

Cambridge Montessori Pre School	<b>Policy</b>
	<b>Policy Category: Governance, Management and Administration</b>
	<b>Policy Name: Fees and Enrolment Policy</b>

The purpose of this operational policy is to ensure written information outlining any fees charged by our centre is provided to parents in alignment with Ministry of Education's Licencing Criteria GMA3 and to ensure parents are informed.

## Position Statement

This centre will provide a current schedule of fees and information to all parents upon enrolment. This information will be accessible to all parents in the centre. If management make changes to the fees, parents will be notified of any changes in writing via Educa. Parents understand they are fully responsible for payment of fees and have a clear understanding on the consequences of not paying fees on time.

## Issue Outline

Information about fees charged by the centre are clearly communicated with parents at the time of enrolment to avoid confusion, late payments or non-payment. Parents should be fully aware of all costs and the penalties for not paying fees on time. Making things clear from the start will support centres to maintain positive relationships with parents.

## Detail

### Enrolment

- An enrolment form has to be completed before your child is enrolled at our service. You must provide a form of identification for your child e.g passport or birth certificate. You must provide an immunisation certificate (if applicable). We will need to sight and take a photocopy of these documents.
- It is recommended that a child has 1-2 visits prior to starting.
- All children of Cambridge Montessori are to attend a full day session from 8.30 - 3.00pm.
- We have a minimum attendance of three days per week.
- We recommend four – year olds attend a minimum of four days per week.
- Children five years of age may continue to remain enrolled up until they are 6. This is at the discretion and approval of management.
- New enrolments for children aged four years old and over will be treated on a case by case basis.
- Children aged 3 – 6 years from the hours 8.30 – 3.00pm are free. Provided 20 hours ECE are allocated to Cambridge Montessori.
- Children aged 2 years will have a daily charge for hours 8.30 – 3.00pm. \$100 for three days, \$150 for 4 days and \$200 for 5 days.

- We offer extended hours from 7.30 to 8.30am and 3.00 to 5.30pm. Please discuss with management if you require this as there are limited places available. This is charged at \$8.00 per hour (price reviewed annually).
- Fees will be reviewed annually and consider factors such as the ECE environment, government funding, teacher salaries, overheads and quality of service.
- Magnolia Montessori enrolled children will have priority over available licence places.

## What our Fees Cover

- Our fees are based on a daily enrolment of 6½ hours.
- The government subsidises early childhood education services up to six hours per day and up to 30 hours per week.
- The fee includes provision for all services provided and includes provision for the centre to meet its employment obligations for staff for any statutory holidays that occur during the working week and when the centre may otherwise be closed
- **20 Hours ECE Subsidy**
  - The 20 Hours ECE Subsidy is offered at our centre for children aged three and over.
  - Only up to six hours in any one day can qualify for the 20 Hours ECE Subsidy.
  - Parents must advise the centre if they choose to allocate their 20 Hours ECE Subsidy entitlement with another ECE service. A child entitled to access the government's 20 Hours ECE Subsidy may only access a total of six hours per day or 20 hours per week government funding at this level.
  - In the event of parents using the 20 hours ECE funding elsewhere they will be charged for the hours at Cambridge Montessori.
  - Our service does not ask you to pay any optional charges associated with your accessing the government's 20 Hours ECE subsidy.
- **Work and Income Childcare Subsidy**
  - Some children are eligible for the Childcare Subsidy from Work and Income. If this applies to your child, you must advise us immediately.
  - If applicable, the Childcare Subsidy will be paid directly to the centre.
  - You cannot claim both the 20 Hours ECE Subsidy AND the Childcare Subsidy for the same hours of attendance, but you can claim for the childcare subsidy for extra hours.

## Schedule of Fees

- The centre will produce a schedule of current fees charged.
- Our schedule of fees is included in the enrolment pack with our payment policies and is displayed in the Centre. Additional copies are available from administration.

## Changes in Fees

- Management reserve the right to change the fee rates and policies, changes will be applicable to existing as well as new enrolments. Parents will be given one month's notice in writing of proposed changes to the Fees Schedule.

- The centre will keep accurate records relating to enrolments and attendance.

## Payment Methods

- Our centre accepts payments by Bank Automatic Payment.
- Any flexible payment plans or extensions or alternative payment methods are to be discussed with and approved by the Manager, on a case-by-case basis.

## Invoicing Practices

- Parents will be invoiced for services on a weekly basis. You will be invoiced two weeks in advance.

## Holidays, Being Late and Absences

- Our Centre is closed between Christmas and New Years and on statutory holidays. There will be no charge on the days the Centre is closed. We will advise you one month in advance on the days we are closed over Christmas and New Years to give you the opportunity to make alternative childcare arrangements.
- If your child has been absent for longer than 3 weeks your child's place will no longer be funded by Ministry of Education. We will make multiple attempts to contact you during the absent period. We reserve the right to enrol another child to take up the vacant place after 3 weeks.
- A late fee will apply to Early starts & Late pick-ups = \$ 15 per additional 15 minutes or part thereof (we do understand & accept the occasional emergency – but please let us know).
- If a child is sick, they should not attend the centre. This ensures the risk that other children and adults may share unwelcome bugs is minimised. Our normal fee applies for sick days.
- If a child is to be away from our centre for an extended period due to sickness or injury, you should advise centre management immediately so that alternative paperwork, enrolment, and fee arrangements may be made.
- If you would like to take an extended holiday (longer than 3 weeks) while your child is enrolled at our service, you will need to discuss this with the operations manager. These situations are treated on a case-by-case and at the discretion of management. We will discuss details around fees and placement.
- Our Centre is open during the school holidays during the year. Attendance during the school holidays is optional and we run a school holiday programme with reduced staff. If your child does not attend in the school holidays and you have notified us prior (in writing) you will not be charged for the days they don't attend.
- If a child is frequently absent/attending different hours they will be flagged on our monthly frequent absent report. We may ask you to reconfirm hours, days or change existing enrolled days to reflect what your child is currently doing.

## Attendance

- Please contact us if your child is absent/unwell and won't be at school. On the number 027 355 8411 (classroom phone number).

- Sign In and Sign Out – you must sign your child in and out upon arrival and departure. This is required by the Ministry of Education to verify attendance and is also used in the event of an emergency to ensure all children are accounted for.
- You might be required to reconfirm hours/verify hours at various points of your child's enrolment.
- Casual days and make-up days are at the approval and discretion of the school.

### Failure to Pay Fees on Time

- Our fees are due at the time they are invoiced. If you are aware that you cannot pay our fees when you receive our invoice, you must advise us immediately so we may discuss alternative payment options with you. Failure to pay our fees may result in suspension of the child's enrolment at our centre; referral to a debt collector and additional debt collection charges being applied.

### Forced Closure

- Due to events outside the control of the centre, the centre may be forced to close at the instruction of the Ministry of Health, Civil Defence, or the New Zealand Police, or an act of Nature. If we are instructed to close at any time, we will inform you immediately. You will not be charged any fee for the period of the forced closure.

### Withdrawal

- We understand that parents, from time-to-time, may choose to withdraw their child from our centre. We require a three weeks' notice in such instances.

### Alignment with Other Policies

- Parent Involvement Policy
- Information and Communication Policy
- Financial Management Policy

### Relevant Background (including Legislation/Regulation/Licensing references)

Licensing Criteria 2008, Governance, Management and Administration:

- **GMA3:** Written information is provided to parents about any fees charged by the service.
- Ministry of Education Funding Handbook
- Chapter 4 of the Ministry of Education's funding guide with regards to 20 hours early childhood education  
<http://www.lead.ece.govt.nz/~media/Educate/Files/Reference%20Downloads/Lead/Files/Funding/FundingHandbook/Chapter420HoursECE.pdf>

#### Supportive information and resources

- Work and Income Brochure  
<http://www.workandincome.govt.nz/documents/brochures/help-with-childcare-costs.pdf>

- Early Childhood Council's enrolment template (approved by the Ministry of Education)  
[http://www.ecc.org.nz/Folder?Action=View%20File&Folder\\_id=146&File=EnrolmentAgreementFormBWwithNSN.pdf](http://www.ecc.org.nz/Folder?Action=View%20File&Folder_id=146&File=EnrolmentAgreementFormBWwithNSN.pdf)
- Ministry of Education's enrolment template  
<http://www.lead.ece.govt.nz/ManagementInformation/RecentAnnouncements/UpdatedECEEnrolmentAgreement.aspx>

## Impacts of Policy on Staff, Parents, Children

Making the fees schedule and policy visible aims to avoid any confusion or animosity about costs involved or consequences of not paying fees on time

## Alignment with the Centre Philosophy

This policy is in alignment with our Centre Philosophy.

## Implications and/or Risks

Following this policy significantly reduces the risk of this Centre not being able to meet financial and legal obligations.

## Implementation

Clear procedures have been developed and will be followed by the Centre.

## Review

This policy is reviewed annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	Yes
<b>Date:</b>	2..9.21
<b>Review Date:</b>	1.9.21
<b>Consultation Undertaken:</b>	Yes