

Fees Policy

Policy Statement

The Nuriootpa Community Children's Centre aims to provide quality education & care services at an affordable price under the Commonwealth Government Priority of Access Guidelines. Fee levels will be set by the Governing Council each year on completion of the annual budget and according to the Centre's required income in order to provide quality child care and meet legislative requirements.

Procedure

How the Policy Will be Implemented:

The Finance Sub-Committee will determine the required fee level to meet budget predictions for the next year. The Sub-Committee's recommendation will be presented to the Governing Council for final determination. The Finance Sub – Committee will review fee levels in June and December each year.

Session Times

Childcare: Monday - Friday

8.00 am – 6.00 pm

8.00 am – 1.00 pm*

1.00 pm – 6.00 pm*

*(priority given to full day bookings)

Preschool: Monday - Friday

8.30 am – 11.30 am (morning session)

12.00 pm – 3.00 pm (afternoon session)

Before Preschool Care: 8.00 am – 8.30am

Lunch Care: 11.30 am – 12.00 pm

After Preschool Care: 3.00 pm – 6.00 pm

Types of Bookings

Permanent

A Permanent booking means that the child has a permanent booking of the same day or session each week. You will be charged for the session regardless of whether the child attends.

Casual - *Casual bookings can be made no more than 1 week in advance between 9am and 3pm.*

Casual bookings for Childcare are flexible bookings made either on the day or prior to the day needed. If the centre has vacancies we will accommodate the family, however if the Centre is fully booked we will not be able to provide care. There are no guarantees for casual bookings.

Changes to Bookings

- Childcare bookings or changes to Childcare bookings will not be accepted unless made in writing. Verification of these changes made over the phone will need to be followed up by signing the "Notifications of Changes" form the next time you attend the centre.

- If you wish to change your permanent Childcare booking you will need to give a minimum of two (2) week's notice of your change, in writing.
- Families who hold a permanent Childcare booking cannot swap a day of their permanent booking, however they can pick up an extra day if needed and there is a vacancy.
- Bookings for Childcare during the holidays must be made in writing at least one (1) week prior to holidays beginning.
- Childcare bookings which fall on Public Holidays will incur full fees.

Absences from Child Care

Absences: (including Casual bookings): Full fee charged

Exceptions: Family Holidays: A 50% holding fee (a fee to hold your child's place) will be charged provided that two (2) weeks' notice is given in writing.

Sick Days: Full fee charged (if the illness extends beyond one (1) week and a Medical Certificate is presented, a 50% holding fee for the remainder of the absence will be charged).

Please Note: Childcare Benefit is available for 42 absences per financial year.

Parents/Guardians should contact the Centre to advise of their child's inability to attend as soon as this is known. (Refer to allowable absences guidelines in Commonwealth Department Childcare Services Handbook.)

Withdrawal/Cancellation

Two (2) weeks' notice in writing must be given when a permanent position is no longer needed. If your child is absent during these two weeks, full fee will be charged. The Commonwealth will only provide Childcare benefit when your child attends their booked session.

Late Pick-up

- Whenever possible, the parent/guardian should ring the Centre to advise they will be late to collect their child.
- When children are collected from childcare any time after 1pm for half days and 6pm for full days a late fee of \$40.00 will be charged. All late Childcare pick ups will attract this fee. If parents or emergency contacts cannot be reached, Police or Crisis Care will be called.
- When a child is not collected from Pre School at 11.30am or 3pm a child care fee will be charged.
- When a parent/guardian is continually and regularly late arriving at the Centre to collect their child, the Director will discuss other childcare options with the parent.

Fee Schedule

Child Care Sessions

	Permanent Booking Fee	Casual Booking Fee
Full Day	\$81.00	\$89.10
Half Day	\$46.80	\$51.50
Lunch Care	\$8.40	\$9.25
Before Kindy Care	\$8.40	\$9.25
After Kindy Care	\$26.85	\$29.55

Pre-school \$110.00 per term

Bond

Bond (Childcare) \$200.00 (Charged to families with permanent Child care bookings)

This bond is to be paid prior to the commencement of childcare or upon commencement of the 1st permanent childcare session

Bond (Preschool) \$200.00 (Charged to families with Full Day bookings that include Lunch Care)

This bond is to be paid prior to the commencement of the child's preschool year

Please note: if your child is attending half day sessions in preschool then a bond is not required.

The bond, minus any amounts owing, will be refunded on your child ceasing care.

PAYMENT OF ACCOUNTS

"The Nuriootpa Community Children's Centre is a Not for Profit Service, we rely on the regular and prompt payment of all fee's."

- Fees for Childcare must be paid to the Nuriootpa Community Children's Centre one (1) week in arrears.
- Casual childcare booking: Payment of the casual booking needs to occur prior to another booking being made.
- Fees for Preschool must be paid in full by week five (5) of the Term. There is the option of paying the entire year of preschool fees in one lump sum.
- Fees for Lunch care must be paid for the whole term by week five (5) of the each Term.
- Fees may be paid by cash, eft, cheque or direct transfer to the Centre's bank account (bank account details are listed on fee accounts).
- Cash or cheque payments are to be placed in a money bag/envelope clearly named and placed in the payment boxes located in either Childcare or the front Office.
- A dated receipt, in accordance with Commonwealth Department Guidelines will be provided for each payment.

- Fee payments will be banked regularly by the Administration Officer.
- Fee payment will be recorded according to Commonwealth Department Guidelines.
- Details of an individual's account 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.
- Parents will be given 2-4 week's notice of any fee increase.

Overdue Accounts

- Families who cannot afford fees due to sudden unforeseen expenditure or short-term financial difficulty will be assisted where possible or provided with information on other possible avenues of financial support.
- Parents/Guardians with overdue fees will be encouraged by the Director to discuss any difficulties they may have in meeting payments and make suitable arrangements to pay. If this is not done, or the agreed arrangements are not kept, the following procedure will apply:
 - one (1) week overdue – reminder sticker;
 - two (2) weeks overdue – Red Account indicating that your account is in arrears and needs prompt payment. Please discuss with the centre Director if you are having difficulties in paying your account and we may be able to seek other possible avenues of financial support and set up a personal payment plan. Additional bookings will not be taken if your account is two (2) weeks overdue.
 - **Childcare** - three (3) weeks of non-payment – Contact made via phone & final letter – contact will be made by the Director/Finance Officer to inform you, you have 7 days to pay entire outstanding fees or childcare will be cancelled. A final letter will be supplied advising of 7 days to pay and a date that care will be cancelled.
 - **Lunch Care** - if fees remain unpaid by the end of the preschool term, the Director will make contact to negotiate the movement of your child to half day sessions that do not incur a lunch care fee. (This decision will be final and the vacated full day session will be offered to a family on our waiting list). A payment plan will be put in place to ensure outstanding lunch care fees are paid.
 - If payment is not received following these measures, the account will be placed in the hands of a debt collector and child care will cease.
 - Additional bookings will not be taken if your account is two (2) weeks overdue.

Fee Assistance

Child Care Benefit – applicable to childcare, lunch care, before and after kindy care.

- It is the parent/guardian's responsibility to complete and lodge their Childcare Benefit (CCB) application with the Family Assistance Office (FAO). CCB cannot be deducted from their fees until the enrolling parent's CRN and child's CRN is provided to the centre. Full fees must be charged.
- Childcare attendance records (including absences) must be accurately completed and signed by the parent/guardian for families to be eligible to receive CCB.
- Eligibility for CCB will be maintained on fees paid when the child is absent and the absence meets the Allowable Absences guidelines in the Commonwealth Department Childcare Benefit Handbook.
- The Centre will keep parents informed about CCB by:
 - advising new families to apply to the FAO for assessment;
 - keeping a stock of application forms to distribute to families;
 - charging full fees when parent a does not have a current Assessment Notice;
 - keeping all documentation pertaining to Childcare Benefit for a specified period of time and made available to Commonwealth Department Officers on request (see Commonwealth Department Childcare Benefit Handbook).

Sample Invoice

Tax Invoice		Nuriootpa Community Children's Centre Park Avenue NURIOOTPA SA 5355 Ph: 085 621006 Fr: 085 623435 Email: michelle.mylus@nuriootpaccc.sa.edu.au ABN: 14 195 560 994			
Invoice No.: 234735 Statement of Fees and Services For the Period: 25/07/11 thru 31/07/11 Date of Invoice	For Electronic Funds Transfer				
To: S Sample 14 Park Avenue NURIOOTPA 5355	Bank Details: Account Name: Nuriootpa Community Children's Centre Account BSB: 105955 Account No.: 225014040				
Child Care Fees: 31/07/11 Childcare - Sally Sample	Amount \$85.00	Opening Balance:	\$87.52		
Subsidies: 31/07/11 CCR Payment - Sally Sample 31/07/11 CCB Fee Reduction - Sally Sample	Amount \$(17.50) \$(43.27)	Total Fees:	\$85.00		
Other Miscellaneous Charges/Credits: 25/07/11 Preschool Amenities T3 2911	Amount \$67.00	Total Subsidies:	\$(61.27)		
Receipts and Payments: 26/07/11 Receipt - 7787 (EFT)	Amount \$(43.76)	Total GST:	10.00		
		Total Other (incl.GST):	\$67.00		
		Total Receipts/Payments:	\$(43.76)		
Bank: 535.46 Paid: 535.46 Owing: \$0.00		Closing Balance:	\$134.49		
Booking Details:	Start-Finish	Absence Type	Change Type	Amount	Balance
Sally	Mon Jul-25 8:00 AM - 8:45 AM		Before Preschool	\$6.50	owing
Sally	Mon Jul-25 11:30 AM - 12:15 PM		Lunch Care	\$6.50	as at
Sally	Wed Jul-27 8:00 AM - 8:45 AM		Before Preschool	\$6.50	Date of
Sally	Wed Jul-27 11:30 AM - 12:15 PM		Lunch Care	\$6.50	Invoice
Sally	Thu Jul-28 8:30 AM - 9:30 PM		Day	\$65.00	(@ 31/7/11)
			Total:	\$85.00	
CCAS Details:	Approval ID	Service Type	Enrolment ID	Y10 Absences	Session Hours
Sally	1-1BC-1122	LDC	1-234BC04	3	13.00

CHILDCARE REBATE - applicable to childcare, lunch care, before and after kindy care.

The Childcare Rebate (CCR) is an additional assistance to help with the out of pocket expenses of childcare. CCR can cover up to 50% of your out of pocket costs up to the annual cap. As of July 2011 the annual cap is \$7500 per child per year.

If you are working, studying or training at some time of the week you are eligible. You will need to register for your CCR to be paid fortnightly, either directly to your nominated bank account, or through our centre as a fee reduction onto your account. You may also have the option for it to be paid quarterly or annually as a lump sum directly to your nominated bank account. **Helpful Websites:**

www.familyassist.gov.au www.mychild.gov.au

Endorsed October 2016
Next Review October 2017