

TAUPO CHILDREN'S CORNER

TABLE OF FEES AND CONDITIONS - JANUARY 2018

Rationale/Purpose

To give parents, whanau, caregivers and the wider community an informed choice of times and hours based on fees charged.

Statement/Objective

To ensure fairness for all and consistency of payments is carried out.

Broad Guidelines:

	0-6 Months	6 Months - 2 Years	2-3 Years	3-5 Years
Per Hour (under 25 hours per week)	\$11.00	\$10.50	\$8.50	\$9.00
Per Day (3-4 days 6+ hrs per day)	\$66.00	\$63.00	\$50	\$32.00
Per Week (Maximum)	\$275.00	\$265.00	\$225.00	\$170.00
Casual	\$14.00	\$12.00	\$12.00	\$12.00

Account Payment

- Accounts are to be paid weekly. If payment is not made the booking may be withdrawn.
- No monthly accounts without prior arrangement with management.
- When your child is attending over 30 hours per week or over 6 hours 3 to 4 days per week you are charged a flat concessional rate as above.

Cancellation/Non-Contact

- 9.00 am is the final time for cancelling a morning booking and 12.00 am for cancelling an afternoon booking or the full rate will be charged.
- Parents with regular bookings who do not contact the centre when their child is not attending will be charged the full session fee.
- If a child misses attending daycare 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.
- Payment of fees can be made by internet banking, eftpos or cash.
- Accounts that are outstanding for more than one month will incur a collection fee of 20% if over \$100 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 daycare (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.

Lines of Responsibility

Management team.

Links to other Documentation

DOPs Operation & Administration 10D & E

Te Whariki – Belonging S2 G1 O4 / Communication S4 G2 O8

Date: 12/12/2017

Review Date: 12 December 2019

Responsibility for Review: Management Team

Copies of Policy: Management folder and Policy folder