

**Bangalow Community Children's Centre**

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Child Care Fees Policy

Reviewed October 2018**Legislation:**A New Tax System (Family Assistance) Act 1999
National Childcare Accreditation Council**Reference:***Policy Statement Explanation Practices***Policy Statement**

To ensure sustainable, equitable and continuing High Quality Child Care through financial stability.

Explanation

Payment of fees are an imperative contribution to the smooth running of the centre. These payments ensure that the Centre has a working budget. Allocations from the budget can be used for the continuous upgrade of supplies, equipment, cleaning and building maintenance and educator professional development. This is integral to achieving a safe, nurturing and educational environment for the children in our care.

Practices**Wait List**

After lodging an enrolment form, families are required to pay a wait list fee to be added to the Centre Wait list. The wait list fee is \$25.00 and is non-refundable.

Payments Due by Start Date

When a placement becomes available , the following payments are to be paid in full prior to attending;

- **A bond of \$90.00** which is refundable when your child leaves the centre.
- **Membership fee—\$21.50**
 - \$10.50 pays for your family to become a member of the Centres association
 - \$ 8.00 administration fee
 - \$ 3.00 insurance fee
- **Equipment Levy** of \$50.00 per child is charged each year.
- **Two weeks full fees.**

Payment of Fees

- Fees must always be paid a minimum of **two weeks in advance** and can be paid by;
 - Direct Deposit
 - Cash/cheque
 - credit card or EFTPOS.
- Fees are payable in advance for every day that your child is enrolled at the centre. This includes pupil free days, sick days and family holidays, but excludes periods when the Centre is closed during the Christmas and new year break.

Child Care Benefits (CCB)

- Child Care Subsidy (CCS) are available to all families who are Australian Residents. To find out their eligibility, families must contact Centrelink and register for CCS.
- Child Care subsidy is a reduction of fees through the Centre
- Some families may also be entitled to other assistance payments for training or studying—please contact Centrelink.

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Practices (continued)

Two weeks notification must be given if the child is leaving the centre, otherwise two weeks fees will be charged.

Overdue Fees

All placements are dependant on fees being paid on time

- Should a family fall more than 4 weeks in arrears, the Childs placement will be forfeited.
 - A family behind in their fees will receive a reminder after two weeks.
 - Should payment not be received after three weeks - another reminder will be issued.
 - This reminder will state the due date payment must be received by
 - If payment is not received by the fourth week, your Childs placement will be given to the next child waiting for a placement.
 - Families can make appointments to speak with the Director regarding payments if there is a need to do so.

Dishonoured Cheques

If this happens, we regret to inform you a charge of \$9.00 will be billed to your account. This is a fee that is charged to the Centre from the bank.

Public Holidays

Fees are charged for all public holidays.

The Centre will endeavour to offer each family, whose regular day falls on a public holiday, the opportunity to have a make up day at no charge.

The make up day is to be taken within the term the holiday falls in, and is dependant on availability.

The Centre runs at full capacity and not all make up days can be assured.

Sick Days

Families must phone the Centre before 9 am if your child is away due to illness or unforeseen circumstances.

Holidays

Fees are charged for all families who take holidays through-out the year, except when the Centre closes during the Christmas and New Year break.

Should your child be away sick, or on holidays, the Centre encourages families to phone prior to 9am on the morning, as this will assist families who are trying to get a make up day.

Changes to Fees

The Service will do it's best to minimize fee rises. When fee rises are required 7 days notice will be given before implementation.

National Law

55 Quality Improvement Plans

National Regulations

168 Education and Care Service must have policies and procedures
172 Notification of change to policies or procedure
173 Prescribed information to be displayed
55 Quality improvement plans

National Quality Framework

7.1 Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1 There is an effective self-assessment and quality improvement process in place.
7.1.2 Systems are in place to manage risk and enable effective management and operation of a quality service.
6.1.3 Current information is available to families about the service.

Linked Policies

Records Policy
Staff Policy
Communication and Conflict resolution Policy
Confidentiality Policy
Orientation Policy

Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQS and standards will be considered.

Any changes to this policy will be communicated to families and staff.

Bangalow Community Children's Centre

The **Fees Policy** has been read, understood and reviewed by:

[illegible]

Bangalow Community Children's Centre

Comments on Fees Policy

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