



Kadina Child Care Centre

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 Centre. The Centres 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 Centre with an income to cover the everyday expenses occurred in the running of the Centre. 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. |
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| | 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.

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|------------------------------|--------------------------------------|
| Full day | \$102.00 per day |
| Morning session (7.30am-1pm) | \$61.00 per session (includes lunch) |
| Afternoon session (1pm-6pm) | \$55.00 per session |
| Kindy drop off | \$26.00 |
| Kindy pick up | \$37.00 |

| | |
|-------------------------------------|----------------------------------|
| Combined Kindy drop off and pick up | \$60.00 |
| 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 each week.
- 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 Centre numbers. Cancellation/alteration and holiday leave applications can be emailed to the centre. Verbal changes for cancellations, altered bookings or holidays will only be accepted at the office window by speaking directly to Sandy or Kathy. 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 Centre 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 Centre 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 Subsidy

- Child Care Subsidy (CCS) is available through Centrelink and assists families with the cost of childcare.
- It is the enrolling parent/guardian's responsibility to ensure that the child care subsidy information supplied to the centre is correct at the time of enrolment. Full fees are payable unless parents/guardians have current CCS. The Centre has no participation in the calculation or disbursement of CCS this is processed through the Child Care Subsidy System and the Family Assistance Office. All families are responsible for child care fees incurred.
- Please note Child Care Subsidy will only be available for 42 allowable absence days, in accordance with the Commonwealth Government Guidelines for Child Subsidy. Each additional absence above the 42 allowed days will be charged at the full fee.
- Please note that when cancelling care, failure to attend on the last day of care results in Centrelink withholding your subsidy.
- If your child has not attended child care for 8 continuous weeks Centrelink will cancel the enrolment and stop your subsidy for that period.

Further information can be found at www.humanservices.gov.au, or 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 text or an email sent to them. 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 centre 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: Jan 2019

Date for Next Review: Jan 2020, if not before