



## 1.1 Fee Schedule

Last Reviewed:	Version#	Author:
February 2013	1	Kaiwhakahaere

### Purpose

To provide the fee structure and payment requirements for whānau and other interested parties who wish to enrol their tamaiti at Puna Reo.

### Policy

### Procedure

The table below outlines the fee structure for Te Puna Reo o Ngā Kākano. Please contact Centre Management to discuss the fees in more detail.

Under three years old		Over three years old Includes 20 hours ECE for 3 and 4 year olds	
Full-time, five days per week – (Long day- 7 to 10 hours per day)	\$330.00 per week	Full-time, five days per week – (Long day- 7 to 10 hours per day)	\$246.00 per week
Full-time, five days per week – (Short day- up to 7 hours per day)	\$300.00 per week	Full-time, five days per week – (Short day- up to 7 hours per day)	\$216.00 per week
Part-time, less than five days per week– (Long day- 7 to 10 hours per day)	\$80.00 per day	Part-time, less than five days per week – (Long day- 7 to 10 hours per day)	\$56.00 per day
Part-time, less than five days per week – (Short day- up to 7 hours per day)	\$65.00 per day	Part-time, less than five days per week – (Short day- up to 7 hours per day)	\$41.00 per day

### ECE 20 Hours (for tamariki 3 years and over)

Te Puna Reo o Ngā Kākano participates in the Governments free 20 hours ECE programme. The programme applies to tamariki who are three, four and five years old. For more information on the programme, please visit: <http://www.education.govt.nz/early-childhood/funding-and-data/20-hours-ece-for-ece-services/>

To be eligible for the free 20 hours ECE, whānau must complete an ECE Attestation Form. These forms are available from the Tari. Please ensure you complete the Attestation Form at least one month prior to your tamaiti turning three years of age.

Whānau who do not complete an ECE Attestation Form will be charged full rates. These charges will be notified to whānau in due course.

### **Optional Charges**

Te Puna Reo o Nga Kākano does not implement Optional Charges. Any additional services or charges provided to whānau will be included in the fee structure outlined above.

### **Whānau discount**

Te Puna Reo o Ngā Kākano offers a 10% discount to whānau who have two or more tamariki in fulltime care for 30 hours or more each per week. Tamariki must have the same parents to be eligible for the discount. Please discuss your circumstances with Centre Management.

### **Payment of fees**

Fees must be paid by Automatic Payment directly into the Te Puna Reo o Ngā Kākano Bank account. Regular instalments on a weekly, fortnightly or monthly basis are required. Invoices will be issued fortnightly (or on request) detailing payments made and or any arrears. The account is:

**ANZ: 06-0507-0237605-00 – Te Puna Reo o Ngā Kākano Ltd**

Fees must be paid in advance prior to your commencement at the centre. Fees are always to remain one week in advance.

### **52 Weeks of paid fees apply**

Whānau are required to pay fees for 52 weeks of the year regardless of absences for sickness, whānau holidays, tangihanga, statutory holidays and during the two-week centre closedown period during Christmas and New Year.

### **Late fees/ charges outside of Licensed Hours**

A late fee may be charged (at the discretion of Centre Management) for tamariki being collected outside of their designated/booked times (as nominated upon enrolment) or collected outside of our licensed operating hours of 8am – 6pm. Charges of \$10.00 for every 10 minutes/or part thereof will be charged to whānau for late pick-ups.

### **Absentee Rule (3 week rule)**

Te Puna Reo o Ngā Kākano receives Ministry of Education (MoE) funding for each tamaiti for a maximum of six hours per day for Monday to Friday. The Ministry regulations set a number of days each month (three weeks) that a tamaiti may be absent before it affects our funding.

In the event of extended absences or repeat/patterned absences of a tamaiti, which in turn affects our Centre not qualifying for funding, whānau will be directly responsible for payment of the “loss of funding”, this will be noted on your invoice.

Refer to the ECE Funding Handbook for further information on the absentee rules for your tamaiti.

<http://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/ece-funding-handbook/>

### **WINZ subsidies**

Whānau entitled to subsidies from WINZ must arrange these subsidies directly with their WINZ Case Worker. Whānau are responsible for securing and maintaining these payments on an ongoing basis. If payments from WINZ are stopped or withheld, whānau are directly responsible for paying any outstanding arrears as well as paying full tamariki fees.

When Puna Reo is closed for two weeks over the Xmas period, WINZ do not provide subsidies to cover fees during this time. This will mean that whānau normally entitled to WINZ subsidies will be required to cover the full fees during the close-down period.

### **Departure/ Leaving the centre**

We require two weeks written notice of your tamaiti leaving Puna Reo. If you leave Puna Reo within the two week notice period, Centre Management reserve the right to charge full fees for the "notice period".

### **Overdue fees**

Fees not paid by the due date are considered outstanding. Any outstanding fees will result in a formal communication (via letter or email) seeking immediate payment in full. Any formal communication will be followed up with a phone call.

In the event that the fees remain outstanding, Te Puna Reo o Ngā Kākano reserves the right to pass the debt onto a collection agency. Any additional debt collection fees will be recovered from you directly.

Any fees outstanding may result in the exclusion of your tamariki from the centre.

### **Additional fees (set up)**

On confirmation that your tamariki is enrolled and a commence date is confirmed, whānau will be charged the following fees:

- \$50 one-off fee administration fee for processing your enrolment
- \$25 annual fee for each tamaiti for Civil Defence supplies
- Fees (two weeks, so that your fees are always one week in advance)

### **Fee increases**

Centre Management has the discretion to review the fees on an annual basis. Whānau will be given at least four weeks' notice of any intention to adjust the fee structure