

The Kinder Garden



Fees Policy

Aim

For parents to pay their child care fees on time as agreed upon at enrolment.

Legislative Requirements

A New Tax System (Family Assistance) Act 1999
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011
Child Care Service Handbook 2013-2014

Who is affected by this policy?

Parents
Management

Implementation

Enrolment Levy and Bond

On enrolment, all new families are required to pay an enrolment levy of \$100 (per family) towards the cost of administration of the new enrolment/s.

A \$200 bond is also required and will be refunded when your child/ren leaves the Service. Please note that the bond will not be refunded if your child does not commence care as organised through enrolment.

Fees

The current daily fee is:

0-3 years: \$110.00

3-5 years: \$100.00

Fee Payment

To maintain our financial integrity, The Kinder Garden has a unique system of payment that is compulsory for all families.

Fees are to be paid via the Ezi-Debit (direct debit) system.

Families have the choice to pay weekly, fortnightly or monthly on a day of their choosing.

Fees are required to be kept **ONE (1) week in advance at all times.**

Fees are payable in advance for every day of your child's enrolment including public holidays, sick days and parent holidays. This excludes the weeks over Christmas when the service is closed.

Child Care Benefit (CCB)

Child Care Benefit (CCB) is available from the Federal Government to help with costs for approved and registered early childhood education and care. To receive CCB, families must use approved or registered care, be responsible for paying the child care fees, and have immunised their child (or be exempt from the requirements for medical reasons). Parents must contact the Department of Human Services to register for Child Care Benefit.

Child Care Benefit can be received as:

- Reduced fees through the service; or
- A lump sum payment direct to families at the end of the financial year in which the service is used.

Child Care Rebate (CCR)

Child Care Rebate (CCR) is available from the Federal Government to cover 50% of out of pocket child care expenses for approved child care, up to a maximum amount per child per year, in addition to any other child care assistance. To receive CCR, families must use a CCB-approved child care service, be eligible for CCB for approved care (even if they earn too much to receive payment); and meet the Work, Training Study test (or be exempt from it).

Receipts / Statements

A receipt/statement will be issued for all fees paid which will include the child's full name, 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.

Terminating Care

Our terminating policy is that four (4) weeks written notice must be given. You will be accountable for paying the remaining 4 weeks of fees regardless of your child/ren's attendance. Please note that CCB and CCR will not be paid towards your child's fees if they are absent on their last day of care.

Overdue Fees

Any account that is one week or more in arrears will receive a *FRIENDLY FEE REMINDER*. Parents can make an appointment to speak with the Approved Provider/Nominated Supervisor to reach an agreement regarding payments. Continuing fees in arrears will jeopardise the child's place in the Centre.

Late Collection Fee

The Kinder Garden Menai closes at 18:00 (6:00pm).

A late fee of \$5.00 per minute after the centre closes is applicable. This fee will be included in your childcare fee receipt/statement.

Please advise the centre if you are going to be late. All children are to be collected by the licensed closing time. We are not licensed after this time. Parents who are continually late are to sign a late departure form; three breaches of this will result in your child's position being terminated.

Centre Closure

When the Service is closed over the Christmas/New Year break, no fees will be charged.

The centre will be closed from 6:00pm 22nd December 2017, re-opening 7:00am 2nd January 2018.

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: January 2017

Date for next review: January 2018