



FEE STRUCTURE POLICY

Purpose: To provide a clear and accurate fee structure that ensures the Centre can plan for appropriate staffing levels and meet all financial obligations while being a viable and competitive option for the families at Otago Childcare Centre.

Procedures: Otago Childcare Centre will review fees annually to ensure fee increases, subsidies and procedures are manageable, fair and consistent for families. Increases should be consistent with current inflation and/or changes to Ministry of Education funding.

Annual Schedule of Fees 2017

- Effective from 1 September 2017 for **all new enrolments** at OCC

Hourly rate: \$7 per hour	Weekly rate (40 + hours): \$280
Up to 20 hours ECE can be claimed for 3 years plus	Optional food fee of \$6 for every day ECE hours are claimed
A minimum of 18 hours per week, no less than 4 hours at one time, across a minimum of three days.	
Payment of fees are one (1) week in advance on enrolment and paid via automatic payment or internet banking weekly.	

- The below fee effective from 1 September 2017 for **all current and future enrolments** at OCC.
No other fee changes for current enrolments at this stage.

Optional food fee of \$6 for every day ECE hours are claimed
--

Hours of attendance

Otago Childcare requires all new enrolments to be booked for a minimum of 18 hours per week and no less than 4 hours at one time, across a minimum of three days. This improves the settling process and lessens the number of transitions and interruptions children can experience in their day. The Centre does not encourage bookings to start after 10.30am.

Family discount

A 10% discount is offered to families with more than one (1) child attending the centre. The discount is applied to the eldest child.

Payment of Fees

Accounts are to be paid weekly and will be invoiced weekly. On enrolment payment of the first weeks fees are paid up front so families are one (1) week in advance.
Payment is requested by automatic payment or internet banking.

If an account remains unpaid up to four (4) weeks the Manager will arrange a meeting with parents to establish a payment plan. Childcare may be stopped if there is no payment plan or appropriate payment of outstanding fees. In the event of parents not responding to a payment plan the invoice will be referred to the debt collection for repayment where the parents will be required to pay any fees attached to this process.

Absences

Absences are charged at the usual rate unless you have informed the Centre providing the minimum two (2) weeks' advance notice that your child is on holiday or will be absent due to a prolonged illness or hospitalisation.

Holidays

Two (2) weeks' notice is required for children's absence due to holidays. A holiday form must be completed and submitted via the fees box in the hall. After three (3) months attendance at the centre your child is eligible to take twenty (20) days annual holidays per year. Twenty holiday days are charged at 50% of the child's regular fee when requested two weeks in advance.

Once twenty holiday days have been used in the year, your child is eligible to take holidays however, these are charged at full fees.

Statutory holidays

The Centre charges as per normal on statutory holidays.

Absence beyond 21 days

If a child is absent for more than twenty one (21) consecutive booked days, the Ministry of Education Funding ceases. In this case if the parent wishes to retain the booking but is away beyond 21 days they are required to pay 50% of the booking fee for the first 21 days of absence (notwithstanding the Holidays section of this policy), then it is full charge after that.

Change of bookings

Two (2) weeks' notice is required for a change of booking. Any change to bookings unless a 'casual or daily add on' is considered permanent. If a parent wished to change a booking for a temporary period with the intention of returning to those original hours they would need to pay a retainer fee of 50% as each licensed child space needs to be allocated throughout the year including holiday times.

Optional charges for those receiving 20 hours free

Children 3 years and older are provided with 20 hours free ECE. This is a government subsidy and applies to everyone unless you are receiving WINZ. In some cases families can receive both so please check with WINZ or talk to the office.

On any day your child receives free ECE hours, the Centre requests parents to pay an 'optional fee' to cover food costs. This is currently \$6 per day and covers morning and afternoon teas and lunch.

Late Fee

Any child not picked up after their booked session time without notification will incur a \$10 per ¼ hour surcharge. If parents can not be contacted by the Centre, an emergency contact on the child's registration form will be contacted. If there has been no contact with the parent or caregiver and it is after the Centres closing hours of 6pm the Police will be notified.