

Fee – Guideline OG101

INFORMATION

Enrolment Holding Fee: We charge a holding fee of \$50.00 to hold an available place on our role. This fee indicates confirmation that the family intends to take the offered place at an agreed date. This amount will be credited to the family account. If the family choose not to take up the enrolment after confirming their intention to enrol their child, the holding fee will be non-refundable.

Invoices: Invoices will be sent at the beginning of each month.

Childcare Fees: Childcare fees are to be paid weekly or fortnightly by automatic payment.

Fee Review: Centre management will review fee levels at the end of each year for the following year and inform whānau of any changes.

Absences: Fees are charged for all booked time including days that children are absent for any reason.

Long Term Absences: Extended absences will be charged as follows

Week 1: Full fees

Week 2: Full fees

Week 3: 50% discount

Weeks 4, 5, 6: \$10 per booked day

At the beginning of the seventh week enrolment will be terminated

Frequent Absences: Accounts of children on 20 ECE hours, placed on funding over-rides due to the frequent absence rule (refer Ministry of Education Funding Handbook), will incur our full daily fee on days of absence during the over-ride period.

Termination Period: We require at least two weeks notification of termination of enrolment.

Unpaid Accounts: Any unpaid accounts will be lodged with a debt collection agency. The debtor will be liable for all collection costs on unpaid accounts including commission and agency fees.

Fee Free periods: We do not charge fees when the centre is closed for public holidays, teacher only days or for our 4 week shutdown period at Christmas.

Hardcopies of this document are considered uncontrolled copies of the original.

Please refer to the electronic source (QMS) for the latest version.

Document information – Office use only	
Document Name	Fee
Document Number	OG101
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Student and Academic Services
Developer	Supervisor Children Centre
Review Frequency	12
Last Review	5/12/2023
Next Review	5/12/2024
Related Items	Financial Policy – QC101 Financial Management Guideline, GO101-1
Version history	New format July 2020 Migrated format March 2023

Hardcopies of this document are considered uncontrolled copies of the original.

Please refer to the electronic source (QMS) for the latest version.