

12 POLICY: FEES**Aim**

To ensure that fees charged by Montessori Children's House Wanaka are clear and transparent and that information relating to fees and their payment is accurately recorded and readily available to parents.

12.1 Implementation

- 12.1.1 A current fees schedule is available on the notice board directly in reception and forms part of the enquiry pack given to all prospective new families.
- 12.1.2 Any changes to fees are published in the school newsletter.
- 12.1.3 No fees apply when the school is closed. In the case of emergency closure parents will be charged up to the end of the session when the closure occurred.
- 12.1.5 Eligible families may apply to WINZ for a childcare subsidy if approved, WINZ pays the school weekly and any monies received are credited against fees charged. Any repayments requested by WINZ and paid by Montessori Children's House Wanaka and are subsequently debited to the individuals account. (For further information - www.workandincome.govt.nz)
- 12.1.7 In the case of absence or illness, children who are under 3 years of age are entitled up to 8 free absences per year. Some charges for longer term absences may be on a reduced basis. Refer to the Absence Policy for further details.
- 12.1.8 All attendance details are recorded daily and entered into a specialist childcare management software package (APT).
- 12.1.9 The daily attendance information forms the basis of parent invoices which are issued fortnightly in arrears and are due for immediate payment.
- 12.1.10 Payment may be made by cash, cheque or direct credit to our bank account. In the event that fees are not paid in a timely fashion, parents will be contacted.
- 12.1.11 Two weeks' notice is required for the withdrawal of a child from school. Two weeks fees will apply if this notice cannot be given.