



FEE POLICY

Policy Classification:	Finance and Admin	Approved by:	Board
Scope:	All staff	Date:	October 2010

Purpose:

Northern Auckland 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 an appropriate level of income to support the delivery of this service as well as participating in the Government's Policy for all children aged three – five years being able to access up to 20 hours per week of early childhood education.

The Board of Management 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 vision and purpose of the Association as stated in the current Strategic Plan.

Fees

- Fees are charged where 20 ECE hours used elsewhere or after 20 ECE hours has been utilised.
- The Fee for any child attending Kindergarten inclusive of GST is \$4.00 per child hour.
- This fee will be charge for each enrolled hour not actual hours attended.
- The Board of Management, on recommendation from the General Manager, will review the Fee rate on a regular basis.
- At least one month's notice will be given to families of any fee increase.
- Families will be asked to sign a Fee Contract as part of the enrolment process.
- Fees will be charged and collected through individual Kindergartens.

Optional Charges

- Parents may be asked to contribute towards the cost of extracurricular activities such as excursions, special visitors, portfolio, etc. during the year.

Fee Charging

- The Head Teacher will be responsible for issuing accurate invoices for all children before week 2 of each term for the current term. These will be in a standard Association format. This may be delegated to the administrator but the Head teacher remains accountable for them.
- Invoices will show (after 20 ECE hours are deducted) the total payable for the term.
- Fees are payable each enrolled Kindergarten term, regardless of sickness or absences that may occur within a term.
- If a child leaves during a term, the family may apply to the Kindergarten for a refund of any fees paid in advance for sessions that will not be attended. (Note that families will be asked to give two week's notice of a child leaving the Kindergarten, except in the case of a child turning 5. Fees will continue to be charged during this period if two week's notice is not given).

WINZ Subsidies

- The Association will encourage families to access WINZ subsidies to assist in the payment of fees for Kindergarten.
- Each kindergarten administrator will make WINZ information available to all families – posters, leaflets, information in newsletters.

Terms of Payment

- Families will be encouraged to pay Fees by automatic payment or via Internet banking – although payment will also be accepted in cash or cheque form. Families will be provided with an automatic payment form when they enrol.
- Fees are deposited into the Kindergarten Working Account. Confidentiality of families shall be maintained and information will not be accessible to Committees.
- Families will be asked to pay fortnightly or monthly in advance.
- If families prefer to pay full term fee in one payment, these will be expected to be paid in full by the end of week six.
- Families will confirm their payment option when signing the Fee Contract as part of the enrolment process.
- All fees for the term must be paid by the end of that term.
- Reminder statements may be issued; these will show any payments made and the balance outstanding.
- Head Teachers will approach families that are not making fee payments in order to discuss options.
- Any fees unpaid at the end of term will be passed to the Association's General Manager for follow-up. The Association's General Manager will discuss debts with the Head Teacher before taking any action.
- Teachers cannot accept bartering system with their families for payment.

Record Keeping

- The Head Teacher is responsible for ensuring that accurate financial records for fees are kept and reported, as required, to the Association Office.
- The Association's General Manager will monitor the overall fee collection and implementation of this policy, and report regularly to the Kindergartens and the Board of Management.

Privacy

- Fees paid/unpaid by individual families are confidential to the Teaching Team and the Association Office. This information will not be available to Kindergarten Committees.