

Payment of Fees Policy

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service

National Education and Care Regulations

Quality Area 7: Leadership and service management	
168	Education and care service must have policies and procedures

Related Policies

Arrival and Departure Policy
Enrolment Policy
Governance Policy
Orientation of New Families Policy
Privacy and Confidentiality Policy

PURPOSE

For parents to gain a clear understanding of the Service fee structure ensuring children's fees are paid on time and that there are consequences for failure to pay fees on time.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

The fee structure of the Service includes:

Enrolment Fee & Bond Payment

- A bond consisting of 1 day full fee (\$95.00) is to be paid prior to a child commencing Child Care at the Service.
- The Bond payment will be refunded back to families when the child leaves the Service.

Goolwa Children's Centre

General Fees – Long Day Care

- Fees are charged daily and vary depending on the Child Care Subsidy (which replaces the current Child Care Benefit and Child Care Rebate from 2nd July 2018). The Child Care Subsidy will be paid directly to the Service.
- Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child include:
 1. The age of the child (must be 13 years or under and not attending secondary school)
 2. The child meeting immunisation requirements
 3. The individual, or their partners, meeting the residency requirements
- Families level of Child Care Subsidy will be determined by:
 1. Combined family income
 2. Activity level of parents
 3. Type of child care Service
- Fees are to be paid **weekly through EFT or cash at the Centre unless other arrangements have been made with the Director.**
- Fees are payable for every day that a child is enrolled at the Service. This includes sick days but excludes periods when the Service is closed
- Fees are charged at full day sessions (\$95.00) or half day sessions (\$49) only (no matter what the attendance hours are)
- Casual days may be offered to families if available within the Service's license

Pre-School Contributions

- A family contribution will be charged for each term of the school year.
- This Contribution will be determined by the Governing Council
- Family Contributions will be set for the year then divided by three so that Families will not be required to pay in the fourth term.

Payment of fees

- Families will be issued with a fee statement on a weekly basis in accordance with the fee payment and Regulatory requirements.

Financial Difficulties

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with authorisation of the Director

Failure to Pay

- If a family fails to pay the required fees on time, a text message will be sent as a reminder that the fee should be paid as soon as possible. A reminder letter will be issued after one week and then again after two weeks, where the fees are still

Goolwa Children's Centre

outstanding. A child's position will be terminated if payment has not been made after the three weeks, or an arrangement has been made with the Director, to which the family will receive a final letter terminating the child's position. At this time the Service will initiate its debt collection procedure, following privacy and conditional requirements.

Late Fees

- Our Service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.
- It is unacceptable to pick children up late from the Service. A late fee will apply where children are not picked up prior to closing time. Currently, a fee of \$15.00 per 10 minutes block and part thereof will occur.
- A review of the child's enrolment will occur where families are consistently late.

Change of Fees

- Fees are subject to change at any time provided a minimum of four weeks written notice is given to all families

Termination of Enrolment

- Parents are to provide one week notice of their intention to withdraw a child from the centre.

Responsibility of Management

- The Nominated Supervisor is responsible for the billing and chasing of fees.
- Should families wish to discuss fees, they will need to see the Nominated Director.

Source

- The Business of Child Care, Karen Kearns
- National Quality Standard
- Revised National Quality Standard

Review

Policy Reviewed	Modifications	Next Review Date

Goolwa Children's Centre

March 2017	Minor changes made to ensure compliance with regulations and government requirements.	March 2018
October 2017	Updated references to comply with the revised National Quality Standard	March 2018
March 2018	Changes made to comply with Regulations and changes to Child Care Subsidy	March 2019

FEE SCHEDULE

Full Day Session LDC	8.00am – 6.00pm	\$95.00
Half Day Session LDC	8.00am – 1.00pm/1.00pm – 6.00pm	\$48.00
Pre-School Session LDC	12.00pm – 5.00pm	\$48.00
Hourly Fee LDC		\$16.50
Pre-School Lunch Care Fee LDC		\$14.50
Long Day Care Bond (equivalent to 1 Full day fee)		\$95.00
Maintenance Levy (paid once per year)		\$20.00
Parent Contribution (Pre-School) paid Term 1, 2 & 3		\$130.00

Goolwa Children's Centre