



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.

Schedule of Fees

- Effective from 1 July 2019 for **all new enrolments** at OCC

Hourly rate: \$7.15 per hour (16 weeks to 6 years of age)	Weekly rate (40 + hours): \$289 (16 weeks to 6 years of age)
Up to 20 hours ECE can be claimed for 3 years plus	Optional food fee of \$6.50 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 July 2019 for **all current enrolments** at OCC.
No other fee changes for current enrolments at this stage.

Optional food fee of \$6.50 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.

Children of all employees

Notwithstanding the Staff Member's Children in Centre Policy, there is no discount of fees for children of staff members.

Infant Care

Otago Childcare Centre provides care for children from 16 weeks to 6 years of age. If care is required for a child before 16 weeks of age, it is by negotiation this with the Centre Manager.

An additional hourly rate of \$5 per hour will be charged due to the specialised nature of care provided to infants under 16 weeks of age, and the need to ensure an additional staff member is available to provide 1:1 care for your child.

The hourly rate from 0 – 15 weeks will be \$12.15 per hour.

Once the child turns 16 weeks, the fee will return to the usual rate as outlined in the table above.

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.

Additional and casual hours

Additional hours maybe available to existing families if there is space available during the required time and can be arranged at the discretion of the Manager. Additional hours for existing families will be charged at the standard rate. Casual hours may be available for kindergarten aged children or those up to 6 years of age not enrolled in primary education. Casual hours may be arranged at the discretion of the Manager. Casual hours for children not currently enrolled at the Centre will be \$8.15 per hour. Casual Bookings/Additional Hours cancelled with less than 24 hours notice will be charged at the normal hourly rate for that child.

Rostered hours

Where rostered hour enrolment has been approved by the Manager rosters must be kept current. Rostered hours must be provided two weeks in advance of any change. If care is not required for any week, half fees will apply based on the previous week's rostered hours if four weeks' notice is given. Roster changes received without two weeks' notice may not be accepted and may result in care being unavailable.

Payment of Fees

Accounts are to be paid fortnightly and will be invoiced fortnightly. On enrolment payment of the first weeks fees are paid up front so families are two (2) 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 four (4) weeks' advance notice that your child is on holiday or will be absent due to a prolonged illness or hospitalisation.

Holidays

Four (4) 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 four 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

Four (4) 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 a childcare subsidy from Work and Income New Zealand (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 \$6.50 per day and covers morning and afternoon teas and lunch.

Late Fee

Any child not picked up within 15 minutes of 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.

Finishing Care

When a child is leaving the centre Four (4) weeks notice is to be given.