, cheque or cash. All cash payments will be receipted at the time of payment. Receipts will be issued on request and at the end of each financial year.
- Parents must give one week's notice if they wish to change their session times. These changes must be confirmed in writing on the child's enrolment form. Any changes will only take place if space permits.
- When a child is to finish with Pelorus Community Preschool for whatever reason parents are required to give two weeks notice in writing or pay two weeks fees in lieu.
- Parents are to be offered WINZ subsidy information so that they can decide if they are eligible for a childcare subsidy.
- Outstanding Fees – Pelorus Community Preschool encourages parent's with outstanding fees to

approach the Office Manager to arrange a suitable payment plan to repay arrears. A child's place may not be guaranteed to be held when fees are outstanding. Fees that remain outstanding for longer than 4 weeks will be handed over to a debt collection service and all costs involved will be passed on to the payer in default.

- The Ministry of Education will change their funding and fee charging rules from time to time. Our Fees policy will comply with all Ministry rules and regulations. Our fees policy will be reviewed annually to reflect any changes. Please contact the Administrator if you are unsure about the fees policy.

### **Licensing Criteria**

- Information is provided to parents about:
  - how they can be involved in the service;
  - any fees charged by the service;
  - the amount and details of the expenditure of any Ministry of Education funding received by the service; and
  - any planned reviews and consultation (GMA3).

<b>Reviewed:</b>	<b>June 2008</b>
<b>Adopted:</b>	<b>June 2008</b>
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<b>Review Date:</b>	<b>June 2015</b>
<b>Reviewed:</b>	<b>July 2015</b>
<b>Review Date:</b>	<b>July 2016</b>

### **Policy in Action**

If this policy is being implemented effectively the following should be happening:

- All parents will be aware of the fees payable, and, the remittance requirements, for their child's attendance at the Pelorus Community Preschool.
- All fee revenue will be accurately recorded on a timely basis.
- Fees will be collected.