

**Taupo Children's Corner**  
**Table of Fees and Conditions January 2018 - Lakewood Drive**

	0-6 Months	6 Months - 2 Years	2 Years	3-5 Years
Per Hour (under 25 hours per week)	\$11.00	\$10.00	\$8.50	\$9.00
Per Day (3-4 days 6+ hrs per day)	\$60.00	\$56.00	\$50.00	\$32.00
Per Week (Maximum)	\$255.00	\$240.00	\$225.00	\$170.00
Casual	\$14.00	\$12.00	\$12.00	\$12.00

Account Payment

- When your child is attending over 30+ hours per week, you are charged a flat rate as above. If your child is booked for three or less days per week and absent you will be charged on an hourly basis for the days attended and half the hourly rate for the days of absence. If your child is booked for less than 25 hours per week and is absent you will be charged on an hourly basis for the days attended and half the hourly rate for the days of absence.
- However, if your child is booked for 30+ hours over 5 days per week and is absent for some of their days during the week you will be charged the full daily rate for the days of attendance plus half the daily rate for the days of absence.
- Accounts are to be paid weekly. If payment is not made the booking may be withdrawn. No monthly accounts without prior arrangement with management.

Cancellation/Non- Contact

- 9.00 am is the final time for cancelling a morning booking and 12.00 pm for an afternoon booking or the full rate will be charged.
- Parents with regular booking who do not contact the centre when their child is not attending will be charged the full session fee.
- If a child misses attending childcare for three consecutive weeks with no notification from parents the bookings will be cancelled and the parent charged for the sessions missed.
- If your child is going to be absent for more than three consecutive weeks, but you will still require his/her space, please provide the centre with a letter stating this and the expected date of return.
- A retainer of 50% of the full rate of fees is charged when children are absent. This is charged because staff are rostered according to bookings. (This 50% discount does not apply to ECE 20 Hours).

Overdue Accounts

- All parents are expected to pay their child's fees in full before their child leaves the centre permanently.
- Accounts that are outstanding for more than one month will incur a fee of 20% and will then be sent to a debt collection agency.
- A bond of one week's fee must be paid in full prior to commencement of childcare (subject to discretion of manager).

ECE Hours for 3 and 4 year olds

- There is an optional extra resourcing fee of \$2.00 per hour when your child attends up to 30 hours per week, more than 30 hours your child is charged at the daily flat rate.

Date: 20 November 2017

Signed:

Copies of Policy: Management folder and Policy folder

Review Date: 20 November 2019

Responsibility for Review: Management team