



HE ITI NĀ MŌTAI

Early Childcare Centre

FEES POLICY

OBJECTIVES

He Iti Nā Mōtai Childcare Centre will support whānau attending the centre by setting minimum fees, and/or ensure that any monies owing are paid on a regular basis.

PROCEDURES

1. Fees are charged as per booked hours, one week's full fees are to be paid in advance before the child starts at He Iti Na Motai.
2. 20 Free Hours is available for all children 3-6 years. This covers the first 20 hours of a child's enrolment, not exceeding 6 hours per day and 20 hours per week. If a child attends another centre then the 20 hour allocation is to be allocated to the centre accordingly.
3. Parents will be made aware and understand all current fees and any changes either verbally, or by written explanation, which will be provided by the centre Kaiwhakahaere.
4. Abiding to the terms of this policy will be agreed to by the signing of the enrolment form and/or reconfirmation of booked hours.
5. The Kaiwhakahaere will ensure payments are made on a regular basis to cover current, and/or outstanding fees by negotiating with parents/caregivers on an individual basis.
6. If regular payments cease and negotiations break down, the parent/caregiver may be asked to withdraw their child/ren from the centre until such outstanding monies are paid/reduced.
7. If regular payments cease and the child/ren no longer attend the centre, contact will be made initially by telephone, then in writing. If there is no response within 3 weeks the Kaiwhakahaere will give relevant information to the Licensee/Kaihautu to resolve.
8. If an account is in credit because of overpayments, a refund can be requested and granted to accounts. This is subject to negotiation with Kaiwhakahaere and approval from the Kaihautu. Any credit from WINZ subsidies will not be credited.
9. Holidays: Reduced 50% holding fee can be claimed for up to 3 weeks per year. Must be a full week of non-attendance or normal booked hours fees will be charged.
10. Additional Charges: currently He Iti Na Motai has a Food fee of \$1 per child per booked day to cover the cost of providing morning tea and afternoon tea to tamariki. This is added to the child's invoice,
11. Invoices will be sent monthly.

FEE STRUCTURE

- Hourly Rate:** 1st Child \$4.25 2nd Child \$3.95 3rd Child \$3.65
- Casual Attendance:** Those who attend as casual will only be charged for the days that they attend. Casual attendance is negotiated with the Kaiwhakahaere and is only available when staffing ratios are able to be met.

Originated: 6/11/2001

Updated: 02/08/2018

Next: 2019