



Montessori Children's Centre, McLaren Vale

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Fees Policy

NQF

QA7	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
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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 Enrolment fee of \$30.00. This fee is non-refundable.
- Upon enrolment, families must pay a \$50.00 refundable Bond. When the child leaves the Centre, the Bond will be refunded. The Bond will only be refunded when all fees have been paid. Management can apply the \$50 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.
- 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) are available to all families who are Australian Residents. 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 Enrolment Fee of \$30.00 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, 2 weeks' written notice is required from the ending/terminating party. If this does not occur, 2 weeks' fees will be billed to you.

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: 5 June 2013