



## Fees Policy

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### NQF

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.

### Related Policies

Orientation for Children Policy  
Privacy and Confidentiality Policy

### Who is affected by this policy?

Parents  
Management

### Implementation

The following outlines the how fees can be paid. Fees must be paid on the first morning your child attends the service for the week.

- Upon enrolment, families must pay a security deposit of **\$50.00**.
- Fees must be paid **two weeks in advance**.
- Fees can be paid weekly, fortnightly or monthly in advance by direct deposit. Fees are payable in advance for every day that your child is enrolled at the service. This includes pupil free days, sick days and family holidays but excludes periods when the service is closed.
- Child Care Benefit (CCB) is available to all families who are Australian Residents. To find out their eligibility, families must contact the Family Assistance Office.
- Child Care Rebate 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 in.

A receipt will be issued for all fees. This will include the child/children's full name/s, 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.

A **\$50.00** booking fee is required once place has been accepted. **This fee is non-refundable if you do not follow through with place at our service.** This booking fee will be taken as part of your security deposit and will come off your fees once your child has commenced place at our Service.

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks written notice is required from the ending/terminating party. If this does not occur, 2 weeks fees will be billed to you.

### **Overdue Fees**

Any family who is one or more weeks late with their fees will receive a **Friendly Fee Reminder**. Families can make appointments to speak with the Director regarding payments if there is a need to do so. Continually not paying fees will put your child/children's place/s at the Service in jeopardy.

## **Sources**

**Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.**  
**Education and Care Services National Regulations 2011**  
**Family Assistance Legislation Amendment (Child Care) Act 2009**

## **Review**

The policy will be reviewed annually.

Review will be conducted by:

- Management,
- Employees,
- Family Members
- Interested parties.

**Reviewed: 18/12/15**

**Date for next review: 18/12/16**