

# Fees Policy

## *North Taranaki Kindergarten Association*

The North Taranaki Kindergarten Association is committed to maintaining the provision of high quality Early Childhood Education services in all Kindergartens. To achieve this, the Association will implement policies to provide a consistent, appropriate level of income to support the delivery of this service.

The Association will provide the Government's 20 Hours ECE policy in all NTKA Kindergartens.

The Association is committed to treating all Kindergarten families equally in terms of the charging of fees.

The Governing Board has a statutory responsibility to ensure that any income from fees received will be used appropriately and accounted for accurately, and in line with the philosophy and values of the Association as stated in the current Strategic Plan.

### **Education Fees**

1. The standard compulsory Education Fee for any child attending Kindergarten inclusive of GST is;

**All Day Licenced Kindergartens**

**\$4.60 per hour**

2. This fee will be charged for each enrolled hour not actual hours attended.
3. The Governing Board, on recommendation from the Association Manager, will review the standard Education Fees on a regular basis.
4. At least one month's notice will be given to families of any fee increase.
5. Families will be asked to sign a Fee Contract as part of the enrolment process (this is regardless of 20 Hours ECE attestation).
6. Education Fees will be charged and collected by the Association through individual Kindergartens.
7. Families attesting all or part of their 20 Hours ECE at Kindergarten will not be charged a fee for those hours.
8. Kindergarten families who have attested all of their 20 Hours ECE at Kindergarten will be charged \$1.00 per hour for those hours after the first 20 hours.
9. Fees will not be charged for children who are two years of age.

### **Additional costs**

1. Parents may be asked to contribute towards the cost of extracurricular activities such as excursions, special visitors, etc. during the year.
2. An annual \$20.00 Stationery Fee is charged per child enrolled at Kindergarten. This is to cover purchases of ICT related items like paper, printer cartridges etc. that are used for presentation of assessment of children's learning in portfolios.

### **Fee charging**

1. The Head Teacher is responsible for ensuring accurate fee records are kept for each child.
2. Invoices and statements will be created/issued from the Associations computer system Infocare.
3. Fees are payable regardless of a child's sickness or absence.
4. Fees are not charged for public holidays or teacher only days.
5. Families may apply to the Kindergarten to arrange a refund of any overpayment of fees.

**Please Note** Families are asked to give two week's notice of their child leaving the Kindergarten (except in the case of a child turning five). We reserve the right to charge fees if two week's notice is not given.

#### **WINZ Subsidies**

1. The Association encourages families to access WINZ subsidies to assist in the payment of fees for Kindergarten.
2. Head Teachers will make WINZ information available to all families – posters, leaflets, information in newsletters etc. and will make WINZ support available through the Kindergarten, e.g. visits from WINZ Childcare Co-ordinators.

#### **Terms of payment**

1. Fees paid by automatic payment or internet banking are preferred. An automatic payment form is available at enrolment. Ensure your child's unique Infocare reference number is used so that your account is credited correctly.
2. Payment of fees by cash or cheque can be made at the Kindergarten.
3. Fees are deposited into the Association's Fees Account and are redistributed to the Kindergarten through its Operational Funding.
4. All fees for the term must be paid by the end of that term.
5. Invoices are created weekly on Infocare; they are not printed unless requested.
6. Printed statements are issued at the beginning of a month for the previous month's attendance. The statement lists the balances of invoices previously created and any payments made. The statement balance is the amount due to be paid. Payment is to be made within 14 days.
7. Statements are able to be emailed.
8. Confidentiality of families shall be maintained and information will not be accessible to Committees.
9. Head Teachers will use their discretion in approaching families that are not making fee payments in order to discuss options.
10. Any fees unpaid at the end of term will be passed to the Association Manager for follow-up. The Association Manager will discuss debts with the Head Teacher before taking any action.
11. The Association Manager will determine if and when debts will be written off at the Kindergarten.
12. Teachers cannot accept a bartering system with their families for payment.
13. This is a FEE, and monetary payment is required.

#### **Record keeping**

1. The Head Teacher is responsible for ensuring accurate financial records for fees are kept and report, as required, to the Association Office.
2. The Association Manager will monitor the overall fee collection and implementation of this policy, and report regularly to Kindergartens and the Governing Board.
3. Education Fees may be subject to an audit by the Ministry of Education.