



**Ngaio Childcare Centre Incorporated**  
**Terms and conditions of fees and 20 hours ECE**  
**Updated March 2016**

Ngaio Childcare Centre ('the centre') wants to ensure access to the centre is fair and consistent and available to as many children as possible in the local community.

The Management Committee ('the committee') aims to keep fees as low as possible whilst maintaining the financial viability of the centre.

As a licensed childcare centre we receive government funding based on the hours that children attend, their age, and whether they access funding elsewhere.

## **FEES**

1. Fees will apply as soon as a child starts at the centre and will be payable for all sessions the child is enrolled for, including absence due to sickness, holiday or other reason. In the event that a child is not going to be attending for a period of three consecutive weeks or more (due to a holiday or illness), then the centre must follow the Ministry of Education 3 Week Rule as outlined in the Funding Handbook appendix 6-5 page 9.
  - a) Holiday Absence: If the child is going to be absent due to a holiday extending longer than 3 weeks, the centre is to be provided two weeks' notice, in order for arrangements to be made to satisfy government funding requirements. Fees will be charged as usual for the entire period of absence in order to hold the child's place at the centre. If the parents/whanau require the child's place to be held beyond the 3 week rule, fees will continue to be charged at the normal session rate, plus any lost government funding.
  - b) Illness Absences: In the case of illness, no notice is required, but normal fees will continue to be charged in order to hold the child's place. If the illness extends longer than 3 weeks, a medical certificate will be required to support an application for exemption to the Ministry of Education. Ref. [Ministry of Education ECE Funding Handbook](#).
2. Fees are not payable on public holidays when the centre is closed.
3. An administration levy is payable per family per term and will be added to the first invoice after the child starts at the centre.
4. Termly invoices will be issued each term and must be paid within 14 days of the date of the invoice. Invoices will be emailed to parents/caregivers.
5. The centre's preference is for fees to be paid by internet banking, telebanking or cheque. If cash is paid, parents/caregivers should ensure they are given a signed receipt by the Head Teacher/Administrator.
6. Receipts will be issued as requested. There is an option for this on each invoice.
7. The committee reserves the right to ask that a child not attend the centre until any overdue balances have been paid. The centre also reserves the right to use debt collection agencies to recover unpaid fees and to pass any costs of collection to the debtor.
8. In case of difficulty regarding payment, the Financial Administrator or the Treasurer should be approached as soon as possible so that an arrangement can be made.
9. Four weeks paid termination notice is required to withdraw a child from the centre. If no notice is given, a charge will be made for the session/s for which the child would have attended for the four weeks following the child's last day. This charge will be the normal session fee, plus any lost government funding.

10. Two weeks paid notice is required when reducing the number of sessions your child attends. If no notice is given, a charge will be made for the session/s for which the child would have attended for the two weeks following. This charge will be the normal session fee, plus any lost government funding. This notice period will not apply if your child is changing session days but total number of sessions remains the same.
11. If a child is leaving the centre, all fees must be paid up, on, or before the last day the child attends.
12. Those eligible for a childcare subsidy from Work and Income NZ will be expected to pay full fees until the centre receives written notification of approval of the subsidy. If the subsidy is backdated resulting in overpaid fees, the centre will refund the difference or credit the next invoice. The Work and Income website has more information about eligibility for childcare subsidies. The application form needs to be signed by the Head Teacher.
13. Centre fees are payable even when parents are spending time at the centre settling in their children.
14. If a child attends an additional session on a casual basis, the casual session fee is payable. Payment can be made either on the day or you can arrange to have this added to your invoice.

### **20 HOURS ECE (Only 3 and 4 year old are eligible to receive 20 Hours ECE)**

15. Parents/caregivers will be asked to fill out a Ministry of Education attestation form to attest the number of 20 hours ECE hours their three or four year old child will be using at the centre. This form will be provided by the centre.
16. Until the attestation form is completed, parents/caregivers are liable to pay the centre the standard centre fee for the hours their child attends.
17. When a child's arrangements at the centre are changed and it affects 20 hours ECE hours, parents must update the child's attestation form.
18. Any 3 or 4 year old child is eligible to claim 6 hours free ECE per day across all services he/she attends (Kindergarten, home based care, nanny) and up to 20 hours per week.
19. Parents/caregivers can decide how many hours they attest at any service they use for their child. If a child is attending more than one service, the 20 hours ECE attestation form must be updated at both, or all, services.
20. All parents/caregivers of children who are receiving 20 hours ECE hours from the centre are requested to pay a donation for every attested session. This donation is strongly encouraged as the funds are vital in ensuring the centre's ongoing viability.
21. Children who are not eligible to receive 20 hours ECE are: children under the age of three and children who are five. The centre can claim 20 hours ECE for 5 year olds for 28 days after their fifth birthday.
22. The charge for a child's attendance for hours above the hours they have attested for 20 hours ECE, will be the standard centre fee plus any government funding not available to the centre i.e. the under 3 year old fee. Casual sessions will still be charged at the standard centre casual fee.
23. A parent who chooses not to attest a child's 20 hours ECE hours will be expected to pay the usual under 3 year old fee.
24. Families receiving 20 hours ECE may also receive the childcare subsidy to help them pay for childcare not covered by 20 hours ECE.

**CONFIRMATION AND AGREEMENT**

These terms and conditions of fees are provided to each new and potential parent, and are to be signed by the parent on enrolling their child at the centre, as confirmation of agreement to them.

**I.....confirm that I have read and agree to the above Terms and Conditions**

**of Ngaio Childcare Centre.....Signature**