

Fee Policy



Rationale

Fees need to be paid as they become due to ensure Kapiti Children's Centre can continue to be a high-quality service for the community we serve, long into the future.

Intended Outcomes of this Policy

- Families understand their obligations regarding paying fees when enrolling their children at Kāpiti Children's Centre.
- We meet the Ministry of Education funding rules and regulations.
- We maintain business viability and quality of service.

General

- Fees are to be paid for the 52 weeks of the year regardless of statutory holidays, illness, whānau vacation times, or teacher-only days (twice annually)
- Kāpiti Children's Centre doesn't close for school holidays.
- Fees include meals that cater for allergies, dietary needs, and cultural dietary requirements. These are morning tea, lunch, afternoon tea and a light snack later in the afternoon; for children in attendance at each mealtime.

WINZ/MSD Subsidies

- WINZ/MSD subsidies may be available for families who qualify. We are happy to help to assist you with your WINZ subsidy application if you wish to apply. Eligibility is determined by WINZ/MSD on a case-by-case basis and cannot be guaranteed by Kāpiti Children's Centre.
- If you are eligible for a WINZ subsidy this will be credited to your account weekly once payment is received.
- Please note that you are required to pay all fees in full until WINZ/MSD approve your subsidy and for any fees WINZ doesn't cover.
- We will advise you when the first payment has been received and what your contribution towards your fees will be from that date.
- You are required to keep WINZ/MSD informed of any changes that affect your subsidy and if the Centre is required to make any repayment to them on your behalf this will be added to your Kāpiti Children's Centre account.
- For more information visit: <https://www.workandincome.govt.nz/map/deskfile/extra-help-information/childcare-assistance-tables/childcare-subsidy-current.html>

'20 ECE HOURS' Subsidy

- We provide Ministry of Education's 20 Hours ECE fee subsidy to all children aged 3-6 years, who are eligible and whose parents opt-in.–This programme provides a higher funding level toward enrolments for eligible children up to a maximum of six hours per day and twenty hours per week.
- Parents need to have chosen how to allocate the 20 Hours ECE for their child's enrolment and signed the 20 Hours ECE attestation form before it can be claimed. We do our best to ensure this happens but if your child is approaching their third birthday and we haven't done this additional paperwork with you, let the Centre manager know by emailing info@kapitichildcare.co.nz. Ministry of Education have a rule that this funding can't be claimed retrospectively so it's best for families if they do this before a child turns three.
- 20 Hours ECE can be split across multiple services provided a total of 20 hours isn't exceeded per eligible child.
- A WINZ subsidy and 20 Hours ECE subsidy can't be claimed for the same hours, so usually a WINZ subsidy reduces when a child goes onto 20 Hours ECE. The Centre Manger can work though this with you to help you decided which is best for your family.

Payment of fees

- A non-refundable deposit equal to one week fees is required to be paid on enrolment to secure your child's space. This is credited to your account once your child starts at Kāpiti Children's Centre.
- From your child's start date, fees are payable two weeks in advance by automatic payment. (The first week of which would have been paid as a deposit)
- We are happy to accept payments weekly, fortnightly, or monthly, provided payment is made in advance.
- Bank details for setting up automatic payments and for internet banking are as follows:

Account number: 02-0506-0255369-000

Name: Kāpiti Children's Centre

Bank: BNZ

Reference: Child's name (for siblings use one name only)

Early drop-off and late pick-up fees

Children are enrolled for specific times each day, not for a number of hours. These enrolled times are used to plan staff rosters and to ensure legally mandated minimum staff to child ratios are maintained.

- Parents need to ensure Children are dropped off and picked up within their enrolled times to ensure we continue to meet these minimum requirements.
- The additional fee charged for children collected after their enrolled time or dropped off before their booked time but within our scheduled opening hours is \$10 per 15 minutes or part thereof. There is a 10 minute grace period.
- When a child is collected after our scheduled closing time staff are required to amend their own personal commitments so parents are asked to respect their personal time and avoid this happening. If it does occur there is no grace period and the additional fee is \$20 plus \$5 for every 5 minutes or part thereof.
- If a pattern of early drop-off or late pick-up emerges parents may be asked to adjust their child's enrolled hours accordingly.

Fees for Special Events

- From time to time, optional events and/or excursions will be organised that may involve charges to cover transport and/or entry costs. These will be notified in advance.

Holidays Discounts

- When taking leave from Kāpiti Children's Centre for three weeks or more (for example for family vacations) we will hold your space and apply a 50% discount to fees payable for the period your child will be away. To access this parents need to ensure their account is up to date and that three-weeks notice is given so we can adjust our staffing provisions appropriately. When going on vacation notify the centre by emailing info@kapitichildcare.co.nz

Late payment or non-payment

- Late or non-payment of fees may result in the child's enrolment being cancelled.
- Should any payment not be made by the due date, Kāpiti Children's Centre reserves the right to hand any outstanding amount to a debt collection agency.
- Late payment penalty, debt collection costs, associated administration costs and interest at 12% may be added to the debt amount.
- Default information regarding the overdue account can be provided by the debt collection company to other parties, including but not limited to credit reporting companies.

Fees Review

- Fees are reviewed twice per year and at least three weeks' notice will be given for any changes.

Ministry of Education Funding

In addition to parent fees, early childhood education services receive funding from the Ministry of Education for each enrolled child. There are a number of very complex rules around this. We are committed to communicating with you if you are at risk of losing Ministry of Education subsidies, and supporting you to ensure that doesn't happen.

The following is a summary of the key points you need to know about the Ministry of Education Funding Rules to help ensure this doesn't occur:

- Parents (or an authorised signatory you appoint) are required to sign a weekly attestation confirming each child's attendance. [*This is currently done on paper but by the end of 2022 will be fully online.*]
- Parents need to ensure that children attend regularly and for their booked hours. Common exceptions are being unwell and family events such as vacations.
- Enrolled hours/days need to reflect the hours/days a child actually attends. From time to time we may ask you to revise your enrolled hours to ensure this subsidy isn't lost. This is most common after being absent for a period of time or having irregular hours of attendance over a period of time. We run a report once per month to ensure we talk with the families we need to about this.
- In the very unlikely circumstances that funding is lost for some reason, your fees may have to move to the 'unsubsidised' fee schedule, which can be supplied on request.
- Ministry of Education rules mean childcare providers are unable to claim funding if your child is absent for 3 consecutive weeks without a valid reason. We regret that a permanently booked space will be cancelled after three weeks of absence if we have not had communication from parents.

How the Fee Schedule is Calculated

The fee schedule (attached) outlines fees for children attending various numbers of days and numbers of hours each day.

The type of funding available from Ministry of Education affects the fee calculations in the fee schedule.

- Hours that are subsidised by Ministry of Education but not on the '20 ECE' programme are considered to be partially subsidised and are therefore incorporated into the fee schedule at a lower rate.
- Hours for which there is no subsidy available (when a child attends more than 6 hours in day) are incorporated into the fee schedule at a higher rate.
- Hours under the '20 ECE' Programme (outlined above) are incorporated into the fee schedule with no charge to parents.
- There is a 10% loading for enrolments of four days, 20% for three days and 30% for two day enrolments.

If mixing hours (e.g. attending three 6-hour days and two 10-hour days) the Centre Manager can calculate the fee for you.

Fees in the Fee Schedule are rounded to the nearest full dollar.

Other Information

- We are licenced for a maximum of 47 children, including a maximum of 17 under two-years-old. Spaces in each age group are limited each day. A waiting list system operates for new enrolments and spaces are offered according to the availability of the hours/days required by each family.
- Increases in hours/days for existing families will be accommodated immediately when possible and will be given priority on the waitlist if the desired hours/days are not immediately available.
- We have a minimum enrolment requirement of two days per week.
- A minimum of three weeks' notice is required when leaving Kāpiti Children's Centre or reducing enrolled hours/days, to allow us time to adjust our staffing provisions.

Last Reviewed: January 2024

By: Management

Next Review: January 2026