

ST PETER'S ANGLICAN PRESCHOOL

FEES POLICY

BIBLE: Luke 16 verse 10: "Whoever can be trusted (is faithful) with a little, can also be trusted with a lot..."

As a Christian ministry to the community and a not-for profit organisation, it is the Centre's intention to keep fees as low as possible. The "20 hours ECE" are available to all 3-5 year olds and are funded for **no more than 6 hours per day, and no more than 20 hours per week**. There is no charge made for these. (*Exceptions refer 10 and 11*)

1. Invoices for the amount due are issued weekly for the previous week, during term time. Exceptions to this will be advised.
2. Fees are set at **\$8.00** per hour for 3yr olds and over (see above for ECE hours) and **\$6.00** per hour for under 3yr olds. Both are payable upon receipt of invoice or in advance. We encourage you to pay in advance so **please ask if you require an estimate of future charges**. Fee changes will be advertised through newsletters and on the Parent's Notice Board. A late fee will be charged at the above rate, if you do not collect your child at the booked time (unless you have informed the centre, when we would allow 15 minutes free). **There will be a maximum fee per child of \$220.00 per week**.
3. Non-payment of fees may result in your child being removed from the roll. To avoid this happening, **please talk to us if you're having trouble paying** as we may be able to set up an alternative payment arrangement. Failure to honour an alternative payment arrangement will result in your child being removed from the centre.
4. Fees are charged even if your child is absent, however if your child is absent longer than one week (e.g. due to sickness, or a family holiday), **please talk to the Head Teacher** or Administrator and a credit may be available.
5. A two week notice period must be given before withdrawing a child from the Preschool (other than leaving for school). All fees must be paid in full before the child leaves the Centre.
6. The Centre is eligible for parents/caregivers to apply for WINZ subsidies. If parents qualify, WINZ subsidies will be paid directly to the Centre, and the invoice will be credited with the subsidised amount.
7. In addition to the fees charged to parents, the centre is funded by the Ministry of Education as follows:
Funding Rates per child per hour (based on 80% ECE teachers)-
Under 2s - \$12.31 Over 2s - \$6.81 3-5 year olds (20ECE only) - \$11.61
8. When will you be charged for 20 ECE booked hours? -Unless a child attends regularly for their booked hours, the centre may lose MOE funding. Should this happen, you will be charged the normal hourly fee even for ECE hours. **Please talk to us if you are having difficulties attending regularly.**
9. Casual funding- If you cannot commit to a regular booking, we may be able to take your child on a casual basis but this may mean being charged for all ECE hours that are booked but not attended. **Please keep us informed if you are having trouble keeping to your booked times.**
10. Transportation-A charge may apply for van pick-ups. You will be asked to sign a transportation agreement if using this service. If the charge applies, it will be stated on the transport agreement.
11. Any other charges for excursions or other services will be notified separately.

Reviewed _____

Parent sighted: _____

Date: _____

Parent signature

RELATED DOCUMENTATION AND REVIEW

- Licensing Criterion: **GMA3**.
- This policy will be reviewed every three years or when necessary.
- Reviewed: 02 May 2019