

Cambridge Montessori Pre School and Magnolia Montessori	Policy Template
	Policy Category: Governance, Management and Administration
	Policy Name: GMA3 Fees and Enrolment Policy

Position Statement

We provide a current schedule of fees and information to all parents upon enrolment in the enrolment pack. This information is accessible to all parents in the Montessori's through the enrolment process and is available to view in the important documents folder. If we need to make changes to the fees, parents will be informed of any changes in writing with a minimum of one month before the change takes effect.

Parents and caregivers are solely responsible for the payment of fees and the consequences of not paying fees on time. Montessori's are strictly limited to a maximum number of places so if fees remain unpaid the enrolment may be deemed withdrawn so another child can enrol and use the place.

Issue Outline

Information about fees charged by the Montessori's is clearly communicated with parents at the time of enrolment to avoid confusion, late payments or non-payment. Parents should be fully aware of all costs, if there are penalties for not paying fees on time and if so, what these penalties are. Making things clear from the start will support the Montessori's to maintain positive relationships with parents. This is best supported by a comprehensive Enrolment Agreement, which contains all relevant information both parties agree to and sets clear expectations with regard to payment obligations for parents and the service provided by the centre.

Detail

Enrolment

- An enrolment form must be completed before your child is enrolled at Montessori. You must provide a form of identification for your child e.g passport or birth certificate for us to sight. You must provide an immunization certificate (if applicable). We will make a copy of the immunization record and store it with your child's enrolment form and add it to the immunization register.
- It is recommended that a child has 1-2 visits prior to starting at Cambridge Montessori and for Magnolia Montessori this will be discussed prior with a parent and vary based on the child's age/needs.
- All children at Cambridge Montessori are to attend a full day session from 8.30am – 3.00pm. At Magnolia Montessori children can do a full day session or half day session from 8.30 – 12.30pm.

- Cambridge Montessori has a minimum attendance of three days per week for three-year-olds. We recommend four days for four-year-olds and five days leading up to their fifth birthday.
- Children five years of age may continue to remain enrolled up until their sixth birthday. This is at the discretion and approval of management.
- New enrolments for children aged four-year-old and above will be treated on a case by case due to the available time to get through the Montessori curriculum.
- Children aged 3-6 years from 8.30am – 3.00pm are free. Provided 20 hours ECE is allocated to Cambridge Montessori.
- Children who are two, will be charged a daily fee for the hours 8.30am – 3.00pm. For example, \$100 for three days, \$150 for 4 days and \$200 for five days.
- Children under two are charged an hourly fee, the current hourly fee is \$9.00.
- Before and after school care is an additional cost. Currently for Cambridge Montessori the extended hours are \$10.00 per hour and at Magnolia Montessori it is \$9.00 per hour.
- Our fees are based on a daily enrolment of 6.5 hours for our two-year-olds and an hourly enrolment for under twos.
- The government subsidizes early childhood education services up to six hours per day and up to 30 hours per week per child/child place. Different rates are payable for children under two years old, compared to children two and over.
- The fee includes provision for all services provided and includes provision for the centre to meet its employment obligations for staff. This includes non-contact time; teacher relief costs and staff leave when the centre is closed.
- **20 Hours ECE**
 - We confirm that *20 Hours ECE* is offered at our Montessori's. Only children aged three and over are eligible.
 - Per child, only up to six hours in any one day can qualify for *20 Hours ECE* to a maximum of 20 hours per week in total.
 - Parents must choose where their child claims 20 Hours ECE. You cannot claim it at multiple ECE services. A declaration is required from parents as part of the enrolment agreement.

ECE services can offer aspects of education and care over and above the regulatory (minimum) standards. In this case you must give parents the choice to agree to pay an optional charge to receive this.

- Our Montessori's do not require any optional charges.
- **Work and Income Childcare Subsidy**
 - Some children are eligible for the Childcare Subsidy from Work and Income. If this applies to a child, the parent must advise us immediately.
 - Full fees will be charged and remain the liability of the parent(s) until such time as the Childcare Subsidy has been approved and paid by WINZ.
 - If applicable, the Childcare Subsidy will be paid directly to the Montessori.
 - A parent cannot claim both the 20 Hours ECE Subsidy AND the Childcare Subsidy for the same hours of attendance, but they can claim both subsidies for different hours of attendance.

Schedule of Fees

- Our Montessori's will produce a schedule of current fees charged at the time in the operational folder.
- Our schedule of fees is included in the enrolment pack with our handbook. Additional copies are available from administration.

Changes in Fees

- Management reserves the right to review and amend the fee rates and policies. Any changes will be applicable to existing as well as new enrolments. Parents will be given one month's notice in writing of proposed changes to the Fees Schedule.
- The Montessori's will keep accurate records relating to enrolments and attendance.

Payment Methods

- Our centre accepts payments by Bank Automatic Payment or Bank Internet Transfer.
- Any flexible payment plans or extensions or alternative payment methods are to be discussed with and approved by the Centre Manager, on a case-by-case basis.

Invoicing Practices

- Parents will be invoiced for services on a weekly basis
- Statements will be sent to parents on request.

Family Boost

ECC members can access the [ECC Advisory Family Boost](#) on the member portal.

Holidays, Being Late and Absences

- Parents will not be charged for public holidays when the Montessori's are closed.
- Parents will be issued a school holiday form for them to complete each school holidays. Parents will not be charged for the days and hours their child is absent if indicated on the form during the school holidays. If parents fail to complete a holiday form or do different hours/days than specified they will be charged their normal fee.
- If the Montessori's are closed during holiday periods such as over Christmas / New Year or Easter, we will advise parents one month in advance to give you the opportunity to make alternative childcare arrangements.
- If your child has been absent for longer than 3 weeks your child's place will no longer be funded by the Ministry of Education. We will make multiple attempts to contact the parent during the absent period. Management reserves the right to enrol another child to take the vacant place after 3 weeks.

If you would like to take an extended holiday (longer than 3 weeks) while your child is enrolled at our Montessori, you will need to discuss this with management. These situations are treated on a case-by-case and at the approval of management. We will discuss details around fees and placement.

- If parents or approved adults are unable to collect a child on time, the Montessori's will charge a late fee of (\$5.00 for every 5 minutes). Parents will receive two warnings before this would take place. Emergencies are exempt of this.

- If a child has an infectious or contagious illness, they must not attend the centre. This ensures the risk of other children and adults becoming ill is minimized. Our normal fee applies for occasional sick days
- If a child is to be away from our centre for an extended period of time due to sickness or injury, the parent should advise centre management immediately so that alternative enrolment and fee arrangements may be made.
- If a child is frequently absent/attending different days or hours to their enrolment they will be flagged on the frequent absent report. We will ask you to reconfirm hours, days or change existing enrolled days to reflect what your child is currently doing. It is important that your child does the days and hours you have enrolled them for.

Attendance

Please contact us if your child is absent/unwell and won't be at Montessori.

We have daily printed attendance sheets, and it is compulsory to sign your child in and out each day. This is a requirement by the Ministry of Education to verify attendance, for funding purposes and is used in an event of an emergency as well to ensure all children are accounted for.

You might be required to reconfirm hours at various points throughout your child's enrolment. Change of day requests need to be approved by management and then signed off by the parents.

Casual days or make up days are typically not possible due to being full capacity, but requests can be made and are approved by management.

Failure to Pay Fees on Time

- Our fees are due 7 days after the invoice has been issued. If parents are aware that they cannot pay our fees when they receive our invoice, they must advise us immediately so we may discuss alternative payment options with them. Failure to pay our fees may result in suspension or termination of the child's enrolment at our centre; referral to a debt collector and additional debt collection charges being applied.

Forced Closure

- Due to events outside the control of the centre, the centre may be forced to close at the instruction of the Ministry of Health, Civil Defence, or the New Zealand Police, or due to an act of nature. If we are instructed to close at any time, we will inform parents immediately. In such an event it is necessary to continue to charge fees to enable continuation of service and to hold the enrolment place for the child.

Withdrawal

- We understand that parents, from time-to-time, may choose to withdraw their child from our Montessori. We require a minimum of three weeks' notice in such instances.

Alignment with Other Policies

- Enrolment Agreement

Relevant Background (including Legislation/Regulation/Licensing references)

Licensing Criteria 2008, Governance, Management and Administration:

- **GMA3:** Written information is provided to parents about any fees charged by the service.
- Ministry of Education Funding Handbook
- Chapter 4 of the Ministry of Education's Funding Handbook with regards to 20 hours early childhood education <https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/ece-funding-handbook/20-hours-early-childhood-education/4-3-fees-donations-and-optional-charges/>

Impacts of Policy on Staff, Parents, Children

Making the fees schedule and policy visible aims to avoid any confusion or animosity about costs involved or consequences of not paying fees on time

Implications and/or Risks

Following this policy significantly reduces the risk of this Centre not being able to meet financial and legal obligations.

Implementation

Clear procedures have been developed and will be followed by the Centre.

Review

This policy is reviewed annually or when there is a significant change in the area of the policy topic.

Authorised by licensed service:	Helen Aston
Date:	11.04.25
Review Date:	April
Parents informed:	Yes – Educa