



Management

FEES POLICY

Policy number:

Date approved:

Date to be renewed:

POLICY STATEMENT

Mundarda child care centre aims to provide a quality education and care service at an affordable price to families eligible to attend under the Australian Government Priority of Access Guidelines. Fee levels will be set by the management committee and will be reviewed on completion of the annual budget and according to the centre's required income in order to provide a quality education and care service.

HOW POLICY WILL BE IMPLEMENTED (Specific Policies & Procedures)

- The Mundarda management committee will determine the required fee level to meet budget prediction for the next year.
- The fee schedule and fee payment policy will be fully explained to families during the enrolment process.
- Families will be given as minimum of 14 days' notice of any fee increase.
- The same fee will be charged to all families for equivalent care arrangements.
- Families are required to pay fees in advance. A dated receipt, in accordance with Australian Government Guidelines, will be provided for each payment.
- Families are to pay for days that have been booked whether they attend or not due to illness, holidays or public holidays.
- Parents/guardians should contact the centre to advice of their child's inability to attend as soon as this is known.
- If you are taking holidays the following fee structure will apply:
 - 1-2 weeks- pay full rate
 - 1-4 weeks- pay half fees



- *5 weeks or more pay no monthly fees.*
 - *Children will still have their positions at the child care centre*
- Fee payment will be recorded according to Australian Government Guidelines.
- Details of an individual's account and all completed forms kept by the centre will be confidential and stored appropriately. Individual families may access their own account records at any time. Particulars of fees will be available in writing to parents upon request. Families may also view details about their child care usage and total fees charged and the fee reductions calculated by the Family Assistance Office (FAO) on the View Child Care Attendance online statements available through the FAO website.
- A \$20 Consumables Levy will be charged with each new enrolment and at the beginning of each New Year. (\$30 x 2 children, for more than two children in the family \$5 per child is payable after the second.)
- Please give the centre 1 weeks' notice/1 weeks fees if you no longer require care.

Please be aware that if your child does not attend care on their last day, then full fee will apply as CCB will not be paid if the child is absent on their last day

CCB , CCMC and CCR

- The centre will comply with the Australian Government requirements to be an approved education and care services for the purposes of Child Care Benefit (CCB). The on-line Child Care Management System (CCMS) reporting requirements and any other requirements for claiming and administering CCB will be maintained by the centre.
- Parents who work or study may be eligible for CCR (child care rebate) this is not income based. CCR is a rebated payed to you or the centre (you make that choice) for 50% of your out of pocket child care fees.(contact Centrelink for more information)

- It is the parent/guardian's responsibility to complete and lodge their CCB and CCR application with the FAO. Families need to apply for each type of care they will use i.e. Long day care, before and after school care and Vacation care.
- CCB will be deducted from a family's fees within 14 days of the centre being notified of the amount via CCMS.
- Families with children under 7 years seeking CCB for the first time will be required to meet the Australian Government's immunisation requirements. The centre will provide information to these families in regard to this requirement.
- Families will only be eligible for CCB and CCR if child care attendance records are accurately completed and signed by the parent/guardian or other responsible adult, and other eligible requirements are met.
- Families are entitled to 42 absence days for each registered child in each financial year. CCB and CCR is paid for these days provided that the child would normally have attended on that day, and fees have been charged.
- Additional absences can be claimed when the first 42 days have been used. Supporting documentation may be required for approval of additional absences.
- All documentation pertaining to CCB and CCR will be kept for the specified period and made available to Australian Government Officers on request.
- Educators/staff will have a basic knowledge of CCB and CCR requirements but will refer all specific queries to the authorised contact person for CCMS.
- The director/nominated supervisor/supervising officer/ bookkeeper will be trained in the implementation of CCMS reporting CCB and CCR fee payment procedures.

Over due fees

To maintain your child's enrolment fees must be paid 1 week in advance. If this does not occur the following action will be taken.

1st invoice/receipt

- The Amount due is to either be in credit or the total of the estimated 2 weeks in advance. This amount must be paid in full by the end of the week. If the amount due exceeds the total of the 2 weeks in advance sum you will be classified as is arrears. You will then have
- an orange URGENT ACTION sticker placed at the bottom of your invoice/receipt. It is important that if you receive an urgent action sticker that you do take urgent action and ensure the amount due is paid by the end of the week. If you are experiencing difficulties in paying this account please see Director/Supervising Officer to arrange payment options.

(If the first invoice/receipt total was not paid in full by the end of that week and Director/Supervising Officer was not approached in regards to payment options)

- A red FINAL NOTICE Sticker will be placed at the bottom of your invoice/receipt with a letter attached stating that you are 3 weeks in arrears and that your account is due to be paid within 7 days or further action will be taken. If your account is not paid by the end of that week then a letter will be sent out to your place of residence that day notifying you that you have now become 4 weeks in arrears and that payment in full is required within the next 7 days from the date of the letter or you child's placement will be cancelled and the account forwarded onto the debt collecting agency. It will also state the date that your child's care will be cancelled if the letter is not addressed within that 7 day period. If you are experiencing difficulties in paying this account please see Director/Supervising Officer to arrange payment options within the 7 day period or your care will be cancelled.

Late Collection Fees

- Whenever possible the parent/guardian should ring the centre to advise they will be late to collect their child.
- A late collection fee will be charged to parents/guardians for each child not collected from the centre by closing time.
- The fee charged for late collection is determined by;
 - The centre's need to recoup expenses incurred in employee overtime wages
 - The need to deter families from making a habit of late collection
 - Special circumstances .i.e. traffic accident or vehicle breakdown will be given consideration in relation to the administration of late collection fees.
- When a parent/guardian is continually and regularly late arriving at the centre to collect their child, the director/supervising officer will discuss other child care options with the family.

SOURCES:

My child: www.mychild.gov.au

DEEWER Child Care Services Handbook: www.deweer.gov.au

Family Assistance office: www.familyassist.gov.au

Privacy Law: www.oaic.gov.au