

## Fees and Whānau Payments

At Hutt City Kindergartens we offer the Government's 20 Hours ECE option to families and are committed to keeping our Kindergartens affordable for everyone.

### Here's how it works

- The Government funds up to 20 hours per week of early childhood education (ECE) for all 3, 4 and 5 year olds at teacher-led services such as Kindergarten.
- A child can have up to 6 hours per day, to a total of 20 hours per week.
- You can use your child's 20 Hours ECE at more than one early childhood education service, as long as their total of 20 Hours ECE across all services is no more than 6 hours per day, up to 20 hours per week. It's your choice.
- Unused 20 Hours ECE cannot be carried forward to another week.
- You cannot be charged a compulsory fee for any 20 Hours ECE you use at any service however you can be asked to make a voluntary extra payment (we call this whānau payments).

### How do I claim my 20 Hours ECE?

- Simply complete and sign the declaration on the back page of the Enrolment Form. This is a legal agreement confirming to the Ministry of Education how you are going to use your 20 Hours ECE.
- As soon as we have this and you've completed a full Enrolment Form, you can receive the 20 Hours ECE – there is no waiting period.
- You must let the teaching team know immediately if you want to change the way you are using your child's 20 Hours ECE. You will need to complete and sign an updated agreement which the Kindergarten will give you.

For more information on 20 Hours ECE visit the Parents Section of the Ministry of Education's website at [www.minedu.govt.nz/Parents/EarlyYears](http://www.minedu.govt.nz/Parents/EarlyYears)

### Whānau Payments

We ask families to support our kindergartens with a small voluntary whānau payment of \$0.50 per hour, for any 20 hours ECE, as a contribution towards the cost of running our kindergartens. This payment will go towards helping provide for new resources and improve outdoor areas.

This is not a compulsory fee but we need our families to help us by making this payment. Families with more than one child at kindergarten at the same time are asked to pay \$0.25 per hour for their second, third or other additional children.

Note - whānau payments are classed as a donation by IRD. Your kindergarten will give you a receipt, on request, that you can use to apply for a Tax Credit.



*Continued over...*

## Kindergarten Fees

If your child attends Kindergarten for more than 20 hours a week, or you are spreading your 20 Hours ECE across more than one early childhood centre, you will be charged a fee for the additional hours.

This fee is \$4.00 per hour including GST. However, families with more than one child, who use their full 20 Hours ECE with us for all their children at kindergarten, will be charged a discounted rate of \$2.50 per hour including GST for the second child.

You will be given at least 10 weeks' notice of any change in this fee. The current fee level will always be advertised on your Kindergarten notice board.



### Further information about fees

- If your child is aged 2 when they start, and you confirm they'll be using their 20 Hours ECE at kindergarten once they turn 3, you will not be charged a fee for the first 20 hours.
- If you have more than one child, and you are using your full entitlement of 20 Hours ECE for all your children at kindergarten, you will be charged a discounted rate of \$2.50 including GST per hour for the second child.
- Fees are charged for any Public Holiday that falls during a regular kindergarten week.
- Fees are charged for each session your child is enrolled to attend, even if they are absent.
- If your child is absent due to illness for more than five consecutive days on which they would normally attend, you can ask the Kindergarten for a refund. You will need to provide a medical certificate if requesting a refund.
- We ask for two weeks' notice if your child will be leaving Kindergarten.
- There will be a discounted rate for the children of any permanent Hutt City Kindergarten staff or Board members.
- You will be asked to sign a Fee Contract when you complete an Enrolment Form for your child.

### Paying your fees

- Fees are invoiced at the start of each week, with payment due on the following Monday.
- We prefer Automatic Payments or internet banking for the payment of fees.
- You will receive statements and reminders if your fees are unpaid.
- Any fees outstanding on the 3rd business day of each month will become part of our Credit Control/ Debt Collection process. The cost of collection may be added to your unpaid fees.

### Getting help with your fees

You may be able to get a WINZ Childcare Subsidy to help with the payment of your fees. The family income bracket has increased as of 1 April 2018. Please do not hesitate to ask your Administrator for information or contact WINZ on 0800 774 00 or visit [www.workandincome.govt.nz](http://www.workandincome.govt.nz).

If you have any questions about your fees and whānau payments, please talk to your Head Teacher. **Thank you**

