

Fees Policy

NQF

QA7	7.3.2	<i>Administrative systems are established and maintained to ensure the effective operation of the service.</i>
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AIM

For parents to pay their child care fees on time.

RELATED POLICIES

Orientation for Children Policy

Privacy and Confidentiality Policy

WHO IS AFFECTED BY THIS POLICY?

Parents

Management

IMPLEMENTATION

The following outlines how fees can be paid.

- Upon enrolment, families must pay an **Application fee of \$50.00. This fee is non-refundable.**
- Upon enrolment, families must pay a **\$100.00 refundable Bond.** When the child leaves the Centre **to attend school**, the Bond will be refunded. The Bond will only be refunded if a child leaves the Centre to attend school, and when all fees have been paid. **Children who exit the program to attend another child care service, or to attend a kindergarten, will forfeit their bond to Montessori Childrens Centre.** Management can apply the \$100 Bond towards any outstanding amount owing to Montessori Children's Centre, McLaren Vale.
- Upon enrolment, **families will be billed of one week's full fees. This fee will be labelled 'Enrolment Fee' and will be the equivalent of the enrolled child's booking for 1 week. This enrolment fee will not attract CCB and will be refunded when the family exits the Centre to attend school.** This amount can be retained by the Centre to offset any outstanding amounts owing to the Service at the time of disenrollment.
- **Fees must not remain outstanding beyond two weeks.**
- Any fees which do remain outstanding **beyond two weeks will attract a 10% late fee.**
- Fees can be paid **weekly, fortnightly or monthly by cheque, direct deposit, EFTPOS or by credit card.**
- **Fees are payable for every day that your child is enrolled at the service. This includes public holidays, pupil free days, sick days and family holidays but excludes periods when the service is closed. Families will be billed for the 49 weeks of the year the Centre is open. During the school holiday program or family holidays, parents are entitled to 15 holiday days which will attract a 50% charge.** This charge is to hold a child's spot in the program during subsequent weeks after holidays.

- Child Care Benefits (CCB) and CCR (Child Care Rebate) are available to all families who are Australian Residents and who meet the eligibility criteria. To find out their eligibility, families must contact the Department of Human Services (DHS), formerly known as **Family Assistance Office, on 13 61 50.**
- **Child Care Benefits** can be received as:
 - A reduction of fees through the service.
 - A lump sum payment to families at the end of the financial year that the Service is used.

A receipt will be issued for all fees. This will include the child/children's full name/s, date of care, date of payment, amount, etc. If the incorrect amount is paid, change will not be given but will be credited to the families' account.

An Application Fee of \$50.00 is required when lodging an Enrolment Form. This is non-refundable if your child does not take a place at our service.

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place during terms 1, 2, and 3, two weeks' written notice is required from the ending/terminating party. **If this does not occur, 2 weeks' fees will be billed to you. In accordance with government regulations, if your child does not attend the service on their final day of care full fees will apply, meaning no CCB or CCR will apply to your weekly fees.**

*To help address the continued enrolment challenges we are facing after changes to school and kindergarten intakes, the following changes to enrolment and fee structures will apply from **January 2014.***

- **Families who exit the Centre to attend a kindergarten program are required to give a term's notice.** To allow time to offer places to families from our extensive waiting list we require notification of your intention to leave **before Week 2 of Term 4.**
- **Failure to provide the required notice will result in a 4 week charge at full fee rates.** This amount will be charged automatically to your account.
- Siblings of children who exit the program to attend Kindy will **NOT** be given priority on the waiting list.
- **Priority** will be given to families who intend to use the program for the **full 3 year cycle.**
- Similar to schools and kindergarten, Montessori Childrens Centre will **enjoy one enrolment intake in January of each year.**
- **Bookings are continuous for 49 weeks of the year.** Any changes or holiday advice must be received 2 weeks in advance, in writing. Families can receive a 50% holiday charge for 15 days over the course of the calendar year. Any additional days will be charged at full fees.

Overdue Fees

Any family who is two or more weeks late with their fees will receive a *Friendly Fee Reminder*. Families can make appointments to speak with the approved provider or nominated supervisor regarding payments if there is a need to do so. Continually not paying fees will put your child/ren's place/s in the Service in jeopardy.

The Centre will provide an SMS service to account holders with a mobile phone. A friendly reminder to account holders for overdue accounts will be sent to the relevant mobile phone number. Failure to pay the overdue amount within one week of reminder SMS will attract the 10% late fee.

A 10% late fee will apply to any overdue fees and be added to families account.

Dishonoured Cheques

If this happens, we regret to inform you a charge of \$9.00 will be billed to your account.

SOURCES

Bryant, L. (2009). Managing a Child Care Service : A Hands-On Guide for Service Providers. Sydney: Community Child Care Co-Operative.

Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care) Act 2009

REVIEW

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Next review date: June 2015