

# Hagley Community Preschool

## Bookings, Attendance and Fees Policy



### Rationale

To provide transparency to parents/whānau around the management of child bookings, attendance and fees.

### Objectives

- To ensure parents/whānau/caregivers are fully informed of the booking and attendance procedure, fee structure and the availability of any childcare subsidies which may apply.
- To ensure that parents/whānau understand the fee requirements associated with bookings and attendance.
- To ensure the Preschool operates within the requirements of the Licensing Criteria for Early Childhood Education and Care Centres 2008 and ECE Funding Handbook.

### Bookings

1. Hagley Community Preschool is open for tamariki to attend between 8am and 4pm, Monday to Friday, these hours must be strictly adhered to.
2. All booked times must be kept to unless through prior arrangement with the Director.
3. If tamariki attend outside of their booked time (ie. Earlier or later than booked time) without prior notification the ratio will be checked.
  - If the ratio is compromised then the Director will call the parent or emergency contact person to collect the child.
  - If the ratio is within the set limits, the parent/caregiver will be charged the extra time their child has attended at the full fee rate.
4. Notification of changes to permanent bookings is required no less than one week in advance.
5. Notification to terminate permanent bookings is required to be given two weeks in advance.
6. Casual bookings can be made on a daily basis dependant on enrolled numbers for the day/s. Casual booking include daily or continuous bookings of up to 2 weeks at any one time.

### Fees

1. The Hagley Community Preschool Trust annually review and adopt the schedule of fees.
2. The fees to be paid will be agreed on at the time of enrolment and the parent is responsible for the full cost of any fees charged.
3. Fees for booked hours plus any extra time attended outside of booked hours, will be invoiced to parents monthly.
4. The Administrator/Director will consult with the parent on their preferred payment option eg. weekly, fortnightly, direct credit, cash, or eftpos.
5. All days of enrolment must be paid for, regardless of whether the child attends or not. This includes illness and statutory holidays.
6. When a child will be absent for an entire week or more (ie. family holiday), a holding fee of 50% of the regular weekly fee can be requested with 2 weeks advanced notice.
7. Any parent/caregiver leaving a child after 4pm will be charged an excess late fee of \$20 per half hour or part thereof, except in extreme circumstances. This fee will be actioned at the discretion of management.
  - a. If a parent is unavoidably delayed, they must contact preschool to keep us informed.
  - b. In the event of no contact with the parent or emergency contact people and the child has remained for an hour, our concern for the child's safety will mean that the police will be informed. This situation is viewed as a care and protection issue for the child.

8. A regular absence over continuous months may see a child break one of the Ministry of Education's *Frequent Absence*\* rules and as a result Ministry of Education Funding is withdrawn. Absences are monitored each month and discussed with parents, however if the frequent absence continues beyond three months any resulting loss of funding will be charged directly to the parent for the days involved.
9. When no payment of fees continues beyond a one month period, the enrolled bookings for that child will be suspended until outstanding fees are paid in full. However, a day-to-day booking can continue if daily fees are paid in full in advance. Full enrolment will resume once outstanding fees are paid in full.
10. Preschool Director and Administrator have authority to manage accounts of tamariki up to the value of \$1,000 per family. Accounts over this amount will be managed by the Preschool Trust Board and/or Debt Collectors.
11. No fees are charged over the four-week period during the Christmas break when the preschool is closed.

## **Schedule of Fees**

### Permanent enrolment

\$7.25 per hour to a maximum of \$48 per day  
\$240 maximum per week

### Casual bookings

\$10 per hour

Late pick up charge (after 4pm)	\$20 per half hour or part thereof
Holding Fee	50% of child's regular fees ( <i>Charged for extended absences (ie family holiday)</i> )

**Note:** All days of enrolment must be paid for - regardless of whether the child attends or not.

## **Subsidies**

1. Employees of Hagley Community College receive 10% discount on fees
2. Childcare subsidies through Work and Income (WINZ) may apply and it is the responsibility of the parent to make application in conjunction with preschool enrolment.
3. It is also the responsibility of the parent to advise WINZ of any changes to bookings (child hours decrease/increase or child leaves preschool).
4. 20 ECE hours is available for 3-5 years. Parents will be asked to complete and sign an Attestation Form when their child turns 3 and whenever booking times are changed from thereon.
5. Where 2 or more siblings are enrolled - a 10% discount is offered on the eldest child's fees.
6. Funding may be available in support of families who have refugee status in New Zealand. This is administered through Hagley Community College and may be used to pay the childcare fees of qualifying families, (refer to Financial Assistance for Refugee Families using the Preschool Policy). The mother of the child must be enrolled and attending classes at Hagley Community College.

### **\*Frequent Absence Rules**

A child's attendance must match their enrolment agreement for at least half (50%) of each calendar month. Patterns of absences that are monitored include:

- Absent the same enrolled day/days of the week
- Attends for fewer days per week
- Attends for fewer hours per week.