



### 1. FEE POLICY

#### Purpose

1. To ensure that parents who enroll and attend the centre have up-to-date information on the fees charged at the centre.
2. Parents will be well informed about any changes to fees charged or structure of fee charges.
3. Parents will have a clear understanding on the consequences of not paying fees charged on time.

#### Procedures

##### Payment

- Fees are to be paid in advance of your child attending each week.
- Fees are charged from 8.30am-3.30pm. (7 hours) Children are expected to attend these hours regularly to meet Ministry requirements. With not more than a 3 weeks break period unless prior arrangement.
- Fees may be paid by internet banking or automatic payment. This is the preferred option.
- Account Information: Sunflowers Preschool Ltd Westpac:
- Sunflowers Preschool 03 1582 0420957 00
- A late fee of \$20 will be charge for the second week past the due date.
- Fees that are not paid in full within three weeks past the due date will result in the child's booking being cancelled at the managers discretion.
- Fees from income support (eg.WINZ) failed to pay in relation to your child will be met by parent or guardian.
- All outstanding debts are passed over to the Debt collection agency and you will be liable for any agency collection fees.
- Management set fees and optional charges. At least one month notice is given for an increase in charges.
- Fees are calculated on a weekly basis.

##### Administration

- A \$35 administration fee is charged at the time of enrolment. This is a one off charge.

##### Holidays, Public Holidays, Forced centre closure and Absences.

- Fees are charged for the weeks that Sunflowers Preschool is open regardless of absentness due to accident or illness. Booked days can't be changed for another day.
- Sunflowers will close on Public Holidays, and fees will not be charged.
- Causal Days can be booked depending on child spaces available.
- No fees will be charged while centre is closed over 3-4 weeks holiday period during the year.
- If centre is forced to close due to outside events, fees will be charged at 50%.
- If two weeks written notice is given for an absence period, then 50% fees apply to hold your child's space at the discretion of the Centre Manager.

### Late fee

- A late fee of \$10 (every 10 minutes) is charged for late collection of your child. This applies after 3.30pm.

### Child Leaving Centre

- Two weeks written notice to management is expected if your child is leaving the centre permanently. Fees will be charged to the date two weeks after notice is given.

### 20 hours ECE funding and Winz Subsidy's

- 20 hours ECE is 20 hours per week in total and a maximum of 6 hours per day for your child.
- To receive 20 hours ECE the Ministry of Education requires Parents/Guardian to complete an ECE Attestation form. Failure to complete this form will mean your child is not eligible for the ECE funding and full fees will apply.
- WINZ subsidies are available through Work and Income. A Childcare & OSCAR Subsidy application will need to be completed and returned to Work and Income by the parent or Guardian. Any financial subsidy for your child is paid directly to Sunflowers Preschool and credited to your account.
- If a child (3-4 years) attends another centre and does not have 20 hours ECE funding available on the day they attend Sunflowers, there will be fee charges of \$40.
- If a child (3-4 years) attends another centre and has 2 hours 20 hours ECE funding available on the day they attend Sunflowers, there will be fee charges of \$30.

### **FEES TABLE**

8.30am-3.30pm	Day 1 attendance	Day 2 attendance	Day 3 attendance	Day 4 attendance	Day 5 attendance
<b>Child Age</b>	<b>3 - 4 years</b>	<b>3 - 4 years</b>	<b>3 - 4 years</b>	<b>3-4 years</b>	<b>3-4 years</b>
Hours per day	7	7	7	7	7
Cost per day	\$12.50	\$12.50	\$12.50	\$25	\$50
Total Cost	\$12.50	\$25.00	\$37.50	\$62.50	\$112.50
<b>Child Age</b>	<b>2 years</b>	<b>2 years</b>	<b>2 years</b>	<b>2 years</b>	<b>2 years</b>
Hours per day	7	7	7	7	7
Cost per day	\$40.00	\$40.00	\$40.00	\$40.00	\$40
Total Cost	\$40.00	\$80.00	\$120.00	\$160.00	\$200
<b>Child Age</b>	<b>Under 2</b>	<b>Under 2</b>	<b>Under 2</b>	<b>Under 2</b>	<b>Under 2</b>
Hours per day	7	7	Not available	Not available	
Cost per day	\$40.00	\$40			
Total cost	\$40.00	\$ 80.00			

*All fees include GST*

## ENROLMENT POLICY

### Rationale

Ensuring that all information is provided to the service before child's attendance begins and parents are clear of the centre enrolment expectations for attendance.

### Purpose

To ensure accurate information is gathered and recorded.

1. Children between the age of 2-6 years can attend the 'Preschool Days' which are Monday, Wednesday and Thursday.
2. Children between the age of 10 months to 6 years can attend our 'Nursery and Preschool Days' which are Tuesday and Friday. Children that have under 2 siblings attending and children that attend all 3 'Preschool Days' get priority to attend on a Friday.
3. Caregivers must fill out the Sunflowers Enrolment form return this to management before their child can attend.
4. All children must be booked for a full day 8.30am-3.30pm and we don't offer a sessional programme or half days.
5. We recommend that all children attend 2 days or more per week.
6. If your child is 3-6 years then they must attend 2 days or more but this is at the managers discretion.
7. Caregivers must supply the child's identification before enrolment.
8. Caregivers must supply the child's immunization records at time of enrolment or indicate on the enrolment form that the child has not been immunized.
9. Caregivers will be asked to support teachers by filling out the Me & My Whanau form and Under Two Children's routines form.
10. Caregivers will be supplied with the Sunflowers Information Booklet, fees and parent policies which are included in the enrolment pack. This provides information on settling and transition, items your child will need to attend, our daily programme and curriculum, transition and how we can support whanau.
11. The centre is closed for 4 weeks during the year. Three weeks over Christmas and one week in the July school holidays.
12. Children can attend extra days if there is space available, however regular day can't be swapped for another day during the week unless this is permanent change.

## FINANCIAL POLICY

*Reference: Regulation 47- GMA8 GMA9*

### Rationale

Planning and financial management ensures centre viability and accountability to all parties involved.

### Purpose

To ensure efficient administration of the centre and accurate financial accountability.

### Objectives

1. To produce an annual plan
2. To produce an annual budget.
3. Clearly show where the government funding has been spent.
4. To keep records of all financial transactions accurate and up to date.

### Annual Plan

Management and staff will develop an annual centre plan in relation to key tasks undertaken each year.

### **Budget**

Management and staff will contribute towards the annual budget.

The budget will include all aspects of the operation and calculated costs will be used in the budget.

### **Financial records**

1. Parents will sign an attendance register showing weekly attendance. This will confirm the child's attendance.
2. Accurate day-to-day records of financial matters will be kept.
3. An audited set of financial accounts will be completed annually which shows the use of Ministry of Education funding. These can be supplied on request from Nicky Gardner the Centre Manager.
4. An Accountant will be hired to prepare Annual Accounts and calculate income tax.
5. Records of fees, enrolments and attendances will be maintained to MOE requirements.
6. Xero and Discovery software will be used to calculate funding hours, GST, Wages, PAYE and Invoicing.

Approved Date : Jan 2015

Review Date: August 2020