



Fee Policy

Port Lincoln Children's Centre aims to provide subsidised affordable quality childcare and kindergarten.

The centre is a not for profit organisation. Fees are set annually by the management committee on the completion of an annual budget and according to the income required to provide a quality education and care service.

Childcare Fees

Childcare fees are determined by the sessions a child attends. Children can be booked in for a

- Morning session: 8.30am –12.30 pm
- Afternoon session: 12.30pm –5.15 pm
- After kindy 3.00pm –5.15pm
- Full day : 8.30am –5.15pm

Kindergarten Fees

Fees are charged each term at a 3 year old rate and 4 year old rate.

Fees and the payment of accounts

- The fee policy and schedule will be explained fully to families during the enrolment process.
- Details of an individual's account and all completed forms kept by the service will be confidential and stored appropriately. Individual families may access their own account details records at any time. Particulars of fee will be available to parent upon request.
- Families will be given a minimum of 4 weeks written notice of any fee increase
- Casual fees are to be paid prior to care commencing at full fee if the family is not registered and eligible for CCS
- Emergency fees can be negotiated with the Director e.g., for funerals
- Families will be notified in November of the Christmas closure dates. Fees are not charged for this closure.
- Accounts are issued Monday each week for the week prior.
- The same fee will be charged to all families for equivalent care arrangements.
- Accounts can be made by cash, cheque, online banking, telephone banking or EFTPOS.
- Fee payments will be recorded and a dated receipt will be available for each payment made in accordance to Australian Government guidelines
- Payment is expected within seven days. Fortnightly payments can be negotiated.

Overdue Accounts

- Accounts one payment period overdue will be given a polite reminder with the next account.
- After two missed payment periods a letter/email will be sent advising that the placement may be cancelled if the account becomes three payment periods overdue. The letter will include a reminder that families are encouraged to discuss payment difficulties and make suitable arrangements to pay with the Director or Assistant Director.
- After three missed payment periods; if no arrangements to pay have been made or kept, the booking will be cancelled.
- If fees remain unpaid when the Centre re-opens in January children **WILL NOT** be guaranteed of the same booking.

Conditions of Payment

Fees are charged for every booked sessions. In case of:

- **Illness**: Fees are charged when children are away sick. In the event of long term illness families are invited to negotiate fees with the Director. (see Holding Fee)
- **Public Holidays**: Normal fees will be charged for public holidays.
- **Holidays**: Full fees will be charged for family absences unless two weeks written notice is given. A holding fee can be charged if the Centre is given notice. (See Holding Fee)
- **Combined Childcare and Kindy Session**: When children are enrolled at the Centre for a combination of kindergarten and childcare sessions, a full fee will be charged for any part of a childcare session attended
- **Holding Fees**: A holding fee of 50% is charged to reserve a childcare booking when children have long term absences (up to 30 days) or extended illness. Full fee will be charged if families do not give two weeks notice of the child's absence.

Late Collection Fee

Childcare closes at 5.15pm each day. Collection of children after this time will incur a late pick up fine of \$3.00 per minute. Refer to Late Pick up Policy

Other Fees

- Hot lunch is available daily for a small fee. This can be charged to the account (childcare only) or paid daily (childcare and kindy).
- If Centre nappies are used they can be replaced or a small fee will be charged to the weekly account.
- An annual fee is charged to cover the purchase and washing of sunhats.
- An annual fee is charged to assist with the purchase of a Christmas present for each children.

Child care subsidy

- The Centre will comply with the Australian Government requirements to be approved education and care service for the purpose of Child Care Subsidy (CCS). The on-line Child Care Subsidy System reporting requirements and any other requirements for claiming and administering CCS will be maintained by the service.
- It is the parent/guardian's responsibility to complete and lodge their CCS application with DHS
- CCS will be paid to Port Lincoln Children's Centre and deducted from family fees within 14 days of the service being notified of the amount via Child Care Subsidy System.
- Families seeking the CCS for the first time will be required to meet the requirements of the Australian Govt including, child's age and immunisation requirements, activity test and income level .
- Families will only be eligible for CCS if childcare attendance records are accurately completed and signed by the parent /guardian or other responsible adult and eligibility requirements are met.
- Families are entitled to 42 days of absences for each registered child in each financial year. CCS is paid for these days provided that the child would normally have attended on that day and fees have been charged. Additional absences can be claimed when the first 42 days have been used. If they are taken for a reason defined in the Family assistance Law(supporting documentation may be required)

Responsibilities:

Port Lincoln Children's Centre Staff :

- Organise kindy sessions and or childcare bookings
- Send out accounts (each term for kindy and weekly for child care)
- Encourage childcare parents to give two weeks notice of cancellations so that full fees will not be charged
- Director or Assistant Director to follow up with parents if accounts are not paid.

All Families:

- Pay accounts on time.

Childcare Families:

- Complete and lodge their CCS application with the Department of Human Services.
- Contact the Centre as soon as possible if they are having difficulty paying accounts so an alternative payment plan can be made. The plan will be documented and signed by both parties.
- Give two weeks notice of cancellations and absences.
- Inform staff if children require meals or nappies from the Centre and arrange methods of payment.
- Notify Dept of Human Services of any changes to their circumstances which may effect their eligibility for or level of Child Care Subsidy (including changes to financial situation, eligible activities and children's immunisations)
- Complete an annual income review to determine if the correct amount Child Care Subsidy is paid. This is done by lodging a tax return or submitting advice to the Australian Taxation Office that you are not required to lodge a tax return for further details, see www.humanservices.gov.au

Management Committee

- Follow up any outstanding monies owed to the Centre. If outstanding accounts are not paid, legal action can be taken.

Links to Regulations/legislation

168 Education and Care service must have policies and procedures in place

181 Confidentiality of records kept by approved provider.

National Quality Framework

7.1.2 Management systems. Systems are in place to manage risk and enable the effective management and operation of a quality service.

Sources:

Port Lincoln Children's Centre Fee Policy.

Child Care Provider Handbook (Version 1 June 2018)

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Signed	