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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.

Implementation

Fees are charged one week in arrears

Fees can be paid weekly, fortnightly by direct debit, eftpos, internet transfer and centrepay.

No cash is accepted for fees to ensure the security of children, families and staff.

Fees are payable for every day that your child is enrolled at the service. This includes public holidays but excludes:

- Christmas/New Year closure no charge.
- Fees may be reduced for family absences over one week with 2 weeks written notice. This is for up to 3 weeks in any financial year.
- Child Care Benefit (CCB) is available to eligible residents and some visa holders. To find out about their eligibility families must contact Centrelink.

Child Care Benefit 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, via weekly tax invoice. This will include the child/children's full name/s, date of care, date of payment, amount paid.

WAITING LIST APPLICATION

No application fee is required when lodging a waiting list application or enrolment form.

CANCELLATION OF CHILDCARE BOOKING

When you wish to end your child's place at the service 2 weeks written notice is required.

OVERDUE FEES

The following steps will be actioned to recover outstanding fees.

1. One week late with payment of child care fees the account holder will receive a Friendly Fee Reminder on the tax invoice.
2. An additional Fee of \$10.00 will apply to accounts that are more than two weeks overdue.

3. Accounts that are 1 month overdue will receive a notice of intent to cancel booking if fees are not paid within 7 days
4. Accounts that are in arrears by 2 months will be issued a notice of cancellation of care.
5. Outstanding debts will be forwarded to the Centre Debt Collection Agency and this will incur additional costs which will be added to the outstanding debt.

TEMPORARY FINANCIAL PLAN

Families experiencing temporary financial difficulties due to changed circumstances are encouraged to make an appointment to speak with the Director regarding a fee payment plan.

Fee payment plans which are not honoured will result in Childcare cancellation and the debt will be forwarded to the Centres Debt Collection Agency.

DAILY FEES

The daily fee from 20th October is \$104.00 per day

The weekly Fee is \$510.00

LATE FEES

Late fees of \$15.00 per quarter of an hour are applied for late collection of children after 6.30pm.

LEVIES

The centre does not charge any additional levies for nappies, under two care or equipment/resources for children.

Our music program, Hey Dee Ho, incurs a per fortnightly session fee of \$5.00 (free for under two's). This optional session is billed to your account each fortnight.

FUNDRAISING

There are fundraising activities held throughout the year. The fundraising target is not included in the Service budget and all fundraising money goes towards purchasing children's equipment.