

## **PAYMENT OF FEES**

### **NQS 7.1.2 Regulation 168 (2) (n) Version 1.11**

#### **LONG DAY CARE HOURS AND FEES**

The Children's Centre is open from 6.30am until 6pm. The Children's Centre operates for 50 - 51 weeks of the year, with a 10 day closure near the end of the calendar year, with dates to be advised each year. The Children's Centre will close at 6 pm on the last day of the school year, prior to the Christmas / New Year closure. The PAYMENT OF FEES POLICY will be issued with enrolment forms. The parent / guardian signature indicates agreement to the terms and conditions outlined:

- Payments are to be made from parent's nominated credit card/debit card or bank account each week (or by arrangement)
- To secure a position in Long Day Care at Roxby Downs Children's Centre, a bond of \$200 is payable prior to or on commencement day.
- The bond will be credited back to the parent account upon two weeks' notice of withdrawal, assuming that there are no outstanding fees owed to the Children's Centre. Families are also required to give two weeks' notice to reduce or increase any regular sessions booked for their child.
- Invoices will be issued on Monday each week for all care provided in the previous week. Payment is due within 7 days of receiving the invoice (unless alternative payment terms are arranged, e.g. fortnightly, monthly). Any fees unpaid after 14 days are considered overdue and care may be cancelled.
- Fees will be required to be paid in full on the day for those using casual or hourly bookings.
- If the child has not attended for one week, the staff will inform the Director, who will then attempt to make contact with the parents/guardians.

#### **Implementation**

The following outlines how fees can be paid:

- Fees are to be paid weekly unless alternative payment arrangements have been made with the Director or Assistant Director.
- Fees can be paid via EPTPOS at the centre, direct deposit or via a direct debit agreement.
- Only the Director, Assistant Director or Administration Officers can accept payments.
- Child Care Subsidy (CCS) is available to all families who are Australian residents. To find out your eligibility, families must contact the Department of Human Services, phone 136 150, or visit their website: <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

Account name: Roxby Downs Child Care Centre

BSB: 085-896

Account number: 946262503

**Please record your child's full name as a reference.**

## Cancellations and Absences

- A minimum of 14 days notice for cancellation of any booking is required. Full fees will still be applied for any booking cancelled within a 14 day period.
- Full fees will be charged for absences due to illness
- 14 days written notice is required to end child care bookings, otherwise 2 weeks fees will be billed.
- Casual or hourly care – for bookings made less than 7 days in advance, 24 hours notice for cancellations will be required, otherwise fees will be applied.

## Non Payment of Fees

*All accounts will be sent out weekly. If no payment is made on an overdue account within 14 days, the following will occur:*

- A \$15.00 late fee will be incurred for all accounts 7 days overdue
- A \$30.00 late fee will be incurred for all accounts 14 days overdue
- All accounts overdue by more than 14 days with no communication will be passed onto eCollect debt recovery and care will be cancelled immediately.
- Bookings will only be accepted after full payment has been made and you will be asked to enter a direct debit agreement with the Centre.

## Bookings

The types of bookings that are available are as follows:

- Full time permanent bookings are from Monday to Friday for a full day (classed as 7 or more hours)
- School days 8.30 am– 3.30pm
- Half day bookings are allocated as sessions: 6.30am-12.30pm or 12.30pm-6.00pm
- Casual bookings – irregular bookings fitting in with sessions times (including hourly care)
- Before and after kindergarten – morning and afternoon sessions are available Monday to Friday during school terms
- All permanent and casual bookings are to be made in writing via email or by completing a booking form from the front administration desk.

**Standard Fees Apply to:** All absences from the Children’s Centre (including for illness and holidays)

**No Fees will apply on:** Public holidays and when the Children’s Centre is closed. The closure dates at the end of the calendar year are set by the Governing Council and will include the 25th December and the 1st of January.

**Public Holiday Charge:** No fees are charged for public holidays.

Families must give two weeks notice of withdrawal of their child/ren from the Children’s Centre.

A fee of \$3.00 per minute will be charged for late collections of children. These fees are put in place to cover the cost of staff working overtime.

Permanent session name	Session time	Rate
Full day	6.30am to 6.00pm	\$91.00
School day	8.00am to 3.00pm	\$80.00
Half day (morning)	6.30am to 12.30pm	\$65.00
Half day (afternoon)	12.30pm to 6.00pm	\$55.00
Before kindy	6.30am to 8.30am	\$20.00
After kindy	3.00pm to 6.00pm	\$25.00
Hourly care		\$15.00/hour
Bond	Payable upon enrolment	\$200.00
<b>Casual bookings attract an additional 10% charge</b>		

## **SESSIONAL KINDERGARTEN HOURS AND FEES**

Sessional Kindergarten operates during the school terms and closes during the scheduled school holidays as authorised by the Department for Education. Sessional Kindergarten is offered to all children for the 12 months prior to school entry. Families can choose either Monday/Tuesday OR Thursday/Friday full days from 8.30am to 3pm with a catch-up session every alternate Wednesday from 8.30am-12.30pm (odd weeks for Monday/Tuesday and even weeks for Thursday/Friday). Eligible children (see Priority Of Access policy) are entitled to up to 15 hours of Preschool each week. Invoices for the Kindergarten fees will be provided at the commencement of the School year. The Children's Centre is a not-for-profit organisation and relies on the contributions paid by the families who use the Children's Centre to maintain operation. When the Governing Council set a fee increase, families will be given at least 2 months notice and informed through the newsletter and via email. Families will be offered two methods of payment:-

An upfront yearly contribution which will attract a 10% discount payable by end of February by direct debit into our bank account; or

Termly payments during terms 1, 2 and 3 payable within 31 days of invoice being issued by direct debit into our bank account.

Account name: Roxby Downs Children's Centre

BSB: 085-896

Account number: 548433346

**Please record your child's full name as a reference.**

CREATED: January 2018

REVIEWED:

TO BE REVIEWED: November 2019

SOURCED: Network SA  
DECD Preschool Fee Policy 2012

I / we ..... understand and accept the Roxby Downs Children's Centre Payment of Fees policy.

Signed ..... Date .....