

MICHAEL PARK KINDERGARTEN FEES POLICY

Rationale:

Michael Park Kindergarten is a community based not for profit centre, run by a charitable trust, the Rudolf Steiner Schools Trust. The Trust charges fees to safeguard the financial viability of the kindergarten. Fees support the delivery of our philosophy/special character and ensure the ongoing educational, operational, maintenance and necessary replacement and upgrade needs are met.

Purpose:

- To ensure that all records of fees charged, and payments made, as well as enrolment and attendance information is always up to date and accessible.
- Parents understand their responsibilities with respect to fees.
- Providing clear information from the start will support the kindergarten to maintain positive relationships with parents and whānau.

Procedure

Minimum Booking

Michael Park Kindergarten has a minimum booking of 30 ½ hours a week. 6 ¼ hours per day, Monday to Thursday 8.30 to 2.45 and 5 ½ hours on a Friday 8.30 to 2.00. Any less is at the sole discretion of the kindergarten manager.

Schedule of Fees

Michael Park Kindergarten will always have its Fees Schedule available for parents and whānau, Ministry of Education, Service Provider Contact and teachers.

The Fees Schedule will be provided to parents/caregivers and whānau upon enrolment.

Payment Methods

Fees will be invoiced weekly on a Friday with payment due within 7 days.

Payment will be by direct debit or bank transfer into the nominated bank account of Michael Park Kindergarten.

Any flexible payment plans or extensions or alternative payment methods are to be discussed with and approved by the Kindergarten Manager / Business Manager, on a case-by-case basis.

20 Hours ECE

1. Michael Park Kindergarten will offer 20 Hours ECE provided the attestation and enrolment forms have been completed.
2. 20 hours ECE is for maximum of 6 hours per day and up to 20 hours per week.
3. Fees will not be charged for the first 20 hours of enrolment. Fees will be charged for the remaining 10.5 hours per week.
4. Where parents choose not to use their 20 Hours ECE entitlement at Michael Park, fees exclusive of the 20 Hours ECE subsidy apply, as per the fees schedule.
5. Absence will be monitored as per Ministry of Education requirements.
6. Enrolment will cease after 21 days of continuous absence.
7. When a pattern of continuous absence occurs, regulation requires parents to sign a reconfirmation of enrolment to maintain booked hours.
8. If the pattern continues, funding will cease in the fourth month and enrolment will be cancelled, due to not meeting the minimum booking requirement.
9. Any variation in minimum booking requirements is at the discretion of the kindergarten manager.
10. 20 Hours ECE stops when children turn 6. The fee paid by parents remains the same, as outlined in the fee schedule.

Work and Income Childcare Subsidy

When applying for a WINZ subsidy, fees will be deducted in full until the subsidy payments have commenced. If backdated, a credit will be held on the child's account until further fees need to be deducted. <https://check.msd.govt.nz/services/childcare-subsidy>

Holidays, Lateness, Absences, Closures

1. Fees will not be charged when Michael Park Kindergarten is closed during the term holiday breaks.
2. Fees will be charged in the event of absences, on public holidays, for emergency closures, and teacher only days, at the usual rates.
3. A late fee will apply if children are not collected by 2.45 on Monday to Thursday and by 2.00 on Friday.
4. Where a child attends less hours and days than agreed or, is continuously absent from the kindergarten for a period of 21 days or more, an additional fee is payable, equivalent to the loss of Ministry of Education funding.

Forced Closure

Due to events outside the control of the kindergarten, the kindergarten may be forced to close on the instruction of the Ministry of Health, Civil Defence, or the New Zealand Police, or an act of Nature. If we are instructed to close at any time, we will inform parents immediately. In such an event it is necessary to continue to charge fees to enable continuation of service and to hold the enrolment place for the child.

Failure to Pay Fees on Time

If fees remain unpaid for 30 days or more the following action will occur

- Parents will receive an email reminder to the email address(es) provided on the enrolment form.
- Prompt payment is expected within 5 working days of receiving this notification.
- If payment has not been received or a payment plan has not been agreed within 5 working days of the reminder notice, the child's enrolment will be suspended.
- Parents will be advised of the suspension via email.
- If after a further 5 days payment has not been received or satisfactory arrangements put in place for payment the child's enrolment will be cancelled.
- The business manager will contact the family to discuss repayment of the debt.
- In the case of having to recover money through a debt collection agency, the person responsible for the bill will incur the cost of the debt collection.

Changes to Fees

Changes to the Fee Schedule will be notified in writing.

Notice Period

A 4 weeks' written notice is required on withdrawing a child. Fees are payable for the four-week period, regardless of attendance.

Regulations that Guide this Policy:

Reg. 47, ECE 2008

Licensing Criteria That Guide This Policy:

GMA3

NELP Priorities That Guide This Policy:

Objective 1, Priority 1

Objective 2, Priority 3

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