

# PRE-SCHOOL

## **Fees, Disbursements & Terms of Trade (1 January 2025 onwards)**

The Board of Trustees aims to keep the fees at the lowest possible level. Fee levels may change from year to year.

### **1. Introduction**

In general fees are:

- Payable by direct debit.
- Due for payment on due date.
- Subject to penalties for late or dishonoured payments.

In general disbursements are:

- Charges for items or activities that are not covered by 20 hours ECE, the optional charge, or the weekly fee.
- Charged on the fortnightly account.
- Subject to the same payment rules as fees.
- Not a surprise, as parents will have been advised that the charge will appear on the account.

### **2. Enrolment Fee**

All applications for enrolment must be accompanied by a non-refundable enrolment fee of \$250.00. If the child is also enrolled into Year 1 in The Cathedral Grammar School – an additional non-refundable deposit of \$300.00 is required.

### **3. Closures**

The Pre-School is open for 49 weeks per year. The Pre-School will close for three weeks over the Christmas and New Year break, during which time no fees are payable.

The Pre-School is closed on all public holidays, Show Day (the day prior to Canterbury Anniversary Day), and Easter Tuesday. Fees are payable for public holidays, other than those during the Christmas and New Year closure, Show Day and Easter Tuesday.

### **4. Fees**

Fees are based on the number of days and hours attended per week. Fees are levied for the non ECE hours attended.

### **5. Optional Charge**

An optional charge of \$2.50 per hour, for the 20 ECE hours, is included for:

- Use of the school facilities (e.g. art rooms, halls, sports fields, library, etc.).
- Specialist teachers and staff (e.g. art and music teachers, chaplain, librarian, etc.)
- Additional items used to support the learning programme e.g. sunscreen, first aid items, incursions and excursions.
- To cover staffing over and above the regulated ratios.

**Weekly Rates (GST Inclusive) Children Under Three Years:**

Schedule	Times	Hours Per Day	Number of days			
			2	3	4	5
<b>Daily hourly rate</b>			<b>\$12.35</b>	<b>\$10.25</b>	<b>\$8.95</b>	<b>\$7.90</b>
School day	8.30am - 3.30pm	7.00	172.75	215.00	250.00	275.60
School day + 0.5 hour	8.00am - 3.30pm	7.50	185.05	230.35	267.75	295.30
School day + 1 hour	8.00am - 4.00pm	8.00	197.40	245.70	285.60	315.00
School day + 1.5 hour	8.00am - 4.30pm	8.50	209.75	261.05	303.45	334.70
School day + 2 hour	8.00am - 5.00pm	9.00	222.10	276.40	321.30	354.40
Full day*	7.30am - 5.30pm	10.00	246.75	307.15	357.00	393.75

**Children Three to Five Years Full 20 ECE Attested:**

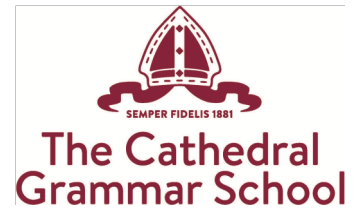
Schedule	Times	Hours Per Day	Number of days			
			2	3	4	5
<b>Daily hourly rate</b>			<b>\$12.35</b>	<b>\$10.25</b>	<b>\$8.95</b>	<b>\$7.90</b>
<b>Optional charge</b>			<b>\$30.00</b>	<b>\$45.00</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>ECE Funding Hours</b>			<b>12</b>	<b>18</b>	<b>20</b>	<b>20</b>
School day	8.30am - 3.30pm	7.00	56.20	75.25	118.00	162.50
School day + 0.5 hour	8.00am - 3.30pm	7.50	68.50	93.30	141.75	190.30
School day + 1 hour	8.00am - 4.00pm	8.00	80.85	108.70	159.60	210.00
School day + 1.5 hour	8.00am - 4.30pm	8.50	93.20	124.05	177.45	230.00
School day + 2 hour	8.00am - 5.00pm	9.00	105.55	139.40	195.30	249.40
Full day*	7.30am - 5.30pm	10.00	130.20	170.10	231.00	288.75

\* Extended hours offered only if sufficient demand (i.e. four or more pupils)

**How Are The Weekly Fees determined?**

20 ECE hours is up to six hours per day, and 20 hours per week. There are no compulsory fees when the child is receiving 20 hours ECE funding.

- If a '7 hour a day' child attends for 2 days, they receive 12 hours ECE funding and 2 hours Non ECE. The Non ECE hourly rate is \$12.35, therefore the weekly tuition fee for this child is \$23.50, plus there are a total of 12 hours optional charges @ \$2.50 per hour, which is \$30.00. The total weekly rate is therefore \$56.20.
- If a '7 hour a day' child attends for 5 days, they receive 20 hours ECE funding and 15 hours Non ECE. The Non ECE hourly rate is \$7.90, therefore the weekly tuition fee for this child is \$112.50, plus there are a total of 20 hours optional charges @ \$2.50 per hour, which is \$50.00. The total weekly rate is therefore \$162.50.



## **6. Frequent Absence**

The Ministry of Education reduces funding when children are regularly not attending the booked hours. This is known as a 'frequent absence' and results in parents being required to sign a new attestation to adjust their booked hours and maintain their space. If a frequent absence occurs from a period of more than three months the Ministry of Education will stop a Childs funding in the fourth month. Parents may be asked to top the lost funding amount to maintain their space if this situation occurs

## **7. Lateness**

Pre-School staffing levels are legislated by the Ministry of Education (ECE), based on the number of children booked into the service at any given time. The School engages staff to ensure these staffing levels are met, based on the attendance hours (known as 'booked hours') advised by parents.

## **8. Late fee**

Staff must be paid for any extra hours they may be required to work because of pupils being picked up late. These costs will be recovered from the parents.

- Pre-5 pm pickup. Where a child is picked up late after their 'booked hours' have ended, but before 5 pm, a rate of \$12.50 per 15 minutes, or part thereof, shall be charged.
- Post 5 pm pickup. Where a child is picked up late, but after 5 pm, a charge of \$25.00 per 15 minutes, or part thereof, shall be charged.

## **9. Reduced Fees - Holidays**

Reduced fees of 50%, for up to two weeks per calendar year, are payable where a Pre-Schooler is absent and:

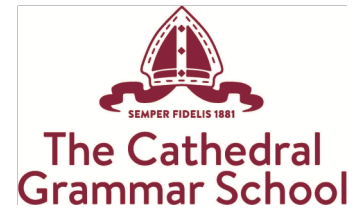
- At least two weeks' written notice has been given to the Head of Pre-School.
- The leave is taken in one-week blocks (either separately or consecutive).

## **10. Casual Days**

- Pupils may attend on a casual basis for days they do not usually attend.
- The casual day rate is \$63.00 per day, or part thereof.
- Casual days only with prior approval of Head of Pre-School (to ensure mandatory staffing levels are maintained).

## **11. Voluntary Building Levy**

The Cathedral Grammar School applies a voluntary building levy of \$55.00 per month to each account. The levy shall be applied to the Building Fund to fund future capital works within the school. The levy shall be clearly itemised on termly invoices and, unless advice to the contrary is received from parents, shall be applied on due date. This levy is deductible for tax purposes and a record of the amount donated shall be sent to parents annually each April. The levy is held separately and used solely for the procurement of land and / or the provision of buildings or other capital works.



## **12. Friends of Cathedral Grammar Association**

The Cathedral Grammar School applies a voluntary Friends Association levy of \$52.50 per family per year, which is used for fundraising events throughout the year.

## **13. Payments**

Payment of Fees and Disbursements

- Fees are charged fortnightly,
- Fees are payable by due date (usually 7 days after invoice) as advised on the invoice.
- All accounts are payable by the due date. Payment of all accounts is to be without set-off or deduction of any kind.
- It is required that all fees and disbursements are paid by direct debit.
- It is accepted that direct debit may not suit all parents. In such case parents must ensure the account is paid in full prior to due date, as any outstanding balance shall be direct debited on due date.
- Payments by credit card are not accepted.
- If a payment is dishonoured, an administration fee of \$100.00 (GST incl.) shall apply.

## **14. Overdue Accounts**

Compounding interest will be charged on the outstanding balance, at the rate of 2% per month, on accounts not paid by due date. If the account is not paid within sixty days of due date the school will pass that debt on to an external collection agency to manage. Our debt collection agent will charge a fee equal to 25% percent of the unpaid portion, but not less than \$100. All collection costs will be recovered from the debtor.

The use of a collection agency is a last resort for the school and parents are encouraged to contact the school immediately if there is a problem. Where an arrangement for the payment of an overdue account is entered into directly with the school, the school reserves the right to continue to charge interest on the overdue amount.

The child's place in the Pre-School becomes at risk if an account becomes more than three months overdue.

## **15. Fees Protection Insurance**

There is no Fees Protection Insurance in the Pre-School.