



## **Introduction | Tīmatanga Kōrero**

The purpose of this policy is to:

- Ensure that a consistent, fair and appropriate level of income is charged to families to assist with the provision of high-quality early childhood education (ECE).

## **Applies To | Ko Wai Whakahāngaitia**

This policy applies to all He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki) kindergarten and home-based services.

## **Definition | Tautuhi**

1. “20 Hours ECE” is the hours of ECE covered by the Government’s policy on providing up to 20 hours free ECE for 3, 4 and 5 year olds.
2. “Equity funding” is a targeted funding mechanism for all licensed ECE services. Equity funding is paid to eligible services in addition to the ECE Funding Subsidy and 20 Hours ECE.

## **General Principles | Mātāpono Whānui**

1. Whānau Manaaki is committed to keeping Kindergarten accessible and affordable to all families.
2. Whānau Manaaki offers the “20 Hours ECE” entitlement to all children enrolled in a kindergarten, up to a maximum of 6 hours per day, and a total of 20 hours per week.
3. Fees are set by the Senior Leadership Team in consultation with the Board.
4. All fees collected will be pooled to support Whānau Manaaki services.
5. Whānau Manaaki must provide at least two months’ written notice of any changes to fees.
6. Fees will be charged per hour, dependent on the policy set by Whānau Manaaki for the particular kindergarten as shown in the current Kindergarten Fees Rates document.
7. It is the intention of Whānau Manaaki that all children who attend Kindergarten have access to quality ECE on an ongoing basis, and every effort will be made to work with families to ensure children access kindergarten within the fee charging environment.
8. Payment of fees should not be a barrier to whānau continuing to bring their tamariki to kindergarten. Please speak to your Head Teacher and together we can come up with a solution.

## **Charging fees to families of a child attending Kindergarten**

1. Families with a child attending Kindergarten will be charged according to information on the signed attestation form held by the kindergarten.
2. If no attestation information is received, families will be charged the relevant charge until the date that the signed attestation form is received.
3. Fees are payable weekly in arrears.





4. Families that do not attest their hours with a Whānau Manaaki Kindergarten, will be charged a fee for those unattested hours in accordance with the fee rate set for that particular kindergarten. The Kindergarten Fees Rates table is attached to this policy. The fee rate charged will vary according to:
  - a. whether the kindergarten receives equity funding, as determined by the Ministry of Education; and
5. Fees are not charged in the following circumstances:
  - a. on public holidays
  - b. emergency or other kindergarten closures (e.g. teacher only days)
6. If a family is requesting an absence over three weeks, they will relinquish their child's position and be placed on the waiting list until a place is available again. There are circumstances such as vulnerable children in which this rule will not apply.
7. Families who are eligible and receive a Childcare Subsidy (e.g. Work and Income New Zealand 'WINZ' or Early Learning Payment 'ELP') are responsible for any shortfall between the subsidy amount and the normal fee charged.

### **Outstanding Fees**

1. Any outstanding fees will be managed in a fair and equitable manner. This includes efforts to engage with whānau and understand barriers. Unpaid fees will not be sent to debt collectors or passed on for collection by any other agency.
2. The Chief Executive Officer in their discretion may agree to 'waive' or 'write off' any outstanding fee debt.
3. The Chief Executive Officer will provide regular information on the collection of fees to the Board.
4. Information regarding fees being charged to individual families will remain confidential to designated staff at Whānau Manaaki Offices and the Head Teacher of the Kindergarten.

### **Etu Ao – Home Based Education Fees**

1. Etu Ao offers home-based care for up to 30 hours per week.
2. Families of a child who is enrolled in Etu Ao will not be charged a fee regardless of the age of the child.

### **Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)**

1. Early Childhood Education Funding Book – Ministry of Education
2. Education (Early Childhood Services) Regulations 2008
3. Education and Training Act 2020

### **Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)**

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the Policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.





## Wellington

Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
640	Bellevue	7.00	0.00	0.00%	7.00
420	Berhampore	7.00	0.00	0.00%	7.00
330	Birchville	7.00	0.00	0.00%	7.00
430	Brian Webb	7.00	0.00	0.00%	7.00
440	Brooklyn	7.00	0.00	0.00%	7.00
160	Brown Owl	7.00	2.00	28.57%	5.00
450	Campbell	7.00	0.00	0.00%	7.00
460	Churton Park	7.00	0.00	0.00%	7.00
170	Cottle	7.00	0.00	0.00%	7.00
180	Doris Nicholson	7.00	0.00	0.00%	7.00
490	East Harbour	7.00	0.00	0.00%	7.00
500	Hataitai	7.00	0.00	0.00%	7.00
190	Heretaunga	7.00	0.00	0.00%	7.00
200	Irmgard Ritchie	7.00	0.00	0.00%	7.00
940	Island Bay	7.00	0.00	0.00%	7.00
530	Johnsonville West	7.00	0.00	0.00%	7.00
960	Karori	7.00	0.00	0.00%	7.00
560	Khandallah	7.00	0.00	0.00%	7.00
570	Lyall Bay	7.00	0.00	0.00%	7.00
360	Matairangi	7.00	0.00	0.00%	7.00
340	Matariki	8.00	0.00	0.00%	8.00
590	Miramar Central	7.00	0.00	0.00%	7.00
600	Miramar North	7.00	0.00	0.00%	7.00
615	Mt Cook	7.00	2.00	28.57%	5.00
630	Newlands	7.00	0.00	0.00%	7.00
670	Ngaio	7.00	0.00	0.00%	7.00
680	Northland	7.00	0.00	0.00%	7.00
690	Onslow	7.00	0.00	0.00%	7.00
380	Ōwhiro Bay	8.00	0.00	0.00%	8.00
720	Paparāangi	7.00	0.00	0.00%	7.00
760	Petone	7.00	0.00	0.00%	7.00





Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
910	Petone Beach	7.00	0.00	0.00%	7.00
470	Pikopiko Clyde Quay	7.00	0.00	0.00%	7.00
800	Seatoun	7.00	0.00	0.00%	7.00
210	Silverstream	7.00	0.00	0.00%	7.00
810	Strathmore Park	7.00	0.00	0.00%	7.00
540	Sunshine	7.00	0.00	0.00%	7.00
370	Tai Tamariki	8.00	0.00	0.00%	8.00
840	Tawa Central	7.00	0.00	0.00%	7.00
650	Te Ō Newtown	7.00	0.00	0.00%	7.00
220	Tōtara Park	7.00	0.00	0.00%	7.00
230	Trentham	7.00	0.00	0.00%	7.00
860	Tui Park	7.00	2.00	28.57%	5.00
240	Upper Hutt	7.00	0.00	0.00%	7.00
870	Wadestown	7.00	0.00	0.00%	7.00
520	Waitohi	8.00	0.00	0.00%	8.00
900	Wellington South	7.00	2.00	28.57%	5.00





## Wairarapa

Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
130	Carterton	7.00	0.00	0.00%	7.00
140	Greytown	7.00	0.00	0.00%	7.00
510	Kahurangi	8.00	0.00	0.00%	8.00
980	Lansdowne	7.00	0.00	0.00%	7.00
300	Manaia	7.00	2.00	28.57%	5.00
390	Martinborough	7.00	0.00	0.00%	7.00
260	Masterton West	7.00	0.00	0.00%	7.00
290	Meta Riddiford	7.00	2.00	28.57%	5.00
320	South End	7.00	2.00	28.57%	5.00
865	Una Williams	7.00	2.00	28.57%	5.00
120	York Street	7.00	0.00	0.00%	7.00





## Porirua

Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
400	Adventure	7.00	0.00	0.00%	7.00
410	Ascot Park	7.00	2.00	28.57%	5.00
620	Awatea	7.00	2.00	28.57%	5.00
480	Discovery	7.00	0.00	0.00%	7.00
550	Katoa	7.00	2.00	28.57%	5.00
580	Maraeroa	7.00	2.00	28.57%	5.00
610	Moira Gallagher	7.00	2.00	28.57%	5.00
950	Nuanua	7.00	2.00	28.57%	5.00
710	Papakōwhai	7.00	0.00	0.00%	7.00
740	Paremata	7.00	0.00	0.00%	7.00
745	Paremata Creche	8.00	0.00	0.00%	8.00
770	Plimmerton	7.00	0.00	0.00%	7.00
780	Pukerua Bay	7.00	0.00	0.00%	7.00
820	Tairangi	7.00	2.00	28.75%	5.00
850	Titahi Bay	7.00	2.00	28.57%	5.00
270	Toru Fetu	8.00	2.00	25.00%	6.00
890	Waitangirua	7.00	2.00	28.57%	5.00





## Kāpiti Horowhenua

Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
280	Arohanui	7.00	0.00	0.00%	7.00
930	Betty Montford	7.00	2.00	28.57%	5.00
920	Fanau Pasifika	7.00	2.00	28.57%	5.00
660	Ngahina	7.00	0.00	0.00%	7.00
700	Ōtaki	7.00	2.00	28.57%	5.00
730	Paraparaumu	7.00	0.00	0.00%	7.00
750	Parsons Ave	7.00	2.00	28.57%	5.00
790	Raumati Beach	7.00	0.00	0.00%	7.00
310	Raumati South	7.00	0.00	0.00%	7.00
830	Taitoko	7.00	2.00	28.57%	5.00
815	Te Manawanui	7.00	2.00	28.57%	5.00
970	Te Timatanga Hou	8.00	2.00	25.00%	6.00
880	Waikanae	7.00	0.00	0.00%	7.00





## Whanganui

Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
102	Aramoho	7.00	2.00	28.57%	5.00
103	Barsanti	7.00	2.00	28.57%	5.00
104	Central	7.00	2.00	28.57%	5.00
105	Durie Hill	7.00	0.00	0.00%	7.00
106	Gonville	7.00	2.00	28.57%	5.00
107	Harriette Vine	7.00	0.00	0.00%	7.00
108	Marie McFarland	7.00	2.00	28.57%	5.00
109	Pākaraka	7.00	0.00	0.00%	7.00
111	Pūtiki	7.00	0.00	0.00%	7.00
112	St Johns Hill	7.00	0.00	0.00%	7.00
114	Te Puna Ako Ki Tōtara Puku	8.00	0.00	0.00%	8.00
116	Whanganui East	7.00	2.00	28.57%	5.00





## Central Plateau Manawatū

Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
<b>565</b>	Kimbolton	8.00	0.00	0.00%	8.00
<b>110</b>	Ohakune	7.00	0.00	0.00%	7.00
<b>113</b>	Taihape	7.00	0.00	0.00%	7.00
<b>115</b>	Waiouru	8.00	0.00	0.00%	8.00





## Otago

Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
305	Balclutha	2.00	1.00	50.00%	1.00
465	Clutha Valley	5.00	0.00	0.00%	5.00
315	Goldfields	5.00	0.00	0.00%	5.00
563	Kidzway	7.00	0.00	0.00%	7.00
345	Milton	2.00	1.00	50.00%	1.00
335	Poupoutunoa	5.00	0.00	0.00%	5.00
325	Rosebank	2.00	1.00	50.00%	1.00





## Taranaki

Code	Kindergarten	Base Hourly Fee	Equity Fee Disc (\$)	Equity Fee Disc (%)	Hourly Fee Charged
401	Avon	3.00	1.00	33.33%	2.00
402	Bell Block	3.00	1.00	33.33%	2.00
403	Brooklands	3.00	1.00	33.33%	2.00
404	Devon	3.00	1.00	33.33%	2.00
405	Eltham	3.00	1.00	33.33%	2.00
406	Fitzroy	3.00	0.00	0.00%	3.00
407	Frankleigh Park	3.00	0.00	0.00%	3.00
408	Hāwera	3.00	1.00	0.33	2.00
409	Inglewood	3.00	0.00	0.00%	3.00
411	Kahikatea	3.00	0.00	0.00%	3.00
412	Kaitake	3.00	0.00	0.00%	3.00
413	Koromiko	3.00	1.00	33.33%	2.00
414	Koru	6.00	0.00	0.00%	6.00
415	Marfell	3.00	1.00	33.33%	2.00
416	Merrilands	3.00	1.00	33.33%	2.00
417	Ngamotu	3.00	1.00	0.33	2.00
418	Orapa	3.00	1.00	33.33%	2.00
419	Pātea	3.00	1.00	33.33%	2.00
421	Pukekura	3.00	0.00	0.00%	3.00
422	Puketapu	3.00	1.00	33.33%	2.00
423	Stratford Central	3.00	1.00	33.33%	2.00
424	Tawhiti	3.00	1.00	33.33%	2.00
425	Waitara Central	3.00	1.00	33.33%	2.00
426	Westown	3.00	1.00	33.33%	2.00

