**OTTAWA GARDENS PRE SCHOOL**

**Parent Fees Policy**

**Background Information**

Licensing Criteria 2008, Management and Administration

GMA3 Written information letting parents know:

* Any fees charged by the service

**Purpose**

We are a private, fee-charging education service. Parents are paying for a place for their child not when their child attends. To provide continuity of care and to abide by Ministry of Education ratios, the Centre employs teachers on permanent employment agreements and incurs costs for salaries on a daily basis.

**Procedures**

Our fees are calculated over 50 weeks of the year for ease of direct debit payments and administration. Fees are to be paid for the 50- weeks that we are open each year regardless of statutory holidays, illness, family vacation times or if directed to close by Public Health due to an outbreak of a communicable disease. However, we are able to reduce fees to 50% for two weeks absence if three week’s notice is given by email smmcfarlane@xtra.co.nz or in hardcopy written format. This notice period allows us to plan for staffing requirements.

Fees are paid for statutory holidays.

Two week’s fees are payable prior to your child’s first day at Ottawa Garden’s Preschool;

Fees are GST inclusive and are to be paid by direct debit or cash to a staff member;

A late fee of $1.00 per minute will be charged when parents are late to collect their child.

Parents agree their child is not enrolled in any other early childhood service on the same day they attend our Centre;

To run a quality centre, it is essential that we keep ahead of costs. Our fees are reviewed on 1 February each year and if an increase is to occur, this increase will be effective 1 June.

WINZ subsidies are available but parents are responsible for their account until the WINZ subsidy comes through;

If you are planning to withdraw your child from Ottawa Garden’s Preschool Centre, you must give two week’s written notification. This notification can be emailed to smmcfarlane@xtra.co.nz or given in hardcopy written format. The initial two week in advance payment will be utilised during the last week of attendance if the appropriate notice period has been given;

Parents will be notified immediately if Ottawa Garden’s Preschool discovers a payment is missed;

Parents will have five working days from the date of notification to bring their account up to date or to make a payment arrangement. Any payment arrangement is agreed to at the discretion of the Centre Owner. Failure to pay missed fees may result in a child’s enrolment being revoked;

As of 1 July 2010 children are eligible to start school at age 6. If a parent elects to keep their child in the Centre between 5 and 6 years of age the over 3 fees will apply ie. the 20 hours initiative.

**20 Hours ECE**

Ottawa Garden’s Preschool is pleased to be able to offer the Government initiative of 20 hours early childhood education to children aged 3-6 years. Please note it is optional for early childhood centres to provide this initiative and Ottawa Garden’s Preschool reserves the right to revoke this initiative if it becomes unsustainable.

The rate that has been offered by the Government does not cover:

* The costs of providing higher teacher:child ratios;
* Extra resources and equipment available to children;
* The maintenance and costs of running centres in more costly areas;
* Administration costs to implement this policy.

Our Centre is open for 8 hours per day with an applicable daily rate for children over 3. Each day, a child can receive 6 hours of Free ECE, up to 20 hours per week.

A parent can only get 20 hours ECE if the Centre has hours to offer them;

Date Adopted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date for Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_