

## Enrolment & Fees Policy

### **Rationale:**

To ensure Eden Christian Kindergarten has clear and equitable enrolment processes. To ensure Eden Christian Kindergarten fee structures are clear and fair, enabling quality Early Childhood Education while remaining readily accessible and affordable for families.

**TE WHĀRIKI Belonging/ Mana whenua - Goal 3:** Teachers experience an environment where they feel comfortable with the routines, customs, and regular events.

### **1. Centre Enrolments & Attendance**

#### **Hours**

- Eden's opening hours are 8.30-3.30pm
- Hours of enrolment will be discussed with the Manager/Administrator.
- Children must attend a minimum of two days per week. This is to ensure continuity and familiarity with the centre environment, daily routines and to support the development of relationships with staff and other children.

#### **Enrolment Vacancies**

- Children are able to attend Eden from the age of 2 years until their 6<sup>th</sup> birthday, as spaces permit.
- The maximum number of all children at any time at Eden is not to exceed licensing conditions.
- When enrolment vacancies become available, full-day places will be given priority over half day sessional requests.
- Enrolment vacancies will be filled according to the following criteria (in order of priority):  
The child is already attending Eden Christian Kindergarten (for enrolled hours changes) Length of time on the waiting list. Whether the child has any siblings currently attending Eden. Whether the child has any siblings who have previously attended Eden Christian Kindergarten, Exceptional circumstances  
Notwithstanding the above, consideration will be given to the nature of enrolment vacancies available to maintain optimal enrolments by the Manager.
- Children do not need to be toilet trained to start at Eden.

#### **Changes to Enrolments**

- Changes to enrolment hours require one weeks' notice and a change of hours form to be completed and signed by the parent/caregiver. Where changes are not able to be made immediately, requests will be noted on the waiting list. Requests for changes to enrolment hours/days will be given priority according to the criteria above.
- Two weeks' notice must be given of termination of enrolment. If notice is not provided fees will be required to be paid for those two weeks.

#### **Enrolment Procedures**

1. Parents or caregivers enquiring about attendance at Eden Christian Kindergarten will be given an information pack and encouraged to visit Eden with their child/ren.
2. When a parent/caregiver confirms they wish to enroll their child, a pre-enrolment form will be completed either via our website or over the phone. This places your child's name on the waiting list.
3. Upon being allocated a place the parent or caregiver will be required to complete

an enrolment agreement.

This includes a 20 Hours ECE Attestation form, provision of an official identity verification document and immunisation certificate (for photocopying), parental/guardian permissions and any custodial arrangements. Relevant court or custody order documents must be sighted by the Manager (refer Custodial Arrangements Policy). These will be shared with the Manager and together decide who else this information will be shared with. Families will also be encouraged to complete an additional information/aspiration form to help staff get to know more about new children.

4. The Manager will support families to complete enrolment information and inform them of enrolment & fees, illness & excursion policies. The Manager will also provide information and relevant forms to support families wishing to apply for WINZ subsidies for fees support to families about applying for WINZ or Eden subsidies for fees. All enrolment information and records will be filed by the manager. Information will be kept securely, and records held for 7 years.
5. Subject to legal requirements, all information about children and staff will be kept confidential to the centre.
6. The Manager will contact all families annually to ensure their enrolment information remains up to date.

## 2. Centre Fees and Payment Terms

### **Enrolment Fee**

A non-refundable fee of \$30 is payable when enrolling a child. This fee covers administration set-up costs including the child's portfolio.

### **Session fees:**

<b>20 hours ECE Fees</b>		
<b>Three-year-olds and over and enrolled with 20 Hours ECE</b>		
<b>Attendance per week</b>	<b>Attested 20 Hours ECE</b>	<b>Fee per week</b>
2 days	12	0
3 days	18	0
4 days	20	35
5 days	20	45

<b>Standard Fees</b>		
<b>Under three years old and children not enrolled with 20 Hours ECE pay standard fees</b>		
2 days	0	90
3 days	0	130
4 days	0	180
5 days	0	230

### ***Session Fees***

- Three- and Four-year-old children are eligible for 20 hours ECE (free, government funded) attendance a week (to a maximum of 6 hours a day) at Eden Christian Kindergarten (the attestation on then enrolment form must be completed in order for families to qualify).
- Fees are set by the Eden Trust Board and reviewed on a regular basis. At least one month's notice will be given to families of any fee increase.
- Eden encourages families to access WINZ subsidies to assist in the payment of other kindergarten fees. The Manager will provide information about subsidies to all families at the time of enrolment.

### ***Late Pick-Up Fees***

- Where a parent or caregiver is late picking up a child on a consistent basis and without prior arrangement, the Manager will document this on the discover and email a reminder to the parent about our fees policy.
- On subsequent occasions a parent or caregiver is late a charge will be applied. This will be made at a rate of \$35 after session finish time. Teaching staff will document collection times on the sign-in/out sheet and refer to the Manager this will automatically be added to the parents' account.

### ***Absences***

- Fees will not be charged if the kindergarten is closed for the Christmas close down period and public holidays.
- To hold child places, fees are required to be paid for all absences, even if the child is sick or on holiday. An exemption can be made for families taking an extended holiday i.e. more than a three week period whereby 50% of fees will be waived when a minimum of 3 weeks' notice is given.
- Should a child be absent for more than a three-week period fees will be charged to the parent/caregiver unless an EC12 and EC13 (application for exemption from absence rule for special and/or health needs) is completed and on file.

### ***Fee Variations***

- Eden Christian Kindergarten is committed to supporting the enrolment of all children at Kindergarten. Under special circumstances a Fee Exemption or Variation may be necessary to support or maintain the enrolment of the child at Kindergarten. The Trust Board has delegated to the Manager the authority to vary fees if this is in the best interests of the child and Kindergarten. A Fee Variation/Exemption Form (see Appendix D) must be completed to apply this policy provision for a family at the Kindergarten.
- 50% of fees for children of staff working at Eden Christian Kindergarten on a permanent basis will be waived. This employee benefit will cease immediately if the employment relationship terminates.

### ***Terms of Payment***

- Discover automatically emails invoices out to all children weekly.
- All fees for are to be paid in full by the end of the month, unless a payment plan has been arranged with the Manager.
- Automatic payments or internet banking payments will be encouraged.
- Final invoices for children leaving will be issued prior to their leaving date and must be paid before the child's final session.

- Parents/Caregivers are made aware of our fees policy at the time of enrolment and sign the enrolment form acknowledging that they understand and agree to this policy.
- Invoices will be sent with a letter requesting payment of outstanding account for accounts outstanding greater than 7 days. Repayment plans can be established by consultation with the Administrator or Manager.
- Children may lose their place on the kindergarten roll if fees remain outstanding and no repayment plans are actioned.

**Date reviewed:** 29 November 2023

**Next Review Date:** January 2025