



Te Reanga Childcare

FEE INVOICING PROCEDURE

- Invoices are e-mailed or printed and given to the parents fortnightly and to be paid within one week of the invoice date. Other arrangements can be made in special circumstances, but not less than fortnightly payments.
- Fees are payable for the hours the child is booked in to attend, not for the hours the child attends. Unless the child attends hours outside normal hours.
- Fees must be paid via automatic payments. Automatic payments will be reconciled every week and accounts up dated. If payment is missed the Centre Director will speak to the parent concerned who will be expected to make payment within a week.
- Unless parent / caregiver / whanau previously notifies the centre, for a child that is dropped off or picked up outside the booked hours a penalty fee of \$10 will apply after 15 minutes outside of the booked hours. A further \$5 per minute will apply until pick up. In the event a parent is late the senior teacher will contact family 10 minutes after the booking time. If a parent cannot be contacted, then emergency persons will be contacted.
- Fees are payable for public holidays on days that the child would normally attend.
- Each child is entitled to the equivalent of three weeks of normal booked hours at a 50% discounted rate each year for non-attendance. Parents need to request these days for invoicing purposes. The days are not accumulative and run from 1st January and expire 31st December. These days are not applicable to children who only receive 20hrs ECE.
- Parents are asked to opt into the optional charges for children who are entitled to 20hours ECE. The optional charge contributes towards higher child teacher ratio, morning/afternoon tea and sun block. The centre will maintain the current fee structure for children over 3yrs who attend more than 20 hours and opt into the 20 hours ece.
- Invoices will be e-mailed or placed in the children's notice pockets every two weeks. Invoices will be for the previous fortnight.
- Fees will be reviewed when the management committee deems necessary.
- Current fees must be displayed on the noticeboard and must be kept up to date
- Amendments to fees must be included with all new enrolment packs.
- Adequate notice of amendments to fees must be given to all parents, at least one (1) month before they come into effect.
- Fees are payable one week in advance prior to the child's start date at the centre. This will be kept as a bond and credited in the final week of care.
- A discount of 5% will be given to two or more children attending the centre from the same family. Discount are applicable after any Winz subsidy or 20 hours ECE
- Failure to pay fees may result in ceasing of the care of the child (ren)

LAST REVIEWED: May 2013

DATE PASSED: March 2017

MANAGEMENT COMMITTEE