

Fees & Enrolments **GMA3**

This policy outlines our fees and enrolments effective from 4/11/2025.

Fees Structure

FEES STRUCTURE		
Days Enrolled	0-3 Years	3-5 Years
2 days	\$125.00	\$87.50
3 days	\$187.50	\$131.25
4 days	\$250.00	\$175.00
5 days	\$250.00	\$175.00

All fees quotes include GST.

Week means 55 hours per week.

Full Day means a maximum of 10 hours per day.

All children must attend a minimum of 6 hours per day.

We are open 52 weeks of the year. We are open over the Christmas and New Year period.

We are closed on all Statutory Holidays.

All meals provided for children, except formula and breakfast.

GENERAL

1. This Fees Policy forms part of your Enrolment Form and Agreement.
2. We prefer that fees are paid by AP in advance every Friday for each week in advance. Fees are paid directly into the nominated Little Blessings bank account. Should you wish to pay by cash or EFTPOS, they must be paid directly to our Administrator or Centre Manager.
3. Enrolments are for a minimum of 2 days per week. We do not offer sessional or half day sessions.
4. Fees are payable for all holidays, sickness, absences and Statutory Holidays.
5. We offer a 10% discount to families with two or more children who attend on a full-time basis.

WHAT YOUR FEES INCLUDE

6. The following items are included in your fees:
 - Food is provided for all ages except formula (see information on our menus). You will need to provide formula if your child requires this.

WHAT YOUR FEES DO NOT INCLUDE

7. The following items are NOT included in your fees:
 - Formula for babies.
 - We do not provide breakfast. Please feed your child breakfast prior to drop off each day.

- Linen – sheets & pillow cases. Please supply clean linen for your child each Monday morning and pick it up for laundering every Friday.
- Sunscreen
- Nappies and wipes

ENROLMENTS

8. A non-refundable \$25 registration fee may be charged per child when enrolling or going onto the waiting list.
9. Change of Days Booked. If you wish to change your child's enrolled days of attendance, you must fill out the appropriate forms and this request will be actioned at the commencement of the following month subject to availability.

ABSENCES

10. Where a child is absent for more than 2 weeks, they may be withdrawn from our register. Please notify both the Centre Supervisor and the Administration Manager in advance if this might occur. This must be in writing. We will endeavor to provide assistance where we can.
11. Fees are required to be paid in full for all absences, including absences longer than 2 weeks in order to hold your child's place. Places cannot be held indefinitely and this will need to be negotiated with the Administration Manager

WITHDRAWALS

12. Two weeks' notice in writing is required if you wish to withdraw your child from the Centre. Address this communication to the Administrator. No refunds are given.

LATE PICK-UP CHARGES

13. Fees for Late Pick-up. Parents who are late in picking up their children may incur a Late Pick-up Fee of \$1 per minute. Payments will be receipted and documented accordingly.

PAYMENT OF FEES

14. Fees must be paid on time. This is necessary for us to maintain a high quality service. Where fees remain unpaid for more than 2 weeks, we cannot guarantee a place for place your child, and may need to be withdrawn, unless an alternative arrangement has been negotiated. Please do not hesitate to contact the Administration Manager as soon as possible if you cannot meet your obligations under this Fees Policy – we are more than happy to discuss your situation.
15. The Centre reserves the right to use debt collection services to recover costs should this be necessary.
16. Our fees are reviewed every year in order to keep abreast of changing costs and inflation. Adjustments for 2026 will be applicable from the 1st of April. Parents are notified of any adjustments in February 2026.

CHANGE OF ENROLMENT

17. Change of Days Booked. If you wish to change your child's enrolled days of attendance, you must fill out the appropriate forms and this request will be actioned at the commencement of the following month subject to availability.

20 Hours ECE

18. The "20 hours ECE" scheme offers a saving for all parents of 3 and 4 year olds. In order for us to fully cover the quality of education and care being provided, we have had to build in a chargeable portion of each day, hence the reason for charging the weekly fee for 3 and 4 year olds who qualify for the 20 hours.

Please consider the following:

- All 3 and 4 year olds must be enrolled for a minimum of 2 full days per week
- We do not offer half/ part days or sessional education care for these children
- If you have any further queries regarding the "20 hours" Government policy, please ask

If you have any further queries regarding the "20 hours" Government policy, please ask us. For more information on 20 Hours ECE please visit the Ministry of Education website:
www.minedu.govt.nz/Parents/EarlyYears/HowECEWorks/20HoursECE

Please Apply for a WINZ Childcare Subsidy

Parents should apply for a WINZ subsidy if they qualify for this. Find out from WINZ if you qualify for an ECE subsidy at www.workandincome.govt.nz/individuals/a-z-benefits/childcare-subsidy.html.

WINZ can pay all or a portion of your fees if you qualify. We will be happy to give you more information on your entitlements and how to apply for them.

Who can get it

You may get a Childcare Subsidy if:

- you're the main carer of a dependent child
- you're a New Zealand citizen or permanent resident
- your family is on a low or middle income.

You should also normally live in New Zealand and intend to stay here.

It also depends on how much you and your partner earn.

The child must be:

- aged either:
 - under 5, or
 - over 5 if the school has advised they can't start until the beginning of the term straight after their 5th birthday, or
 - under 6 if you get a Child Disability Allowance for them
- attending an approved early childhood programme for 3 or more hours a week.

Approved programmes include early childhood education and care services, eg:

- kindergartens and preschools
- childcare centres and creches
- playcentres and playgroups
- Kohanga Reo, Punanga Reo, Aoga and other programmes with a language and culture focus
- approved home-based care.

How Much You Can Get

How much you get depends on:

- the size of your family
- your income

How many hours a week your child goes to the childcare provider.

Childcare assistance starts from the date the care starts (or from the date you apply if you apply after it starts). All subsidies are paid directly to the Centre.

Hours Paid For

A Childcare Subsidy is normally paid for up to 9 hours of childcare a week if you're not working, studying or training.

You may be able to get up to 50 hours a week if you're in one of these situations:

- working, studying or on an approved training course
- involved in an activity that Work and Income has asked you to do
- a shift worker who works nights
- seriously ill or disabled
- caring for a child in hospital or for a child you get the Disability Allowance for.

In most cases you can't get the Childcare Subsidy for more than 9 hours a week if the child's other parent or caregiver can care for them.

Families getting 20 hours Early Childhood Education (ECE) can't get the Childcare Subsidy for the same hours.

How to Apply

We suggest you apply at least 3 to 4 weeks before you need your subsidy to start.

Work & Income can grant you the financial assistance you're entitled to from the date you first contact them, or the date your childcare started, whichever is later, if you complete your application within 20 working days of that date.

Apply for Childcare Subsidy

- Call Work and Income to book an appointment to come in and see us – 0800 559-009.
- You and your partner (if you have one) need to complete the Childcare Assistance application form. Please download one off the Work and Income website or ask our Administrator for one.
- Our administrator will also need to complete the supervisor's section inside this form.
- You'll need to take the application form, and anything else Work and Income have asked you to bring, to the appointment.

Print the application form from www.workandincome.govt.nz