

### Purpose

Parents will be made aware of the costs of using this service and of any conditions and criteria used in setting, applying and payment of fees. This procedure ensures a system of disclosure to parents of the fee rates and policies and ensures consistency of information about any fees relating to the pre-school.

### Fee schedule

The fee rates and policies for families that are enrolled into Ko Taku Reo Preschool, Auckland, are set by management, who reserve the right to vary them. A schedule detailing the fee rates and policies are provided at enrolment and are available in the parent policy/procedure folder.

#### Conditions

- Fees are charged for the first 20 hours of enrolment. If a child attends for the maximum of 27.5 hours per week, the remaining 7.5 hours carry no charge.
- Fees are calculated for the first 6 hours per enrolment day
- Where a child attends less than 20 hours per week, the total fees payable will be calculated using hours enrolled and the hourly rate.
- No fees are charged while the centre is closed during term breaks
- Fees are payable for times where the child is absent on an enrolled day.

	Charges without 20 hours ECE		Charges with 20 hours ECE	
	Daily	Weekly (max)	Daily	Weekly
2 years	nil	nil	nil	nil
3, 4 & 5 years	\$27 (\$4.50 per hr)	\$135	nil	nil

A **late fee** will be charged for children who are not picked up by the end of their session. Pre-school staff will inform parents of any late fee's owing when the child is picked up. This fee will be billed in the following invoice cycle. This will be charged at the Preschool Leadership Teams discretion. Charges are as follows:

- every 15 minutes = \$10

An **administration fee** of \$20 is charged at enrolment or at the beginning of each year. This fee is used to cover setting up a new enrolment and covers stationery provided for each child. For those receiving 20 hours Free ECE with Ko Taku Reo Preschool this is an optional charge.

- Annual administration fee \$20

### **Funding support for families**

**20 hours ECE** – this funding is available for all three, four and five-year old children to attend an early childhood education (ECE) service for six hours per day, 20 hours a week at no charge. Ko Taku Reo Deaf Education is committed to providing ECE services for children and so offers families access to the '20 hours ECE.'

To use these hours, the following procedure must be followed:

- If the child is three when enrolling into the pre-school, the parent declaration will be completed on the enrolment form.
- If the child turns three after enrolling, the family will be provided with a letter providing information about the '20 hours ECE' and a form recording the parents decision about how they will use the hours.

**WINZ subsidy** – Work and Income New Zealand can approve a childcare subsidy for children under the age of 5 (under the age of 6 if you are receiving a disability allowance) and who are attending a centre for more than 30 hours per week. Please check the website to see eligibility criteria and application process. <https://oece.nz/public/information/fees/childcare-subsidy-a-tax-deduction/>

- Application and renewal for a childcare subsidy is the responsibility of the parent or guardian.
- The application must be approved before the child starts attending the pre-school
- The balance remaining must be paid in advance using the methods described below

### **Payment of fees**

The Senior Administrative will provide an invoice for fees each week. Please note that if your child does not have any fees, they will not receive an invoice.

Fees are payable in advance and can be made using the following methods:

1. Direct credit into **12-3483-0017272-02** please use your child's name as reference

### **Overdue fees**

Any fees overdue are payable immediately. If overdue fees are not paid within two weeks or a repayment plan has not begun, the child's enrolment will be closed.

The Senior Administrator will contact any parent with outstanding fees to discuss full payment of fees or a repayment schedule.

### **Review and notification of change to fee policy**

A review of the fee procedure will be conducted annually, taking into consideration changes to government funding and outgoing costs. Families will be notified of any changes to the fee procedure four weeks before the changes will take effect via the distribution of the new fee procedure.

Reviewed	June 2022
Review partners	Lead Teacher, Staff, Parents
Next review date	June 2025
Signed:	
Preschool Lead	Krista Clifford