

## **13 POLICY: CHILD ABSENCES**

### **Aim**

Montessori Children's House Wanaka is committed to providing a stable and high quality environment for children. To achieve this, children attending are permanently enrolled for fixed sessions. When children do not attend for their booked sessions, the schools overheads remain unchanged. To ensure Montessori Children's House Wanaka budget is not adversely affected by absences by those over and above those agreed to at the point of enrolment, absences may be charged for.

### **13.2 Absences of up to one week**

- 13.2.1 Children under three years of age or who are otherwise ineligible for 20 Hours early childhood education are entitled to eight free absences (pro rata basis) per year and any further absences of less than one week will be charged at full cost. Any free absences will be credited at the end of the year.
- 13.2.2 Children who are entitled to 20 Hours early childhood education will be charged as per the individual's normal charge under the 20 Hours early childhood education scheme.

### **13.3 Absence of more than one week and less than ten weeks duration**

- 13.3.1 Two weeks notification is required for all absences of over one week. For all children who are under three years of age or who are otherwise ineligible for 20 Hours early childhood education, absences will be charged at 50% of the full rate for the first three weeks and then at the full rate for the remainder of the absence up to a maximum of ten weeks duration.
- 13.3.2 For children who are eligible for 20 Hours early childhood education, absences will be charged as per the individual's normal charge under the 20 Hours early childhood education scheme for the first three weeks. Following this, the absence will be charged as per the standard Montessori Children's House Wanaka rate to a maximum of ten weeks duration.

### **13.4 Absences of more than ten weeks**

- 13.4.1 Parents are required to cancel their child's enrollment. Two weeks advance notification is required. The child will need to be waitlisted for their required return date and for the sessions that are requested.