



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: July 2020

Review Date: July 2021

## Fee Policy

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Responsible to:	Chief Executive Officer
Applies to:	All Kindergartens
Purpose:	To ensure that a consistent, fair and appropriate level of income is charged to families to assist with the provision of high quality early childhood education.
Definition:	'20 Hours ECE' the hours of early childhood education covered by the Government's policy on providing up to 20 hours free early childhood education for 3, 4 and 5 year olds.
References:	Early Childhood Education Funding Book.

## Policy

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1. He Whānau Manaaki Kindergartens (WMK) is committed to keeping kindergarten accessible and affordable to all families.
2. WMK offers the '20 Hours ECE' scheme to eligible children (3 and 4 year olds).
3. Families who are ineligible to access the free entitlement (children under the age of 3) will have their fees subsidised to a nil balance, up to 20 hours. This does not apply to families using Arohanui Kindergarten and Paremata Preschool. This will be reviewed by the Senior Management team during 2020. Please see Point 12 for specific arrangements for Paremata Creche.
4. Families that access in excess of 20 Hours ECE who were part of Whānau Manaaki Kindergartens prior to 1 July 2019, or families that access hours not attested to WMK, will be charged a fee for the subsequent hours in accordance with the policy set for that particular kindergarten. The fee level will vary according to:
  - Whether the kindergarten receives equity funding
  - The model of the kindergarten (ie. full day or school day)
5. Families that access in excess of 20 Hours ECE who were part of Whanganui Kindergartens prior to 1 July 2020, will have an additional 10 hours per week with no fee as long as they attest their first 20 hours to WMK. The fee level charged will vary according to the model of the kindergarten.
6. All fees collected will be pooled to support Whānau Manaaki's services.



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7. Any outstanding fees will be managed in a fair and equitable manner. The Chief Executive Officer in their discretion may agree to 'waive' or 'write off' any bad debt.
8. The Chief Executive Officer will provide regular information on the collection of fees to the board.
9. Information regarding fees being charged to individual families will remain confidential to designated staff at WMK Offices and the Head Teacher of the kindergarten.
10. WMK must provide at least two months' written notice of any changes to fees.
11. Fees will not be charged for public holidays.

Fees are charged for days children do not attend including sickness and other absences (with the exception of Nuanua and Toru Fetu Kindergartens (all year) and the Full Year kindergartens (listed in ANNEX 2) during term breaks).

12. Paremata Creche will continue throughout 2020 to apply their current fee structure:

- 20 hours ECE applied to 3 and 4 year olds
- \$8 per hour for any hours over above the first 20 hours
- \$8 per hour for children who are not eligible for 20 Hours ECE (ie. under 3 years old)

## Procedures:

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1. Fees are set by the Senior Managers in consultation with the Board.
2. Fees will be charged per hour or per day, dependent on the policy set by WMK for the particular kindergarten.
3. Families will be charged according to information on the attestation form held by the kindergarten.
4. If no attestation information is received, families will be charged the relevant charge until the date that the attestation information is received.
5. Fees are payable weekly in arrears.
6. It is the intention of WMK that all children who attend kindergarten have access to quality early childhood education on an ongoing basis, and every effort will be made to work with families to ensure children access kindergarten within the fee charging environment. The following procedures for fees will be followed:
  - A statement will be sent out fortnightly;
  - New families will be contacted by a member of the Finance Team to confirm their enrolment details and any applicable charges within the first fortnight the child commences kindergarten;

- Contact will be made with families who have unpaid fees. This will be done in a timely manner;
7. If a family is requesting an absence over three weeks, they will relinquish their child's position and be placed on the waiting list until a place is available again.
  8. Parents/caregivers who are eligible and receive a Childcare Subsidy are responsible for any shortfall between the subsidy paid and the normal fees due and are also responsible for renewing the subsidy as appropriate.
  9. Current fee rates, equity discounts and free hour information is attached is ANNEX 1

**ANNEX 1 – Kindergarten Fee Rates as at 20 May 2020**

Kindergarten	Equity Funded	Hourly Rate	Equity Disc.	Rate after Disc	Application of Free Hours
Adventure Kindergarten		5.00		5.00	20 Hours free applied to all children
Arohanui Kindergarten	Yes	6.00		6.00	20 Hours free applied over 3's only
Ascot Park Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Awatea Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Bellevue Kindergarten		5.00		5.00	20 Hours free applied to all children
Berhampore Kindergarten		5.00		5.00	20 Hours free applied to all children
Betty Montford Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Birchville Kindergarten		4.00		4.00	20 Hours free applied to all children
Brian Webb Kindergarten		5.00		5.00	20 Hours free applied to all children
Brooklyn Kindergarten		5.00		5.00	20 Hours free applied to all children
Brown Owl Kindergarten	Yes	4.00	1.00	3.00	20 Hours free applied to all children
Campbell Kindergarten		5.00		5.00	20 Hours free applied to all children
Carterton Kindergarten		3.00		3.00	20 Hours free applied to all children
Churton Park Kindergarten		5.00		5.00	20 Hours free applied to all children
Cottle Kindergarten		4.00		4.00	20 Hours free applied to all children
Discovery Kindergarten		5.00		5.00	20 Hours free applied to all children
Doris Nicholson Kindergarten		4.00		4.00	20 Hours free applied to all children
East Harbour Kindergarten		5.00		5.00	20 Hours free applied to all children
Fanau Pasifika Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Greytown Kindergarten		4.00		4.00	20 Hours free applied to all children
Hataitai Kindergarten		5.00		5.00	20 Hours free applied to all children
Heretaunga Kindergarten		4.00		4.00	20 Hours free applied to all children
Irmgard Ritchie Kindergarten		4.00		4.00	20 Hours free applied to all children
Island Bay Kindergarten		5.00		5.00	20 Hours free applied to all children
Waitohi Kindergarten		6.00		6.00	20 Hours free applied to all children
Johnsonville West Kindergarten		5.00		5.00	20 Hours free applied to all children
Kahurangi All Day Kindergarten		6.00		6.00	20 Hours free applied to all children
Karori Kindergarten		5.00		5.00	20 Hours free applied to all children
Katoa Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Khandallah Kindergarten		5.00		5.00	20 Hours free applied to all children
Lansdowne Kindergarten		4.00		4.00	20 Hours free applied to all children
Lyall Bay Kindergarten		5.00		5.00	20 Hours free applied to all children
Manaia Kindergarten	Yes	4.00	1.00	3.00	20 Hours free applied to all children
Maraeroa Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Martinborough Kindergarten		4.00		4.00	20 Hours free applied to all children
Masterton West Kindergarten		4.00		4.00	20 Hours free applied to all children
Matairangi Kindergarten		5.00		5.00	20 Hours free applied to all children
Matariki Kindergarten		6.00		6.00	20 Hours free applied to all children
Meta Riddiford Kindergarten	Yes	4.00	1.00	3.00	20 Hours free applied to all children
Miramar Central Kindergarten		5.00		5.00	20 Hours free applied to all children
Miramar North Kindergarten		5.00		5.00	20 Hours free applied to all children
Moira Gallagher Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Newlands Kindergarten		5.00		5.00	20 Hours free applied to all children
Newtown Kindergarten		5.00		5.00	20 Hours free applied to all children
Ngahina Kindergarten		5.00		5.00	20 Hours free applied to all children
Ngaio Kindergarten		5.00		5.00	20 Hours free applied to all children
Northland Kindergarten		5.00		5.00	20 Hours free applied to all children
Nuanua Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Onslow Kindergarten		5.00		5.00	20 Hours free applied to all children
Otaki Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Owhiro Bay Kindergarten		6.00		6.00	20 Hours free applied to all children

## ANNEX 1 – Kindergarten Fee Rates as at 20 May 2020 (Continued)

Kindergarten	Equity Funded	Hourly Rate	Equity Disc.	Rate after Disc	Application of Free Hours
Papakowhai Kindergarten		5.00		5.00	20 Hours free applied to all children
Paparāangi Kindergarten		5.00		5.00	20 Hours free applied to all children
Paraparaumu Kindergarten		5.00		5.00	20 Hours free applied to all children
Paremata Kindergarten		5.00		5.00	20 Hours free applied to all children
Paremata Creche Kindergarten		8.00		8.00	20 Hours free applied over 3's only
Parsons Ave Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Petone Beach Kindergarten		5.00		5.00	20 Hours free applied to all children
Petone Kindergarten		5.00		5.00	20 Hours free applied to all children
Piko Piko Clyde Quay Kindergarten		5.00		5.00	20 Hours free applied to all children
Plimmerton Kindergarten		5.00		5.00	20 Hours free applied to all children
Pukerua Bay Kindergarten		5.00		5.00	20 Hours free applied to all children
Raumati Beach Kindergarten		5.00		5.00	20 Hours free applied to all children
Raumati South Kindergarten		5.00		5.00	20 Hours free applied to all children
Seatoun Kindergarten		5.00		5.00	20 Hours free applied to all children
Shannon Kindergarten	Yes	0.00	0.00	0.00	20 Hours free applied to all children
Silverstream Kindergarten		4.00		4.00	20 Hours free applied to all children
South End Kindergarten	Yes	4.00	1.00	3.00	20 Hours free applied to all children
Strathmore Park Kindergarten		5.00		5.00	20 Hours free applied to all children
Sunshine Kindergarten		5.00		5.00	20 Hours free applied to all children
Tai Tamariki Kindergarten		7.00		7.00	20 Hours free applied to all children
Tairangi Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Taitoko Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Tawa Central Kindergarten		5.00		5.00	20 Hours free applied to all children
Te Timatanga Hou Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Titahi Bay Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Toru Fetu Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Totara Park Kindergarten		4.00		4.00	20 Hours free applied to all children
Trentham Kindergarten		4.00		4.00	20 Hours free applied to all children
Tui Park Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Una Williams Kindergarten	Yes	4.00	1.00	3.00	20 Hours free applied to all children
Upper Hutt Kindergarten		4.00		4.00	20 Hours free applied to all children
Wadestown Kindergarten		5.00		5.00	20 Hours free applied to all children
Waikanae Kindergarten		5.00		5.00	20 Hours free applied to all children
Waitangirua Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
Wellington South Kindergarten	Yes	5.00	1.00	4.00	20 Hours free applied to all children
York Street Kindergarten		4.00		4.00	20 Hours free applied to all children
Aramoho Kindergarten	Yes	6.33	0.00	6.33	30 Hours free applied to all children
Barsanti Kindergarten	Yes	6.33	0.00	6.33	30 Hours free applied to all children
Central Kindergarten	Yes	6.33	0.00	6.33	30 Hours free applied to all children
Durie Hill/Polson Park Kindergarten		6.33		6.33	30 Hours free applied to all children
Gonville Kindergarten	Yes	6.33	0.00	6.33	30 Hours free applied to all children
Harriette Vine Kindergarten		6.33		6.33	30 Hours free applied to all children
Marie McFarland Kindergarten	Yes	6.33	0.00	6.33	30 Hours free applied to all children
Maxwell and Districts Kindergarten		6.33		6.33	30 Hours free applied to all children
Ohakune Kindergarten	Yes	6.33	0.00	6.33	30 Hours free applied to all children
Putiki Kindergarten		6.33		6.33	30 Hours free applied to all children
St Johns Hill Kindergarten		6.33		6.33	30 Hours free applied to all children
Taihape Kindergarten	Yes	6.33	0.00	6.33	30 Hours free applied to all children
Te Puna Ako Ki Totara Puku		6.00		6.00	20 Hours free applied to all children
Waiouru Kindergarten	Yes	6.00	0.00	6.00	20 Hours free applied to all children
Wanganui East Kindergarten		6.33		6.33	30 Hours free applied to all children

## ANNEX 2 – Full Year Kindergartens charged on attendance basis during term breaks as at 20 May 2020

Ascot Park, Bellevue, Betty Montford, Fanau Pasifika, Greytown, Heretaunga, Masterton West, Moira Gallagher, Newtown, Parsons Ave, Raumati Beach, Taitoko, Tui Park, Una Williams, Wadestown, Wellington South, Aramoho, Gonville, Harriette Vine, Putiki, Taihape