

Richmond Preschool Fee Schedule

All children aged under 2 years	\$8.50 per hour	Maximum \$380 per week
All Children not receiving 20 ECE Hours	\$7.50 per hour	Maximum \$ 330 per week
WE do not run as a sessional preschool; however, children can attend morning or afternoon only as follows		
Morning: 7.30am- 1.00pm -Minimum 3 hours or Afternoon: 1.00pm- 5.00pm - Minimum 3 hours A minimum of six hours applies if attendance extends either before or after the 1.00pm session end/beginning		
Children using 20 ECE hours	Up to 6 hours per day or 20 per week	Any hours after the 20 ECE hours have been utilised
When using the 20 ECE hours, a maximum of 6 hours per day and 20 hours per week of free care is available	Free	\$7.50 per hour

Fee Policy

- The hourly **over 2 year** rate is \$7.50 or part thereof, with a weekly maximum of \$320.00 payable.
- The hourly **under 2 year** rate is \$8.50 or part thereof, with a weekly maximum of \$380.00 payable
- Fees are subject to change and may occasionally need to be increased.

Late fees:

- If children are picked up after the Centre's specified closing time of 5.00pm, a late fee of \$5 per minute shall be payable.
- If children are dropped off or picked up more than five minutes outside of their booked times without prior notification, a late fee of \$10 per 15 minutes or part thereof will apply.

Enrolment/Withdrawal

- Once a child is enrolled and confirmation of a start date is given, all booked sessions will be charged, whether a child attends or not.
- Families must show official identification for every child at enrolment. (Ministry of Education requirement)
- Two weeks' notice is required if your child is leaving the Centre, Fees are payable during this period.

Requirements for booked hours

- A minimum of six hours applies if any attendance extends either before or after the 1.00pm session end/beginning.
- For children using 20 ece hours we require a minimum of three x 6 hour, or five x 4 hour sessions per week.
- For children not using 20 ece hours, we require a minimum of two x 3 hour sessions per week. These requirements enable children to settle in, develop and maintain relationships and build an understanding of their role in the Centre.

Holidays/Statutory Holidays/Sick days/Absences

- Fees are charged when your child is absent due to sickness or other reasons
- No fees will be charged for statutory holidays or if the Centre is closed over the Christmas and New Year period
- No fees will be charged should the preschool be closed through circumstances outside of our control (eg Pandemic) see Centre closure Policy

Payments

- Automatic payments and internet banking are our preferred methods of payment.
- Fees must be paid in the week invoiced unless prior arrangements are agreed.** Failure to keep fees up to date may result in a child's enrolment being forfeited and the debt being passed on to a debt collection agency. Any discounts available will not be credited to accounts which are in arrears. Parents will be held responsible for all debt collection costs incurred in the recovery of fees.
- WINZ childcare subsidies are available for fee assistance. We do have forms available to apply for this. This subsidy is only part payment for fees and parents must meet the balance. **Full fees must be paid by parents/caregivers until the Centre receives the WINZ subsidy.**
- Weekly Attendance Verifications** are a compulsory legal Ministry of Education requirement for enrolment. These must be completed digitally on our Home App. If these are not completed and this then causes us to lose vital funding, any funding lost will be debited to your account for reimbursement to preschool.

Discounts Available:

Please note that multiple discounts will not be applied at the same time

- Where there are two or more children from the same family attending the Centre and they are each paying full fees, a family discount of 10% off the oldest child's fees is available.
- After 6 months' continuous attendance children are eligible for up to 3 weeks per year holidays at

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the rate of 50% of their normal weekly fees. This may be used to cover periods of planned leave or long term illness, provided that the centre is given at least one weeks' notice of the absence. Children receiving WINZ subsidies will be entitled to a discount of 50% of the value of their normal weekly charge.

Absences

If children are often absent and the centre loses government funding due to absences, the centre reserves the right to recover any loss of revenue from parents/ caregivers.

- You *must* advise us of any absences, whether planned or unplanned, including because your child is sick or has an injury, will be away for holidays (outside of any holidays where the centre is closed), or any other reason.

Continuous or frequent absences impact on the funding that we get from the Ministry of Education.

- A continuous absence is when an enrolled child is absent for a period of more than three weeks.
- A frequent absence is when an enrolled child's actual attendance in a month does not match their enrolled hours for at least half of that month.
- As set out in this agreement and our enrolment policy, we may review this enrolment agreement with you because of continuous or frequent absences. We may ask you to reconfirm your child's hours or enrolment or change the hours of enrolment. In some cases, we may end your child's enrolment with us early (before the Intended Date of Exit) because of continuous or frequent absences.
- We will always make reasonable efforts to work with you to resolve any ongoing absence issues and will give you reasonable notice (to the extent possible, in the circumstances) if we decide to end your child's enrolment early.
- Alternatively, we may charge you an additional fee to help cover the costs of any reduction in our funding due to continuous or frequent absences, as set out in our Fees Schedule.

The charge for Sustained Absences is \$60 per day and is charged in addition to the usual fees you pay for your child's enrolment at our centre (including for those days on which your child was absent).

Policy reviewed 14/04/2026

Next review January 2027