



## 2024 Fee Schedule and Payment Information

### COSTS

After school care daily rate: \$19.00 per day, per child, from 22 July 2024

Fees also apply to any statutory holidays and teacher-only days that fall within term time.

Holiday programme: \$43 per child from 8am to 3pm and an additional \$19 for care between 3pm and 5.45pm.

These fees are dependent on enrolling and payment made by the due date on the invoice .  
Late enrolments or payments will incur an additional fee of \$15.

### PAYEE DETAILS

Name of account: Karori West OSCAR Group Inc.

Account number: 03-1540-0004007-00

Reference: Name of child (first and last name)

### LATE COLLECTION FEE

A fee of \$15.00 for every 15 minutes will apply if children are collected after 5:45pm.

AimyPlus automatically generates the invoices based on when your child is signed out after 5.45pm.

### CHANGING DAYS

You can change the days your child attends once per term with no charge. If you need to change the days more often an administration fee of \$15 will be incurred each time.

### CANCELLATION FEE

For any cancellation made to Holiday Programme bookings within 7 business days of the holiday programme starting a fee of \$20 will apply.

Reviewed: August 2024

## PAYMENT METHOD AND TERMS

- Any absences are non-refundable (applies to both after school care and holiday programme). This includes extended absences during term time, such as if you take your child out of school for a holiday.

After School Care Fees apply for all term days enrolled in the programme including any statutory holidays and teacher only days that fall within term time.

- Fees are to be paid by automatic payment as per the schedule provided by the Financial Administrator at the start of each term.
- Any other payment arrangements are to be negotiated directly with the Financial Administrator and are at the discretion of the committee.
- Parents receiving Work and Income childcare subsidy payments are responsible for ensuring application forms are completed and submitted in a timely manner. In the event that Work and Income does not provide the expected payments, parents are 100% liable for any outstanding fees already incurred.

## PAYMENT SCHEDULE

**Fortnightly payments 2 weeks in advance will be required for each term of After School Care.**

For a 10-week term, the last payment for each term is week 8, for weeks 9 and 10. During the school holiday breaks, there will be one cycle where no payment is due. You will receive an email advising when to stop your payment for the school holidays.

Payment for week 1 of the new term resumes before the new term commences. Our financial administrator will send you an initial invoice for the first two weeks of the term. The invoice will confirm your fortnightly payment amount and payment reference instructions.

We expect fees to be paid by automatic payment as per the payment arrangements provided by the Financial Administrator at the start of each year. This helps minimise time spent chasing unpaid fees.

New families starting during the year will be emailed an invoice advising the payment arrangements and a copy of the Fee Schedule.

### **When payments start**

In January you'll receive an email confirming your bookings. Each term an invoice will then be emailed, with details of the payments required for week 1 and week 2, to be paid prior to term commencing.

Payment dates will be stated on the invoices.

The next regular payments will be due on Friday of week 2, Friday of week 4, and so on.

### **NON-PAYMENT, OVERDUE FEES AND DEBTS**

We understand that any family can experience financial difficulties and we want to work with you in tough times to manage your OSCAR fees. Please let us know if you think you'll have difficulties paying for OSCAR, so we can help. The sooner you let us know, the sooner we can help! Please note the following:

- If you are experiencing difficulties in meeting your payment obligations, please contact our Financial Administrator promptly via email to discuss your circumstances.
- If payments are repeatedly dishonoured or late you may be asked to pay for a term in advance.
- In the event of consistent non-payment, you will be liable for the costs of any debt collection including legal fees.
- Ongoing issues with payment, or an excessive build-up of unpaid fees, may result in your child's membership being revoked at the discretion of the committee.

**For full terms and conditions regarding payment please refer to our Credit Policy. You can find it on our website under Policies and Procedures: [www.kwoscargroup.com/enrolment](http://www.kwoscargroup.com/enrolment).**