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## FEES POLICY

DOP 11c; Section 312 of the Education Act 1989

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**Rationale:** Fees and funding are linked to child attendance. The administration of attendances and absences requires accurate documentation. The Ministry of Education carries out regular audits relating to the links between funding and attendance / absences. The Ministry regularly updates their Rules, and we are required to develop new systems of recording information and data. This in turn affects our policies and procedures.

In the interest of equity, Wanaka Preschool has chosen to be a provider of the 20 Free Hours Funding.

**Goal:** Payment of fees is integral to the running of Preschool; therefore, it is important to maintain accurate, detailed records that meet all legislated requirements. Payment of fees helps to ensure quality operations. Fees are used to pay expenses directly related to the programme and the centre.

## POLICIES

- The **Wanaka Early Childhood and Community Centre Incorporated** (now known as **Wanaka Preschool**) Constitution states that:  
The Centre shall fix at each Annual General Meeting such fees, subscriptions or levies as it considers desirable or necessary for the administration of the Centre and may direct that such levies be paid in one sum by installments, or upon such other terms and conditions as the Centre thinks fits.
- Compliance of legislated fee requirements and to the rules of attendance and absences shall be carried out efficiently.

## PROCEDURES

### Fees

- The management of fees will be maintained by the office administrator and overseen by the Senior Teacher and Treasurer.
- Appropriate computer software will be used to keep accurate data concerning family/whānau accounts.
- Details from the daily rolls is used for both Ministry of Education purposes and calculation of fees.

parents/whānau for payment. Families are encouraged to make direct debits through the internet or bank. The amount of payment and the timing of payment will be considered. Families should discuss this with the Administrator or in the letterboxes in the

- WINZ applications are available to all new and existing families who request this. Admin staff assist with these applications where and when appropriate.
- Where siblings are attending a discounted rate of 37.5% will apply to the older sibling. However, this will not apply if the child is receiving 20 Free Hours. Because of the higher costs of preschool provision for under-two year olds, no discount applies.
- In order to opt into the 20 Free Hours parents / whānau must provide evidence of their child's birth date and complete the Ministry of Education Attestation Form before the Free 20 Hours is effected.
- Parents / whānau have the right to choose 20 Free Funding Hours and/or WINZ subsidy, and/or the normal early childhood funding plus fees.

### Child Absences

To meet legislative requirements daily rolls are kept, and attendance / absences are recorded. The Ministry of Education has strict criteria relating to absences and funding which we must follow at all times. To ensure that we are not in breach of their criteria we have the following practices:

- The Ministry of Education 3-week absence rule will be applied.
- For all leave situations, parents shall complete and sign a form indicating the absence period.
- Families can claim one extended leave period per calendar year.
- If a child is absent for more than 3 weeks and up to 6 weeks, parents will be charged 50% of full costs.
- After 6 weeks absence, if a family wishes to retain the child's position on the roll, full cost recovery will apply.
- If a child is to be absent for 6 weeks or more and chooses not to pay full cost recovery, the child's name is placed on the Preschool waiting list.
- Notification of unexpected absences must be given on the day. Normal fees still apply.
- When leave is planned and parents provide one week's notification (scheduled absences) a \$1 a day charge shall apply.

### Forced Closure

- No fees will be charged for public holidays that fall during term-time, term-breaks or any other forced full day closures.

### Overdue Fees

- In the case of non-payment, or where the amount of \$500.00 or more is owed, or there has been no payment for 2 months, dialogue will be set up. If this discussion produces no

on to the debtor advising them of what action will be

internally.

debiting method shall be encouraged to make it easier

. If this elicits no response, then the account will be

placed in the hands of the Preschool Solicitor.

## Leavers Fees

- Leavers' accounts are given to families upon departure from Preschool.
- Accounts are sent to their given address if they are not collected.
- An account is sent after the first full month following the child leaving preschool. A note attached saying that accounts are held for one month and then passed on to the Treasurer who may enlist the help of the Preschool Solicitor.
- There will be no re-imburement of any Government subsidies funding.
- Final accounts are to be settled within 7 days.

## Staff and Committee Enrolments

- When teachers and other staff members enroll their children at Preschool, they shall be charged at 50% of the normal rate.
- Relief Teachers: If they are called in on a day that their child is not normally enrolled, and there is a space for their child/ren, no fee shall apply. If their child is enrolled on these days, the normal fee structure remains.
- Committee Members who are volunteering for duties during session time, and whose children are not normally enrolled, and where possible their child/ren are enrolled; no fees shall apply for that period.

**N.B.** These enrolments can only be applied when:

1. Hours need to be over and above the child/ren's currently enrolled hours
2. Dependent on teacher / child ratios
3. Are on a casual basis
4. Organised by prior arrangement
5. Times must be clearly shown on the daily sign in sheet
6. Child/ren must be enrolled at Preschool.
7. Minimal disruption to current schedules / programme
8. Preschool can claim Ministry of Education funding

Amended: 25 March 2009

Wanaka Preschool Governance Committee

Next Review: March 2009