

## **3.2 Parent Fees Policy**

**Date effective:** July 28th 2025

**Review Date:** April 2026

### **Position Statement**

We provide a current schedule of fees and information to all parents upon enrolment. This information is accessible to all parents in the centre through the enrolment process and is available to view on request. If we need to make changes to the fees, parents will be informed of any changes in writing.

Parents and caregivers are solely responsible for the payment of fees and the consequences of not paying fees on time. Centres are strictly limited to a maximum number of places so if fees remain unpaid the enrolment may be deemed withdrawn so another child can enrol and use the place.

### **Issue Outline**

Information about fees charged by the centre is 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, if there are penalties for not paying fees on time and if so, what these penalties are. Making things clear from the start will support centres to maintain positive relationships with parents. This is best supported by a comprehensive Enrolment Agreement, which contains all relevant information both parties agree to and sets clear expectations with regard to payment obligations for parents and the service provided by the centre.

### **Detail**

#### **What our Fees Cover**

- Our fees are based on a minimum enrolment of 6.25 hours for 3 - 5 Year olds and a minimum of 3 days per week, 6 hours for 2 year olds with a minimum of 2 days per week and 5 hours for under 2s, with a minimum of 2 days per week.
- The government subsidises early childhood education services up to six hours per day and up to 30 hours per week per child/child place. Different rates are payable for children under two years old, compared to children two and over.
- The fee includes provision for all services provided and includes provision for the centre to meet its employment obligations for staff. This includes non-contact time, teacher relief costs and staff leave when the centre is closed.

#### ***20 Hours ECE***

- We confirm that *20 Hours ECE* is offered at our centre. Only children aged three and over are eligible.
- Per child, only up to six hours in any one day can qualify for *20 Hours ECE* to a maximum of 20 hours per week in total.

- Parents must choose where their child claims 20 Hours ECE. You cannot claim it at multiple ECE services. A declaration is required from parents as part of the enrolment agreement.
- Our centre has optional charges for curriculum (Donation)

#### **Work and Income Childcare Subsidy**

- Some children are eligible for the Childcare Subsidy from Work and Income. If this applies to a child, the parent must advise us immediately
- Full fees will be charged and remain the liability of the parent(s) until such time as the Childcare Subsidy has been approved and paid by WINZ
- If applicable, the Childcare Subsidy will be paid directly to the centre
- A parent cannot claim both the 20 Hours ECE Subsidy AND the Childcare Subsidy for the same hours of attendance, but they can claim both subsidies for different hours of attendance.

### **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. Additional copies are available from administration.

### **Changes in Fees**

- Management reserves the right to review and amend the fee rates and policies. Any fee changes will be agreed at the Annual General Meeting or an Extraordinary meeting. Changes will be applicable to existing as well as new enrolments. At least two months' notice will be given when an increase is to occur in our fee schedule.
- The centre will keep accurate records relating to enrolments and attendance.

### **Payment Methods**

- Our centre accepts payments by bank automatic payment, bank internet transfer, or cash.
- Any flexible payment plans or extensions or alternative payment methods are to be discussed with and approved by the Centre Manager, on a case-by-case basis.

### **Invoicing Practices**

- Parents will be invoiced for services on a fortnightly basis and are GST inclusive
- At the end of the financial year, a receipt showing fees paid for the year will be issued upon request.
- Terms of payment are as per invoice.

## Family Boost

Whānau may be entitled to family boost payments. Statements are sent out upon request. Please see Appendix 3.2B for more information.

## Holidays, Being Late and Absences

- We have an annual shutdown period. All families are notified in advance of our shutdown period and reopening date. This information is also communicated on Storypark and in our newsletter. Fees are charged for public holidays during this period, there are no fees for the remaining days.
- We have two teacher only days per year - these are communicated in the Newsletter and on Storypark. Fees are not charged on teacher only days.
- The centre needs to be notified if a child is going to be absent on the days a child is enrolled. All absences except holidays are charged at full fee e.g. illness.
- Holidays will be charged at 50% with **2 weeks'** notice at a maximum of 20 days per year.
- We require 2 weeks' notice for changes to enrolled days and times. This also applies if a child is withdrawn from the centre.
- If a parent wishes to withdraw their child temporarily from our centre over a holiday period, our fees will continue to be charged so as to ensure the enrolment remains secure. We would otherwise reserve the right to enrol another child to take up the available place.
- Early drop-off and late pick up of tamariki impacts the running of Early Years and therefore whānau are notified that additional fees will be charged if Early Years are not notified in advance. Early/Late fees will be added to the fortnightly invoice and are charged as per fee schedule (appendix 3.2a).
  - It is the responsibility of the person collecting the tamaiti to ensure they sign their child in upon arrival to drop off their tamaiti, and sign out upon arrival to collect their tamaiti.
- If a child has an infectious or contagious illness, they must not attend the centre. This ensures the risk of other children and adults becoming ill is minimised. Our normal fee applies for occasional sick days.
- If a child is to be away from our centre for an extended period of time due to sickness or injury, the parent should advise centre management immediately so that alternative enrolment and fee arrangements may be made.

## Failure to Pay Fees on Time

- Our fees are due within 7 days of the invoice date. If parents are aware that they cannot pay our fees when they receive our invoice, they must advise us immediately so we may discuss alternative payment options with them. 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.
- Where a payment is late a reminder is sent. Outstanding balances are to be cleared no later than 30 days following the date of the invoice. Any debt over \$500 is to be reported to the Board and a payment plan will be put in place in agreement with the whānau.

## 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 due to an act of nature. If we are instructed to close at any time, we will inform parents immediately. In such an event it is necessary to continue to charge fees to enable continuation of service and to hold the enrolment place for the child.

## Withdrawal

We understand that parents, from time-to-time, may choose to withdraw their child from our centre. We require 2 weeks notice in such instances.

## Alignment with Other Policies

- Enrolment Agreement

## 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 Handbook with regards to 20 hours early childhood education  
<https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/early-childhood-funding-handbook/20-hours-early-childhood-education/4-3-fees-donations-and-optimal-charges/>

## 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.

## 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.

**Licensing Criteria 2008 – GMA2, GMA3, GMA8, GMA9, GMA11, C12**

**Appendix 3.2A: Schedule of Fees (as at 28<sup>th</sup> July 2025)**

<b>Weekly Fee Structure</b>	
<b>Under 2 Years</b>	
<b>\$8.50 Per Hour</b>	
Minimum of 2 days per week - 5 Hours per day	
<b>2 - 3 Years</b>	
<b>\$8.50 Per Hour</b>	
Minimum of 2 days per week - 6 Hours per day	
<b>3 - 5 Years</b>	
Minimum 3 days per week - 6.25 Hours per day	
Each additional day irrespective, is a minimum of 6.25 hours per day	
<b>Hours</b>	<b>Fee</b>
Up to 20.25	\$50.00
21	\$58.50
21.5	\$62.75
22	\$67.00
23	\$75.50
24	\$84.00
25	\$92.50
26	\$101.00
27	\$109.50
28	\$118.00
29	\$126.50
30	\$135.00
31	\$143.50
32	\$152.00
33	\$160.50
34	\$169.00
35	\$177.50
36	\$186.00
37	\$194.50
38	\$200.00
39	\$200.00
40	\$200.00
41	\$200.00
42	\$200.00
42.5	\$200.00
<b>* Set rate for early drop off/late pickup</b>	
<b>\$10 after 6 minutes and \$0.50c for every minute thereafter</b>	

## **Appendix 3.2B - Family Boost**

*FamilyBoost* (<https://www.ird.govt.nz/familyboost> refers), introduced in 2024, is a new childcare payment that is designed to help eligible households pay for the cost of early childhood education (ECE). Its purpose is to provide financial relief to households with young children and to make ECE more accessible to families. The *FamilyBoost* payment provides a portion of the fees that parents have been invoiced for ECE services. IR's payment is to the household, not to ECE providers.

From 1 July 2024 onwards, parents / caregivers can claim up to 25% of their weekly childcare fees, or a maximum of \$975 every 3 months. See when they can start claiming below.

Childcare fees can include optional charges and services. They do not include donations.

To qualify for the *FamilyBoost* payment, families must meet certain eligibility criteria. The following criteria must be met for *FamilyBoost* eligibility:

- Claimants must be the caregiver of a child or children aged 5 and under, and
- have household income of less than \$180,000 per annum, and
- have fees from a licensed ECE provider, and
- are a tax resident of New Zealand.

Claims for *FamilyBoost* are for the household, not for each individual child. Parents / caregivers must save copies of invoices from their ECE provider. If child/ren from eligible households attend different ECE providers, invoices from each ECE provider must be produced.

### *Claiming FamilyBoost*

*FamilyBoost* must be claimed quarterly – with a new claim for each quarter:

- July to September
- October to December
- January to March
- April to June

ECE service providers' involvement in parents' ability to claim their payment through Inland Revenue is limited to issuing invoices and quarterly statements. Annual statements are not permitted; an annual return option must involve FOUR Quarterly Statements.

If statements are not utilised the household would have to keep every invoice.

Quarterly statements and invoices

ECE service providers should provide parents / caregivers with invoices or quarterly statements. Inland Revenue supports the use of quarterly statements as these are easier for parents to upload to the IRD website than numerous invoices.

Quarterly statements are:

- for the purpose of *FamilyBoost*
- optional
- not a replacement for a centre's usual invoice.

*FamilyBoost* is based on fees charged rather than fees paid. Optional charges and service fees should be included.

For the avoidance of doubt: matters relating to debt recovery of childcare fees from parents, families and households who do not pay or pay late, should be kept separate from *FamilyBoost*. If you experience increased non-payment issues relating to *FamilyBoost* you should report concerns to ECC.

For more information, visit the IRD website.