

PAYMENT OF FEES POLICY

NQS 7.1, 7.1.2, 7.1.3; Regulation 168 (2) (n) Version 1.11

PURPOSE

For parents to gain a clear understanding of the Roxby Downs Children's Centre's fee structure, ensuring children's fees are paid on time, are equitably and consistently applied, and that there are consequences for failure to pay fees on time.

Roxby Downs Children's Centre is a not for profit Centre, comprising Department for Education sessional kindergarten with long day care and OSHC being a community-based service funded through daily fees, donations, fundraising and grants.

LONG DAY CARE and OSHC HOURS AND FEES

The Children's Centre is open from 6.00am 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:

- Fees are charged daily and vary depending on the Child Care Subsidy (CCS). 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 CCS for a child include: the age of the child (must be 13 years or under and not attending secondary school); child's immunisation status; the individual, or their partners, meeting the residency requirements. A family's level of CCS will be determined by: combined family income; activity level of parents; type of child care service. 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>
- 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 or OSHC at Roxby Downs Children's Centre, a bond of \$200 per family is payable prior to commencement at the Service.
- 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 child care and OSHC 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.

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

- Parents are required to provide a minimum 14 days notice for cancellation of any booking. 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
- Parents are to provide 14 days written notice of their intention to withdraw a child from the Centre. If a family has confirmed their child's last day at the Service, but that child does not attend their last booked sessions of care, NO child care subsidy will be paid for any days after the child's last physical attendance at the Service. Centrelink will forfeit your child care subsidy and families will be required to pay the full fee to the service. If termination from the Service is required without notification, families can lose their child care subsidy resulting in the payment of full fees to be charged.
- 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:

- Permanent or casual bookings.
- Permanent bookings are regular ongoing bookings for children and have an ongoing identifiable pattern of attendance.
- Casual bookings – ad hoc, irregular or short term bookings on an as-needs basis which are not ongoing (including hourly care) and can only be accepted if there is available space and staffing
- Full time permanent bookings are from Monday to Friday for a full day (classed as 7 or more hours)
- School days 8.30 am– 3.00pm
- Half day bookings are allocated as sessions: 6.00am-12.30pm or 12.30pm-6.00pm
- Before and after kindergarten/school care – morning and afternoon sessions are available Monday to Friday during school terms. For early finish school days (end of term, Wednesday early finish) a different fee is charged (see fee table below).
- Vacation and Pupil free day care is charged at full day or half day session rates only.
- 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.

Late Collection Fees: Our Service is not licensed or insured to have children on the premises after hours. This is a breach of the Education and Care Regulations. A fee of \$3.00 per minute will be charged for late collection of children. These fees are put in place to cover the cost of staff working overtime. This fee will be added to the next account.

Permanent session name	Session time	Rate
Full day	6.00am to 6.00pm	\$95.00
School day	8.30am to 3.00pm	\$85.00
Half day (morning)	6.00am to 12.30pm	\$65.00
Half day (afternoon)	12.30pm to 6.00pm	\$65.00
Before kindy	6.00am to 8.30am	\$25.00
After kindy	3.00pm to 6.00pm	\$30.00
Early closure days (kindy 2pm)	2.00pm to 6.00pm	\$40.00
Casual Hourly care		\$25.00/hour
Casual booking fees		
Full day	6.00am to 6.00pm	\$105.00
School day	8.30am to 3.00pm	\$90.00
Half day (morning)	6.00am to 12.30pm	\$70.00
Half day (afternoon)	12.30pm to 6.00pm	\$70.00
Hourly		\$25.00/hour
OSHC fees		
Before school	6.00am-8.30am	\$20.00
After school	3.00pm-6.00pm	\$25.00
Full day	6.00am to 6.00pm	\$70.00
Half day (morning)	6.00am to 12.30pm	\$40.00
Half day (afternoon)	12.30pm to 6.00pm	\$40.00
Early closure days (school 2pm)	2.00pm to 6.00pm	\$35.00

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 each of the terms 1, 2 and 3. 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 1 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.

Please retain the Payment of Fees Policy for your ongoing reference and detach this page and return with your enrolment forms.

CREATED: January 2018
REVIEWED: May 2019, July 2019
TO BE REVIEWED: July 2020
SOURCED: Network SA
DECD Preschool Fee Policy 2012
Revised National Quality Standard February 2018
The Business of Child Care, Karen Kearns

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

Signed Date