**FEE POLICY**

***Governance and Management Criterion 3-*** *to ensure parents are well informed about the services operation and their child’s education, and are made aware of the input they are able to have.*

A schedule of fees is available to current and prospective parents and can be requested from the Centre staff. Other records relating to enrolments and attendance are also kept for 7 years as required by legislation. This policy is intended to outline the fee payment requirements of the Centre.

* Centre fees are officially paid 52 weeks of the year, continuously, whether the child(ren) are sick or on holiday. If the centre closes during the Christmas break we can, at our discretion, choose not to charge fees for that period.
* The enrolment is for your child(ren) and cannot be given or sold on to another child or family.
* Payment of fees must be kept two weeks in advance and are due on invoice. If fees are not paid two weeks in advance the enrolment will be suspended for a period of two weeks. If the fees are not settled after this period the child(ren) place will be given to another child on the waiting list, the debt will be then transferred to Baycorp Debt collection Services where interest will accumulate at a rate of 5%
* If for any reason fees are disputed parents are required to continue their payments until the dispute is resolved with Management
* Parents who are applying for a WINZ subsidy must get the subsidy pre-approved or pay full fees until the centre receives the subsidy. The centre will reimburse parents for any over payment. It is the parent’s responsibility to ensure that a WINZ subsidy is renewed and parents are liable for all shortfall incurred during this period.
* The management retains the right to increase fees at any time during the enrolment period.
* Non-attendance at Tots On The Rock without notification will result in your child being removed from the Centre roll. You will also be liable for the following three weeks as your notice period.
* Our opening hours are between 7am and 6.00pm. We offer a play day 3.5hrs hours, a part day 6.5hrs and a long day 11 hrs. However prior notice of your enrolment hours is a must, any changes to these require a 2-week notice period due to staffing ratios.
* Casual/extra days will be taken on a case by case basis, if we have vacancy at that time we may be able to assist, please discuss with management or the head teacher.
* Make up days for sick days may be available if we have extra capacity at the time

Please sign below to agree to these terms and conditions of our fee policy and return to Tots On The Rock before enrollment will be processed. One copy will be filed by Tots Management and one copy will be returned for your records.

Parent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated August 2018