
Aspiring Beginnings Early Learning Centre

Fees Policy

Reference: Section 312 of the Education Act 1989 and DOP 11c

RATIONALE: The Aspiring Beginnings governance committee believes that the Centre needs to be managed in a way that ensures the continued financial and operational viability of our community owned asset.

OBJECTIVE: It is our aim as guardians of our "not for profit" centre, to ensure the budgeted income will cover all expenditure whilst operating within the government's regulations and recommendations, and adhering to our financial policy.

IMPLEMENTATION: Our major source of income comes from the Ministry of Education (MOE) however the centre is also reliant on fees to help cover all our financial commitments so as to ensure continued operation.

This information is provided on a fees schedule which is:

- On our website.
- Displayed on the foyer notice board.
- Enclosed in enrolment packs.
- Anytime from the office.

To assist with the recording of fees the following procedures have been put in place:

- Information about actual daily bookings and attendance will be recorded and completed on a daily attendance record.
- Actual start and finish times for each attending child need to be scanned into our Ministry of Education approved childcare management program to confirm attendance and times booked.
- Requests made to vary bookings can only be approved if our licenced number of children is not exceeded.
- Caregivers should refer to the fees schedule, attached to this policy, for an explanation of what we charge for and how much.

WHEN DO WE CHARGE FEES?

The fees are charged per hour on a daily basis and invoiced to each family on the first business day of the following week. The invoice/statement can be emailed, posted or collected from the foyer, filed under family last name. Invoices for one off bookings will be provided at the end of the session.

All amounts are GST inclusive.

WHEN DO WE NOT CHARGE FEES?

1. Fees are not charged when the centre is closed.
 - All public holidays.
 - Holiday closedown at Christmas.
 - Repairs and maintenance closedown at Easter.
 - 2 x Teacher only days.
 - Emergency closure ie; snow days (fees will be charged for actual hours opened).
2. The centre is a provider of the Ministry of Educations "20 hours ECE". All children over 3 years of age can receive 20 free hours of Early Childhood Education (ECE). A separate information pack will be provided to qualifying families.
3. Fees are not charged to families of children under two years of age who are required to attend the 'settling in' period of three visits.
4. Fees are not charged for morning and afternoon tea.

5. Fees are not charged to committee members, who are attending to committee duties, and the centre is helping with extra childcare arrangements.

METHOD OF PAYMENT: Invoices are due for payment within seven days from the invoice date. Our preferred method of payment is internet banking or automatic payment. However, cheque or cash payments can be "posted" in the locked box on the side of the sign in desk. If a receipt is required then see the Finance Administrator or Centre Manager.

To assist with the processing of online payments, our bank account details are recorded on the bottom of every invoice, with a request to record your Child ID #.

Tax rebates are available for childcare fees paid annually. To assist with the preparation of returns, tax receipts are automatically issued at the end of each financial year, or as requested.

NON PAYMENT OF FEES: The following steps will be taken to follow up outstanding fees:

1. Friendly reminder via email or attached to invoice, if account is in arrears of three weeks.
2. Verbal reminder from Finance Administrator.
3. Verbal reminder from Centre Manager.
4. Written reminder from the Governance Committee.
5. Governance Committee decision as to further action to be taken at the expense of the account holder: ie; legal action, forfeit of further bookings, or debt recovery agency.

INVOICE QUERIES: It is advised to retain bank statements and receipts as the proof of payment. Any queries regarding your invoice should be referred to the Finance Administrator or Centre Manager. Previous invoices or receipts can be reprinted as requested and any adjustments required will be dealt with promptly.

REVIEW PROCESS: The Treasurer, Centre Manager and Finance Administrator are responsible for all the fees procedures in consultation with the Governance Committee. The fees charged are reviewable by the Governance Committee at any time deemed necessary to adhere to our rationale. Any variances will be advised to the community by newsletter.

As a non-profit organisation every endeavour is made to keep our fees to a minimum. Any surplus income is put back into the centre for future generations to enjoy.

Fees information schedule - effective 19th January 2010

Hourly fee	\$6.00 per hour or part thereof. ¹
Optional fee	\$1 per hour of free ECE for 3 & 4 year olds using "20 hours ECE". ²
Family discount	10% per child, for families of 2 or more children not receiving "20 hours ECE" ³

¹ Each child enrolled requires a minimum of 2 x 4 hour permanent bookings per week and will be invoiced for permanent bookings, as agreed on the enrolment contract. Any daily vacancies are offered to permanently enrolled children first and once accepted are charged the same as a permanent booking.

² Children over 3 years are entitled to 6 hours a day up to 20 hours per week FREE. The optional charge supports the cost of employing additional teachers over and above Ministry of Education regulations.

³ Children receiving "20 hours ECE" do not qualify for any further fee concessions.

If absent for a full day	50% discount. ¹
If absent for part of a day	Full daily fee. ²
Absent longer than 3 weeks	Full weekly fee or cancel bookings. ³
On public holidays	No charge (centre is closed)
If leaving permanently	We require written advice 2 weeks prior to the last day of attendance.

We appreciate that sometimes children will not be able to attend the agreed permanent bookings due to illness or family commitments. If your child will be absent from their booking please let us know as soon as possible. At least a weeks' notice for future planned absences would be appreciated. Our phone has a 24 hour answer service for your convenience.

¹ If we are advised that your child is going to be absent from their daily booking then the booking fee will be discounted by 50%. The full hourly fee will apply if we are not advised of absences.

As our expenditure costs are determined by how many children attend each day, we will offer vacancies to other families to try and make up the shortfall of income.

² If your child is absent for part of their daily booking, no fee discount can be offered.

³ The Ministry of Education government funding, including "20 hours ECE", ends after a child has been absent longer than 3 weeks. Therefore families can choose whether to:

- a. Cancel all permanent bookings and register on the waiting list for available bookings upon your return. In recognition of the established relationship the centre has with our existing families, they will be given priority as vacancies arise, OR
- b. Pay the full hourly fee for all permanent bookings to guarantee the bookings will be available when your child returns. *NB. Ministry of Education does not offer "20 hours ECE" during this period.*

Grounds & Maintenance Levy	\$25 per immediate family per primary school term or no charge ¹
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This contributes to the cost of employing a person to carry out grounds and maintenance duties around the centre. The levy is charged every primary school term to each enrolled family.

Committee members are exempt as they already volunteer their time monthly.

¹ The levy is refunded to families who donate their time towards supporting the centre with fundraising and other ongoing duties as requested or advertised.

Late pickup levy	between 8.45 - 5pm	\$2 per minute ¹
	after 5pm	\$15 per 5 minutes or part thereof ²

¹ The permanent booking is the time your child has been allocated to attend the centre. Please do not assume it is okay for your children to attend beyond their booked hours, as this can affect our teacher/child ratios and compromise our Ministry Of Education funding. If you are concerned you will be late to collect your child, **PLEASE RING** to enquire whether your child can stay past their booked time or whether you will have to make arrangements for your emergency contact to collect your child. The levy will appear on the invoice if you are late and do not ring.

² It is not okay to arrive to collect your child after the centre has closed **at 5pm**. If you arrive after 5pm the levy will apply.

Bookings will have to be reviewed or potentially revoked if booked times are regularly breached.

Donations or Contributions	Are for special outings or events and charged on a pay as you go basis.
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Pre-enrolment Deposit	\$25.00 per application
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A pre-enrolment application provides the information we need to work towards genuine enquiries. Each application requires a deposit which will be credited to your family account when the child is enrolled to attend the centre. The deposit will also be refunded if the pre-enrolment application is withdrawn prior to being offered a permanent booking.

Work & Income (WINZ)	childcare subsidy rates as at 1 April 2009	
	Subsidy per hour per child	Subsidy per week per child up to 50 hours
Low income	\$3.63	\$181.50
Medium income	\$2.52	\$126.00
High income	\$1.40	\$70.00

Work & Income New Zealand offer a subsidy payment to help with the cost of childcare.
Phone 0800559009 for further information or refer to www.workandincome.govt.nz.

Monies received, or due to be repaid, are processed as per instructions from Work and Income.
(Clients are obligated to notify WINZ of any changes in circumstances that could affect their entitlement).

END

Signed:  Next review: Oct 2010 _____
Role: Chairman Oct 2011 _____
Date: 12th November 2009 Oct 2012 _____