

## **Fee Policy**

The Dunedin Kindergarten Association Inc receives only partial funding from the Ministry of Education. Fees are charged in kindergartens to cover the costs of providing excellence in early childhood education. The Dunedin Kindergarten Association Inc is committed to equitable practices to support its kindergartens financially.

### **Setting Fees**

- The Board sets the fees for all 22 Kindergartens.
- Fees are charged for all 2 - 5 year olds.
- Fees are charged for absences and booked hours.
- If your child is enrolled to attend in the morning a minimum of 4 hours will be charged.
- If your child is enrolled to attend in the afternoon a minimum of 2 hours will be charged.
- One month's notice will be given to families of any fee increase.
- Refer to your kindergarten's schedule of fees for details, these are GST inclusive.

### **20 Hours ECE**

- All 3, 4 and 5 year olds are eligible for a maximum of 20 hours Early Childhood. To access this you must complete the relevant details on the Enrolment Form.
- If the 20 Hours ECE does not cover the cost of all hours enrolled a fee will also be charged.
- Once enrolled, you must sign the attendance sheet every time your child attends.
- If your child's absences form a pattern over 3 consecutive months, you may lose your free entitlement and be charged a fee to recover lost funding.
- If your child's hours of attendance do not match their booked hours, for more than 3 consecutive months, you may incur a penalty fee, to recover lost funding.
- If your child has a medical condition you may be eligible for an exemption to frequent absence rules through completing an EC 12 & 13. These are available at your kindergarten.
- Families may be eligible for WINZ subsidies.

### **Payment of Accounts**

- Fees will be invoiced to families via the kindergarten note pocket system, email and post.
- Accounts are sent out monthly and payment is due by the date indicated on the account.
- Families are invited to deduct a 10% discount from the current month's fees if payment is made by the due date.
- A minimum of two weeks notice is required if you are leaving the kindergarten. If you leave without notice this may incur a penalty.

### **Method of Payment**

Payments can be made at the Association offices or at your kindergarten.

- Cash and cheque
- Direct debit
- Automatic payment
- Internet banking
- Eftpos at DKA office Forbury Rd

### **Non Payment of Fees**

- Invoices will show unpaid fees.
- Fees are recoverable.
- If there is a difficulty in paying please contact the administration office at the Dunedin Kindergarten Association.
- Unpaid accounts may be referred to debt collection and this cost will be recovered for collection.

### **Policy Review**

- This policy forms the Dunedin Kindergarten Association's Incorporated terms of trade.