

# Fees Pack

This pack includes our Fees Policy and information on:

- fees charged (if applicable) at Kindergarten
- how to pay fees
- making changes to the attested hours specified in your enrolment agreement
- WINZ Childcare Subsidy

## Fees

- All children can come to kindergarten for free (no fee) for up to 6 hours per day, up to 20 hours per week.
- After 6 hours per day, and/or after 20 hours per week, families will be charged a fee of \$4 per hour.
- A fee of \$4 per hour will apply if families don't use their 20 hours ECE with us.
- If families use some of their 20 hours ECE at kindergarten, but use the remainder with someone else, a \$4.00 an hour fee will be charged for those hours not covered by the 20 hours ECE.
- Completing the Attestation Information on the back of the Enrolment Agreement form will clarify if and how much your monthly fees will be.

## Payment of fees

- You will receive a monthly statement which will show how much you owe and what you have paid. Statements are emailed or posted at the beginning of each month.
- You will find bank account details on your statement.
- We prefer that payments are made by automatic payment or internet banking. Please ensure you enter the following details below when you set up your payments:

- **Payee Name:** Wellington Region Free Kindergarten Assn
- **Account Number:** 06-0541-0220620-03
- **Details to appear on Payee statement:**
  - Particulars:** Child's Name
  - Code:** Child's Reference Number (From invoice/statement)
  - Reference:** Kindergarten Name
- If you are making payments for more than one child it is preferable to make separate payments. If not, then can you please put both codes in the particulars.
- Please create a new automatic or bill payment if payments are for another child or sibling at your kindergarten. For example, you may have a payment set up for *Kahikitea* Kindergarten via internet banking for a child who has now moved on to school. This payment will not match the details of the current child attending kindergarten so a new payment with the applicable child's details is needed.

## Changes in Attested Hours/Timetable

If you wish to change the hours you are attesting to kindergarten at least two weeks' notice of the change should be given to the kindergarten.

## WINZ Childcare Subsidy

- If you are being invoiced for your child's fees, you may be entitled to receive a WINZ Childcare Subsidy.
- A WINZ application form must be signed by the Head Teacher and an appointment made with your local WINZ Office to see if you are entitled to assistance.
- Check out <http://www.workandincome.govt.nz/individuals/a-z-benefits/childcare-subsidy.html>
- If your WINZ Childcare Subsidy does not cover the full amount of your fees you will be required to pay the difference.

## Policy and Procedure Guide

**Subject:**  
Fees

**Date Effective:** April 2011

**Review Date:** April 2012

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**Responsible to:** General Manager

**Applies to:** All teacher-led services operated by the Wellington Region Free Kindergarten Association.

**Purpose:** To ensure families who access some or all of the hours their child/children attend at kindergarten outside of the free entitlement provisions of the Association are charged a fee that reflects the fair cost of kindergarten education.

**Definitions:** “Free entitlement”: the hours of early childhood education covered by the Government’s policy on providing up to 20 hours free early childhood education for 3 and 4 year olds in teacher-led services.  
Fees. (Note: the Association’s policy on free ECE differs in part from the Government’s, please see below for further details).

**References:** “Instalment Date”: The date fees are due, which is the Monday of the week following attendance.

### POLICY

1. The Association has introduced a fee-charging system as part of its structural changes to accommodate the introduction of up to 20 hours free early childhood education for three and four year olds in teacher-led services – a Government initiative that this Association has elected to opt into as of 1 July 2007. To this end, the following policy will become effective from 1 July 2007:
  - a) A fee will be charged to the families of all children who attend a kindergarten that is managed by this Association.
  - b) The fee will be subsidised to a nil balance for those families accessing all of their hours at kindergarten (up to 20 hours per week or 6 hours per day) as free entitlement.
  - c) The fee will be subsidised for those families accessing a proportion of free entitlement at kindergarten so that they will be charged a fee for only those hours they attend kindergarten but do not access their free entitlement.
  - d) Those families attending kindergartens who are ineligible to access free entitlement (eg. Those children who are under 3 years old) will have their fees subsidised to a nil balance, up to 20 hours.
  - e) Those families accessing in excess of twenty hours ECE at a WRFKA kindergarten will be charged the standard fee for the subsequent hours, in accordance with the policy set for that particular kindergarten.
2. Management and staff of the Association have a statutory responsibility to ensure that any income from fees received will be used appropriately and accounted for accurately, and in line with the philosophy and values of the Association

## PROCEDURES

1. Fees are set by Management in consultation with the Board. Fees are currently set at \$4 per child per hour, but are charged per session or per day, per week, or per term, dependent on the policy of the particular kindergarten which will be set by the Association.
2. Families will be charged according to information on the attestation form held by the kindergarten.
3. If no attestation information is received families will be charged the weekly amount until the date the attestation information is received.
4. The Association must give at least one month's written notice of any changes to fees. Fees will not be charged for public holidays.
5. **Payment of fees:** Fees are payable weekly in arrears, regardless of sickness or absences.
6. **Unpaid fees:** It is the intention of this Association to ensure all children that attend have access to quality early childhood education on an ongoing basis, and so every effort will be made to work with families to ensure children access Kindergarten within the Association's fee charging environment. ***It must be noted that all children, before being charged a fee by this Association, would have had access to up to 20 hours free early childhood education at either a kindergarten or another teacher-led early childhood education service.***

As a guide, the following procedures may be followed:

- a. If unpaid fees reach \$200, the Association will send the debtor a reminder notice of outstanding debts owed. All correspondence will be sent directly to the debtor's home address – ie. It will not be sent to the kindergarten to be forwarded on.
  - b. If after 2 weeks the debtor has not contacted the Association, the debtor will be contacted by the Association to make payment arrangements, then follow up with a telephone call. .
  - c. If no arrangements have been made with the Association a "Final Written Notice" by registered mail to the parents/caregivers stating that if full payment is not made within 2 weeks of receipt of the Final Written Notice, the child's enrolment at the kindergarten maybe altered or cancelled and the account will be placed with a debt collector.
  - d. Should subsequent enrolments be sought by families with outstanding debts, a child's enrolment may not be accepted.
  - e. The Association reserves the right to collect all outstanding debts from parents/caregivers at their expense, and advises parents/caregivers that legal steps will be taken to recover the outstanding fees following the delivery of the final notice.
7. **Withdrawal/Changes/Extended absences:** Two weeks written notice must be given by parents/caregivers to withdraw their child/ren from the Kindergarten, or to request a change in sessions and/or attested hours. Should the child/ren be withdrawn without notice, the Association will collect the two weeks of fees owing.
  8. If a family is requesting an extended absence over three weeks, they will relinquish the position and be placed on the waiting list until a place is available.
  9. **Childcare Subsidy:** Parents/caregivers who are eligible and receive a Childcare Subsidy are responsible for any shortfall between the subsidy paid and the normal fees due and are also responsible for renewing the subsidy as appropriate.
  10. **Privacy:** The Kindergarten respects the privacy rights of parents/caregivers. The Association will be informed of all debtor situations, but details of individual's names and their level of debt will be available to the Association General Manager and Administration Team only.