



POLICY & PROCEDURE: **Enrolment & Fees**

**Rationale & Objectives:**

To ensure clear guidelines inform decision-making when enrolling children and to communicate fees and enrolment hours.

To inform parents/whanau of our guidelines for fee payment and the collection of unpaid fees.

To ensure all fees are always paid - as per policy to ensure the sustainable operation of Lumsden Kindergarten.

**Who are we? Quality curriculum**

Lumsden Kindergarten is a small centre privately owned by Rakelle Ru Bay – centre owner and operator, and registered ECE teacher. Rakelle has been a teacher at Lumsden for 18yrs and a shareholder for 14 of those years and is now the current owner.

Lumsden Kindergarten is known for its beautiful buildings, environment and the specialist teaching that is provided for tamariki focusing on creative and cognitive projects to extend and support children's learning and development.

**Operating Hours:** Monday to Friday 8am to 5pm. All year excluding statutory holidays.

No annual shut down or closure:

**Enrolment**

- The Enrolment & Fees Policy forms part of your Enrolment Form and Agreement.
- An Under 3yr old child must be enrolled for a minimum of two six-hour days (12 hours) per week.
- 3yrs and over must be enrolled for a minimum of three 6.5hrs
- The owner reserves the right to modify enrolment requirements to meet family / child circumstances where deemed necessary.
- **Special programmes**
  - Where a child regularly attends one of our special programmes, they will be enrolled for the specific day and time of the programme for the duration it is running.

**Attendance**

- Ministry of Education expects attendance is expected to align to enrolled hours.

- Please call us if pickup time is going to be late. We need to ensure staff ratios meet MOE licensing requirements.
- If a child is at our centre outside of our operating hours without notification to the centre manager, the following procedures will be enforced:

Firstly, the Emergency contact will be called.

If no response & solution within a reasonable time Oranga Tamariki will be called.

### **Absences**

- To support the health and safety of families and children we value being contacted when children are going to be absent. This would include for sickness and holidays.
- We will endeavor to contact you should you not arrive when expected if no contact has been made to ensure everything is OK.

### **Sickness**

- Children should be absented when unwell or when they have a contagious illness. Children should not return to centre until 48 hours after the last event of vomiting or diarrhea.
- MOE has strict absence rules that licensed centres ie Lumsden Kindergarten must adhere to. If attendance does not match enrolment times and days, or falls into frequent absence criteria we are required to discuss with you the enrolment particulars and adjustments are required.
- Where there is chronic or acute sickness for periods of time the child may be eligible for special MOE funding so the child retains the space at the centre. A specific related form will be required to be completed.

### **Lumsden MOE License**

MOE has issued Lumsden Kindergarten to operate with a maximum of 15 Under Two year old children and a total maximum of 68 children.

We are a mixed age centre with a license to operate with children from the age of 6months to 6 years.

Legislation states children may remain within the early childhood education system until six years of age when they must enrol in school. Lumsden Kindergarten welcomes any child to remain enrolled provided it is in the best interests of the child and family. When determining what is in the best interests of the child, consideration will include the child holistically, including family circumstances/parent perspectives, funding streams available, social needs, MOE Learning Support advice and guidance, and transitioning to school opportunities and support.

**ERO:** To read our current ERO report please go to

<https://www.ero.govt.nz/review-reports/lumsden-kindergarten-20-03-2018/>

### **Fee Payment Procedures:**

All fees will be paid in advance. Fee payment is due upon enrolment, then by the Monday of your child's first week and every consecutive Monday. The minimum advance period of one week is required and expected. If parents wish to pay fees fortnightly, then they will need to ensure that they remain one week in advance at all times upon their child's commencement at Lumsden Kindergarten.

Refer to the process below where the advanced fee payment is not adhered to.

- All fees are inclusive of GST.
- Fees will be paid via automatic payment.
- Fees will always be paid one week in advance.
- If fees are in arrears of 4 weeks we will put it in the hands of a debt collector.
- Fees are payable for all sickness, absences, and statutory holidays.
- There is no shutdown closure over the Christmas / New Year period. To support family time Lumsden offers a fee credit to those children absent over this period.
- No child will be enrolled where enrolment for 20hrs funding is attested elsewhere.
- Lumsden offers a family discount where there are 2 or more children enrolled at any given time. The oldest child will be given a 10% discount.
- The fee schedule is displayed on the centre notice boards.
- Our fees are reviewed every year in order to keep abreast of changing costs and inflation.
- **Fees related to absence**
- We do not offer fee retainers or reduced fees for holidays as these have been calculated into the weekly fees.
- Fees are required to be paid in full for all absences, including absences longer than two weeks, in order to hold your child's place. Places cannot be held indefinitely and this will need to be negotiated with the centre manager.
- If your child does not attend a day or period of time they have been booked for, full payment is still required as their space has been reserved. This applies equally to casual bookings.
- Two weeks notice is required on resignation.

#### **Additional Fee Charge for Late Pickups**

- Where your child is picked up outside of their enrolled hours but within centre operating hours without approval from management, you will be charged for each hour or part thereof as indicated on the fee schedule.
- Where a child remains at the centre outside of operational hours this time will be charged at \$20 per every 15 minutes.

#### **Late Payment of Fees**

- Fees must be paid on time for us to maintain a high-quality service. Where fees remain unpaid for more than two weeks, we cannot guarantee a space for your child and

enrolment may cease unless an alternative arrangement can be negotiated to ensure fee payment within an agreed time period.

- Please do not hesitate to contact the centre manager as soon as possible if you cannot meet your obligations under this fees policy. We are more than happy to discuss your situation and together come up with a solution.

### **WINZ childcare subsidies**

- Work and Income New Zealand provide a childcare subsidy for those who meet one of the phased criteria.
- WINZ can pay all or a portion of your fees if you qualify. If this information is of interest to you, please do not hesitate in asking our office staff for further information.
- Find out from WINZ if you qualify for an ECE subsidy at <https://www.workandincome.govt.nz/products/a-z-benefits/childcare-subsidy.html>  
All fees must be paid in full while waiting for confirmation of your subsidies.
- Once received by the centre the Winz payment will be credited to your account.

Regulation: GMA 3

Philosophy: Quality Early Childhood Education

Policy Developed: September 2017

Reviewed: Dec 2018, Dec 2019, Oct 2021, Feb 2023

I agree to adhere to this Enrolment and Fee policy, and Fee schedule

Full name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_