

ECE Funding, Whānau Fees & Donations Guidelines

Rationale

Heretaunga Kindergartens (HK) is dedicated to delivering high-quality early childhood education across all Kindergartens, while ensuring that early childhood education remains accessible and affordable to all whānau in our community.

To achieve this, HK will implement policies that ensure a consistent and appropriate level of income to support the ongoing delivery of our services.

The HK Board has a statutory responsibility to ensure that any income generated from fees or donations is used appropriately, accurately accounted for, and aligned with the purpose and values outlined in HK's Strategic Plan.

Government ECE Funding – how it works

The Ministry of Education ECE funding provides all tamariki aged 0-6 with six hours of funded education per day, up to a maximum of 30 hours per week.

Two-year-olds receive partial funding for 30 hours, and no fees are charged.

For tamariki aged 3-6, the funding is split into two parts: 20 hours of funding, known as 20 Hours ECE, which is funded at a higher rate, and an additional 10 hours funded at a lower rate. No fees are charged as long as the full 20 hours is used at an HK kindergarten.

<https://www.education.govt.nz/early-childhood/funding-and-data/20-hours-ece-for-ece-services/>

When tamariki enrol or turn three, the enrolment form is signed to confirm that the 20 Hours ECE funding, along with the additional 10 hours at the lower rate, can be paid to HK.

Whānau can choose which days they use the 20 Hours, up to a maximum of 6 hours per day.

Fees may apply for any hours of enrolment beyond the 20 Hours ECE funding.

Whānau Fees

Fees will only be charged if the full 20 Hours ECE funding is not allocated (attested) to an HK kindergarten. This situation can occur when tamariki aged 3-6 are enrolled for some hours at a kindergarten and some hours at another ECE service (this does not apply to tamariki under 3 years old).

The difference in funding rates between the 20 Hours ECE and the lower funding rate is \$6 per hour. This rate is charged when the full 20 hours is not allocated to HK.

For example: If tamariki attend kindergarten from 8:00 am to 1:00 pm daily (25 hours per week) and another service from 1:00 pm to 5:00 pm daily (20 hours per week), with each service receiving 10 hours of the 20 Hours ECE funding, the fees would be calculated as follows:

Total Hours Enrolled: 25 hours

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Funding Received:

- 10 hours from 20 Hours ECE funding
- 15 hours from lower-rate funding

Funding Difference to be charged: 5 hours at \$30 (ex GST)

Note: If no 20 Hours ECE funding is received, 15 hours will be charged.

The 20 Hours ECE funding can be split into smaller amounts. For example, tamariki may receive 3.5 hours at kindergarten and 2.5 hours at another service in one day.

A fee may also apply if tamariki aged 3-6 are enrolled for less than 20 hours per week and do not allocate the 20 Hours ECE funding to all hours (this does not apply to tamariki under 3 years old).

For example: If tamariki are enrolled at kindergarten for 6 hours a day, 3 days a week (18 hours total) and another service for 12 hours or more, with 6 hours of the 20 Hours ECE funding assigned to kindergarten, the fees would be calculated as follows:

Total Hours Enrolled: 18 hours

Funding Received:

- 6 hours from 20 Hours ECE funding
- 12 hours from lower-rate funding

Funding Difference to be charged: 2 hours at \$12 (ex GST)

Note: If no 20 Hours ECE funding is received, 8 hours would be charged at \$48 (ex GST).

Late Pick-Up Fee

A late pick-up fee will be charged if tamariki are consistently picked up late from kindergarten. Late pick-up is defined as more than 10 minutes after the end of the booked session. The fee is \$10 for every 15-minute period after that, and it will be invoiced weekly.

ECE Fee Rate

The current ECE fee (where applicable) is \$6.00 (ex GST) per hour.

All fees are invoiced on a weekly basis.

Payment of Fees

All fees must be paid in full by the end of the week following the invoice date. Payment can be made via automatic payment or internet banking

The HK Support Office administration team will follow up in consultation with the kindergarten Kaiako Matua (Head Teacher).

Annual Fee Review and Notice of Fee Increase

The HK Board will review fees annually, and any approved changes will be communicated to all Kindergarten teams within 5 days the review.



Whānau will be given at least one month's notice of any fee increases.

Whānau Financial Support

Discretionary '**Financial Support**' may be available in exceptional circumstances.

The Kaiako Matua must submit any request for financial support to the General Manager, who will decide the level of support, if any, to be provided. If available discretionary financial support may be funded through Equity or Targeted Funding. Please refer to the HK Equity and Targeted Funding policy for more details.

In cases of financial hardship, outstanding fees may be written off upon the recommendation of Kaiako Matua, with written approval from the General Manager. If a tamaiti (child) is attending kindergarten and is attesting less than 20 hours free ECE, and has overdue fees, the Finance Manager, with approval from the General Manager, may direct the Kaiako Matua to withdraw the tamaiti place from the kindergarten.

Whānau Donations

Whānau will be -requested to support their kindergartens through a small weekly donation.

The donation will help cover additional costs not included in ECE funding, such as excursions, tamariki entertainment events, extra teaching and learning equipment, resources, and specialist support for tamariki.

The requested donation is \$10 per week (or \$2 per day) for each enrolled tamaiti. Donations are voluntary, not subject to GST, and eligible for an IRD tax credit.

The donation will be requested at the beginning of each calendar year and for tamariki who start mid-year, the donation will be requested from their start date. Payments can be made in full, in part, or on a weekly direct credit.

Tamariki Frequent/Extended Absence

Tamariki who are absent for 3 weeks or more lose their ECE funding for their kindergarten.

Kaiako Matua are responsible for regularly monitoring frequent absences and discussing potential support or changes to enrolments with whānau.

To help avoid any lost funding we recommend:

- Whānau notify the kindergarten if their tamariki will be absent for more than 5 consecutive days, for any reason.
- If this absence is due to illness, the kindergarten may be able to use the EC12/13 provision to secure funding, providing a medical certificate is received. For more details, refer to: <https://www.education.govt.nz/early-childhood/application-forms/funding-forms/#sh-EC12>

If a tamaiti is absent for 3 weeks or more and is not due to illness, they may be removed from the kindergarten roll and placed on the waitlist.

HK Governance reserves the right to introduce a frequent absence fee if the Ministry of Education's Frequent Absence rules result in a loss of funding for HK.

The decision, including the fee amount, will be made by the General Manager in consultation with the board. Whānau will be given sufficient notice and details of the proposed charge.

