

# Edgeworth Child Care Centre Inc.

## Fees Policy

### Aim

For parents to pay their child care fees on time as agreed upon at enrolment.

### Legislative Requirements

A New Tax System (Family Assistance) Act 1999  
Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011  
Child Care Service Handbook 2013-2014

### Who is affected by this policy?

Parents  
Management

### Implementation

Fees must be paid according to the Education and Care Service's payment options of Edgeworth Child Care Centre payment method.

Fees must be paid in the morning of the first day of your child's attendance for the week.

Fees can be paid weekly, fortnightly or monthly in advance by cheque, direct internet transfer deposit, eftpos. The centre does accept cash however you do so at your own risk as monies will not be receipted straight away.

Fees are payable in for every day of your child's enrolment including sick days and parent holidays. This excludes the weeks over Christmas, public holidays, gazette holidays, pupil free days, staff development days & centre industrial action days when the centre is closed.

Child Care Benefit (CCB) is available from the Federal Government to help with costs for approved and registered early childhood education and care. To receive CCB, families must use approved or registered care, be responsible for paying the child care fees, and have immunised their child (or be exempt from the requirements for medical reasons). Parents must contact the Department of Human Services to register for Child Care Benefit.

Child Care Benefit can be received as:

- Reduced fees through the service; or
- A lump sum payment direct to families at the end of the financial year in which the service is used.

Child Care Rebate (CCR) is available from the Federal Government to cover 50% of out of pocket child care expenses for approved child care, up to a maximum amount per child per year, in addition to any other child care assistance. To receive CCR, families must use a CCB-approved child care

service, be eligible for CCB for approved care (even if they earn too much to receive payment); and meet the Work, Training Study test (or be exempt from it).

A receipt will be issued for all fees paid which will include the child's full name, 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.

Security deposit is required upon enrolment. [ 1 day = \$100.00, 2 days = \$200.00, 3 days = \$300.00, 4 days = \$400.00, 5 days= \$500.00]

Joining fee – there is a joining fee of \$11.00 to be paid on enrolment. The fee is charged to enable your family to have voting rights at our monthly management committee meetings as well as covering administration costs. This fee is non-refundable.

Association fee – there is an annual fee of \$5.00 per family for those who re-enroll. This will be charged to the family account every January and is not refundable if the family withdraws part way through the year.

A booking fee of \$50.00 is required when acceptance of an enrollment occurs. This is non-refundable if your child does not commence care. The booking fee will be allocated to the security deposit once your child commences care.

Our terminating policy is that two (2) weeks written notice must be given otherwise 2 WEEKS FEES will be accounted to you.

### **Overdue Fees**

Any parent who is one week or more in arrears will receive a **FRIENDLY FEE REMINDER**. Parents can make an appointment to speak with the Approved Provider/Nominated Supervisor to reach an agreement regarding payments. **Continuing fees in arrears will jeopardise the child's place in the Centre.**

### **Dishonoured Cheques**

Should this unfortunate incidence occur we regret that the charge from your financial institution will be generated / charged to the family's account.

### **Late Collection of Children Fee**

If a child remains in the centre after closing the following apply:

- a) A rate of \$1 per minute is to be charged.
- b) The amount is to be paid with the following weeks fees.

### **Levy System**

A levy to cover the cost of purchasing equipment, maintenance and any other purchases seen as essential by Management may be charged from time to time. Families will receive advance notice in these circumstances.

## Sources

Management

## Review

This policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: 26 October 2016**

**Date for next review: October 2017**