



# Kadina Child Care Centre Inc.

## Fee Policy

### Aim

Kadina Child Care Centre Inc is a not for profit community based centre. All our income is from the receipt of parent fees. Currently there is no government funding available to the Service. The Service's objective is to provide high quality educational care for all families, the Parent Management Committee sets its fees to reflect the cost of providing such care.

The regular payment of fees is imperative in providing the Service with an income to cover the everyday expenses occurred in the running of the Service. It is an expectation that the enrolling parent will keep their account up to date and not fall into arrears.

### National Quality Standard

QA6	6.1.1	There is an effective enrolment and orientation process for families.
	6.1.3	Current information about the service is available to families.
QA7	7.3.1	Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.
	7.3.5	Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

### National Regulations

Regs	99	Collection of children
	158	Children's attendance record to be kept by approved provider

### Related Policies

- Enrolment Policy
- Policy and Procedure Review Policy

### Who is affected by this Policy?

Child

Educators

Families

Management

### Implementation

#### 1. Fee Schedule

- All fees listed below are for permanent bookings. An additional \$3 per session charge will apply to all casual bookings.

Full day	\$99.00 per day
Morning session (7.30am-1pm)	\$58.00 per session (includes lunch)
Afternoon session (1pm-6pm)	\$52.00 per session
Kindy drop off (7.30am-9am)	\$25.00
Kindy pick up (3pm-6pm)	\$35.00
Combined Kindy drop off and pick up	\$55.00
Fundraising levy	\$1.00 per week per family
Late pick up	\$2.00 per min charged after 6pm

- Full day fee charged if morning session attendees have not been picked up by 1pm.
- Full fees are charged for all Public Holidays and general absent days.

## **2. Payment of Fees**

- Fees are to be paid weekly by direct debit using the Child Care's Easy Pay system. An invoice will be emailed Tuesday.
- Two weeks written notice is required for any cancellation or alteration of your permanent booking. Additional bookings can be made at any time and are dependent on Services numbers. Cancellation/alteration and holiday leave forms are available at the parent sign in area. Verbal changes for cancellations, altered bookings or holidays will not be accepted. The change of care form needs to be signed, dated and handed into the office. Fees will be incurred for the two week notice given when cancelling care or altering your bookings.
- All bookings made must be paid for, this includes additional bookings made and not attended.
- Care that extends past session cut off times will incur the charge of the next session.
- A fundraising levy is charged per family, per week. This is to alleviate the need for extra fundraising drives. It helps the Service to provide resources and equipment to enable the children's development.
- Communication is the key to any organisation. If you are experiencing financial difficulty paying your fees contact us as soon as possible to negotiate a payment plan.

## **3. Holding Fees**

- Every child at the Kadina Childcare Centre is entitled to two weeks holding fees. The holding fee guarantees your child's position in the Service when your child is not in care, ie: on holidays or when sick (with a medical certificate) for an extended period of time. Your child cannot attend care during this time.
- The holding fee is available for two weeks for each financial year and applies for an arranged absence of either a one or two week block FTE (full time equivalent).

## **4. Child Care Benefit & Child Care Rebate**

- Child Care Benefit (CCB) is available through Centrelink and assists families with the cost of childcare. The CCB is income tested.
- The Child Care Rebate (CCR) is also available to eligible families. This rebate is designed to reimburse families for 50% of out of pocket expenses and can be paid directly to the centre or to the family. The CCR is not income tested.
- It is the enrolling parent/guardian's responsibility to ensure that the child care benefit information supplied to the Service is correct at the time of enrolment. Full fees are payable unless parents/guardians have current CCB. The Service has no participation in the calculation or disbursement of CCB or CCR this is processed through the Child Care Management System and the Family Assistance Office. All families are responsible for child care fees incurred.
- Please note Child Care Benefit will only be available for 42 allowable absence days, in accordance with the Commonwealth Government Guidelines for Child Care Benefit. Each additional absence above the 42 allowed days will be charged at the full fee.

**Further information can be found at [www.humanservices.gov.au](http://www.humanservices.gov.au), by phoning 136 150 or the nearest Centrelink Customer Service Centre is at 22 Taylor Street, Kadina 5554.**

## **5. Fees in Arrears**

- If an account is overdue, or there are insufficient funds, families will have a reminder notice placed in their pocket requesting immediate payment. If this notice is not responded to a courtesy call will be made by the Director or Administration requesting payment of fees. Following this further action will be taken and legal advice sought.
- Families will have five working days to pay in full or arrange a meeting to discuss payment options with the Director, Management Committee Treasurer or Chairperson. Current fees are to be met at that meeting or the parents/guardians will be expected to sign a written agreement (1) acknowledging the debt and (2) agreeing on a schedule of payment until the debt is cleared.

- If the fees are not paid by the agreed date and/or the scheduled arrangement not adhered to care will be cancelled immediately for the family. All outstanding debts will be referred to a Recovery Agency to recover the outstanding fees. The family will also incur the debt recovery fee.
- In the event of a bank account payment being rejected a failed fee will be added to your invoice.

**PLEASE NOTE: The Service reserves the right to refuse placement to any family who has fees in arrears.**

## **Sources**

- **Education and Care Services National Regulations 2011**
- **Australian Children's Education and Care Quality Authority - National Quality Standard 2013**

## **Review**

- The policy will be reviewed annually or as new information arises.
- The review will be conducted by management, employees, families and interested parties.

**Reviewed: June 2017**

**Date for Next Review: June 2018, if not before.**