



Fee and Optional Charge Policy Four Seasons Rudolf Steiner Kindergarten

GMA8

Four Seasons Kindergarten is a privately owned, fee charging early childhood centre.

1. Our Fees and Optional Charge Schedule is available at all times for matua/caregivers, Ministry of Education, Service Provider Contact and kaiako. It is accessed via our Whānau Handbook given to all matua/caregivers upon enrolment and in our Operational Documents folder located in the office.
2. There is a \$50.00 placement fee when enrolling your tamaiti to secure a placement. The placement fee is non-refundable. It is paid on acceptance of a place at kindergarten for your tamaiti and payable prior to their first day of attendance.
3. Four Seasons Kindergarten operates for 49 weeks per year and all enrolled children are liable for the full fees for the year. We do not discount for family holiday periods.
4. You will be charged for the hours your tamaiti is enrolled even when they do not use these hours due to sickness or any other situation preventing them from attending. Non-attendance at kindergarten must be notified via text message to the kindergarten cellphone 027 504 0966 or email: admin@fourseasonskindergarten.co.nz
5. If you are planning to withdraw or amend the enrolment for your child at Four Seasons Kindergarten you must give 4 weeks written notification. Fees are payable for the current enrollment for the four week period, regardless of attendance.
6. Parents/guardians/caregivers are responsible for the payment of fees, irrespective of any third party arrangements e.g. WINZ. When applying for a WINZ subsidy, fees are applicable in full until the subsidy payments have commenced. If backdated, a credit will be held on the tamaiti account until further fees need to be deducted.

7. Your child's enrolment will be suspended if fees are unpaid for two weeks after the due date of the invoice. The enrolment will not become active again until outstanding fees are paid in full, providing availability allows, unless an alternative agreement has been reached with management. If fees are not paid the following process will occur:
 - a. Verbal communication with the parent/s regarding outstanding debt.
 - b. Letter giving time for payment and arrangement to be made to pay debt.
 - c. Child forfeits kindergarten space if payment of arrears is not received by given date or no contact for arrangement has been made by parent.
 - d. Account will be handed to a debt collector. Any unpaid debts will incur all collection costs.
 - e. Child will not be permitted back to kindergarten until payment of arrears is made in full and arrangements are made to pay for fees on a weekly basis.
8. All fees are GST inclusive and are to be paid directly into Four Seasons Kindergarten bank account by direct debit either weekly or fortnightly by arrangement.
9. Fees are charged weekly on a Monday for the current week and payment is due by the following Monday.
10. Four Seasons Kindergarten has a minimum booking of 6 hours per day for three days per week. Any less is at the sole discretion of the kindergarten management.
11. Four Seasons Kindergarten is closed on Public Holidays and no fees are charged for these days.
12. Casual full day attendance at Four Seasons Kindergarten may be available, subject to availability. To use 20 ECE hours for a casual booking, this must be arranged and the corresponding 20 ECE hours form signed in advance of your child attending a casual day.
13. A child enrolled at Four Seasons Kindergarten on any given day that involves the Bush Kindergarten programme is charged an additional fee per day in addition to any other fees payable.
14. It is a Ministry of Education funding rule that after three weeks continual unexplained absence, a child is withdrawn from the roll. Where a child is to be

absent from the centre for a period of 3 weeks or more, to secure a child's space upon return of the absence, a holding fee is payable. This must be arranged with management in advance of the planned absence. Discuss your planned absence with the kindergarten manager who will notify you of costs and availability upon return.

15. Four Seasons Kindergarten closes over the Christmas/New Year period for approximately 3 or 4 weeks and you will be notified of these dates via the weekly kindergarten newsletter. No fees are incurred during this closure.
16. Four Seasons Kindergarten reserves the right to change fees at any time. You will receive two months' notice in advance of any adjustments. Any fee changes will be entirely at the discretion of management.
17. Change of enrolment days - If you wish to change your child's enrolled days this must be done in writing and filed with the office. You will be notified when this request will be actioned (this is dependent on availability).
18. Late / Early fees: For children who are picked up late; after 2.30pm or arrive prior to their agreed enrolled time at kindergarten, a late/early fee penalty will be incurred. This is charged automatically based on the attendance sheet that parents/whānau/caregivers attest to daily and will appear on your next weekly invoice. The fee is \$10 per 15 minutes (or part thereof) for arrivals before booked times or pick-ups after 2.30pm.
19. Parents agree their tamaiti is not enrolled in any other early childhood service on the same day they attend Four Seasons Kindergarten.
20. All children aged 3, 4 & 5 in New Zealand are eligible to use 20 ECE hours per week from the government. Parents are free to use their ECE hours as they choose. A maximum of 6 hours per day may be used. Please discuss with us any questions you may have regarding optional charges and fees.

Fee and Optional Charge Schedule:

- 3-6 year olds if using 20 ECE Hours; 6 hours per day \$20.00 per enrolled day optional charge. This covers our Steiner Waldorf special character, Adult:child ratio 1:7, all meals, seasonal festivals and whānau/parent/craft education evenings. Therefore fees and optional charges as below:
 - 3 day enrolment is \$60.00 per week
 - 4 day enrolment is \$116.00 per week
 - 5 day enrolment is \$190.00 per week

- For hours exceeding 20 ECE hours a week or a child not using 20 hours ECE; \$9.00 per hour booked and \$20.00 per day.
- 2 year olds - not eligible for 20 ECE hours
 - Per day \$74.00
 - 3 day enrolment (6 hour days) is \$222.00 per week
 - 4 day enrolment (6 hour days) is \$296.00 per week
 - 5 day enrolment (6 hour days) is \$370.00 per week
- When a child is enrolled on a Bush Kindy day there is an additional day fee to cover additional equipment and transport. This is communicated at the time of excursion via a permission slip.

Updated: 22 October 2025

Effective from: 12 January 2026

Next review: October 2026