Is the intended optional charge compulsory or a condition of enrolment 1?

No

Is the intended optional charge for a specific purpose 2 (service, activity, or item)?

No

Yes

Is the intended optional charge for a service, activity, or item that is expressly for the education and care of the child 3?

No

Yes

Is the offered service, activity, or item above the regulated standard 4, or an item parents can provide for their own children or pay the service to provide?

No

Yes

Is the offered service, activity, or item able to be separated out and measured?

No

Yes

Is the charge for home management, wage administration, a ‘payment top-up’ or the administration of 20 Hours ECE?

No

Yes

Is the charge for excursions or for the provision of a qualified educator?

No

Yes

Does it meet the criteria for excursions or provision of a qualified educator 5?

No

Yes

Meets the criteria for an optional charge.

1. Initial or continued enrolment can not be conditional upon parents agreeing to pay an optional charge, nor can agreement be compulsory. Parents must be informed in writing that agreeing to an optional charge is not compulsory, and that they will not be penalised for choosing not to pay an optional charge.

2. An optional charge can not be, for example, a general charge for future activities or items than can not yet be measured.

3. The activity or item must benefit the learner and directly enhance the quality of education and care they receive.

4. An optional charge must not be requested for a service, activity, or item which sits outside of the regulatory framework, or supports the service to meet the regulated standard.

5. See the main text on Education.govt.nz for further information about optional charges for excursions and for qualified home-based educators.

6. If the intended optional charge does not meet the criteria of an optional charge, then an optional charge can not be requested.

NOTE: use this flowchart together with the main text on Education.govt.nz to assist in your decision-making.