

Policy Summary

This policy outlines our commitment to maintaining accurate records of parent's fees charged and payments made. By using good financial management systems we will ensure we make optimum use of funding to meet Ministry of Education requirements. It includes our procedure on Fees. Staff and educators are expected to be familiar with this policy and abide by it.

Purpose Statement

We acknowledge that any funding paid to us by Ministry of Education is paid subject to the terms and conditions set out under the ECE Funding Handbook and must be complied with. The terms used in this Handbook are based in the Education (Early Childhood Services) Regulations 2008.

Policy Principles

- We are committed to ensuring:
 - Our schedule of fees is current.
 - Parent's fees are only increased in consultation with parents.
 - Parents are provided with weekly invoices.
 - Parent's payments are kept-up-to date.
 - Weekly Winz payments are credited to parent's accounts.
 - Our annual accounts are audited by an outside auditor, approved by the Ministry of Education.
 - Our annual audited accounts are submitted to the Ministry of Education by 30 June each year, and available to parents.
 - Budgets are developed annually, at the beginning of each financial year and reviewed regularly against expenditure.

- Little Magpies Childcare Services Ltd is an arranger, collecting fees and where applicable donations from parents on behalf of educators. Educators will reside and work in the educators home providing home-based care as arranged by Little Magpies Childcare Services Ltd, according to the Education (Early Childhood Services) Regulations 2008.

- We will always comply with relevant legislative responsibilities.
- This policy will be reviewed at least every three years.