

Fees

The Committee of Management base fees on the annual income required to cover the annual costs of the centre. The budget is reviewed in October and fees set in November for the following year. These are monitored and reviewed every 6 months by the director, treasurer and committee of management. There will be a 4 week notice period of any fee increases.

Payment of Fees.

It is the responsibility of all parents to ensure that fees are paid promptly. Fees are invoiced fortnightly by email. You can pay fees by cash, cheque or internet transfer. Payment details can be found on the invoice. If paying by cash you will need to pay directly to the director or admin staff and you will be given a cash receipt as well as fee receipt.

Fees Payable.

Fees are payable for days when a child is sick or absent from the Centre for any reason. When a child attends for an extra day, the family is liable for that place at their daily fee. Families cannot swap days. They may take an extra day and the director sell the child's designated day only if logistically possible, otherwise the parent must pay for the designated day as well as the extra day. In the event of a child's absence from the centre (regardless of length of time) the child's family remains responsible for the fees, unless the Centre Director is able to sell some or all of those spaces on a casual basis. This is not guaranteed.

Fees are charged for public holidays. Fees are not charged over the xmas break when centre is closed.

Kindergarten Fees

No additional kindergarten fees are charged on top of your usual daily child care fees and these fees remain eligible for Child Care subsidy. Upon confirmation and acceptance of a three or four-year-old kindergarten place at Perry St a Kindergarten Holding Fee (KHF) will be charged. This equals 2 weeks' x number of kindergarten days booked x daily gap fee rate. The KHF is forfeited if you withdraw from the place before end of term 1 of the kindergarten year. The KHF will be credited to your account in April of the kindergarten year.

Fee deposit upon enrolment or re-enrolment

New families - A deposit of \$500.00/per family is payable within 48 hrs of confirmation and acceptance of a childcare place at Perry St. This deposit will be credited to the families account at the end of the first month of attendance. This fee is not refundable if you cancel the place before commencement. A 4-week notice period will apply after commencement of childcare place and the bond will be forfeited if the 4 weeks' notice period is not honoured.

Current Families - A deposit of \$150.00/per child is due for current families when confirming and accepting a childcare or kindergarten place for the following year.

Child Care Subsidy

The Australian Government is committed to ensuring that Australian families are able to access affordable, flexible and high quality child care. The Government provides a number of subsidies and programs to help with the cost of child care, with the Child Care Subsidy being the main type of assistance that most families will use.

What are the eligibility requirements?

To be eligible for the Child Care Subsidy the following requirements must be met:

- the child must
 - be a 'Family Tax Benefit child' or 'regular care child' and
 - be 13 or under and not attending secondary school and
 - meet immunisation requirements
- the person claiming the Child Care Subsidy, or their partner, must
 - meet residency requirements and
 - meet the Child Care Subsidy activity test (or be eligible for an exemption) and
 - be liable to pay for care provided under a Complying Written Arrangement (their written agreement) with their child care provider
- child care must be provided by an approved provider in Australia and not be part of a compulsory education program, for example school.

There are exemptions for individuals who genuinely cannot meet some eligibility requirements.

Child Care Subsidy will be paid directly to child care providers to pass on to families as a fee reduction so that their fees are reduced at the time they use child care. Families will pay their provider the difference between their subsidy and the fees charged – the gap fee. Families will not be able to elect to receive their subsidy as a lump sum at the end of the financial year. Families will need to make a claim for Child Care Subsidy when (or before) each child starts attending care.

Any Child Care Subsidy owed to families following the end of year reconciliation process will be paid directly to families as a lump sum. If a family has been overpaid Child Care Subsidy during the year the family may have to repay some Child Care Subsidy (a debt).

It is the Families responsibility to notify the Family Assistance Office (FAO) before or as soon as possible if they have had a change in circumstance i.e.

- change of income;
- change of child care service;
- eligibility for more than 24 or more than 50 hours;
- change of partnering arrangements by commencing or ending a marriage or marriage like relationship;
- death of the person who claims Child Care Benefit;
- a child attending care becomes a school child;
- a child enters or leaves care.
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<https://docs.education.gov.au/node/50711>

Overdue Fees.

Should a family not maintain the fortnightly payments; the Director will take the following action:

- If payment is late by 2 weeks there is a courtesy reminder
- If payment is late by 4 weeks a first warning letter is forwarded to the family
- If payment is late by 6 weeks a 2nd letter of warning is given and the issue is raised at committee.
- If no payment is received a final letter advising that care will be withdrawn within 2 weeks is forwarded to the family;
- If full payment is still not received another letter stating that care has ceased and legal action will be taken is forwarded to the family.

Families should contact the director to discuss alternative arrangements for regular payment. If you are experiencing financial hardship please discuss this with the director so arrangements can be made.

Cancellation of child care/kindergarten place – notice period.

A 4-week notice period applies to all cancellations of childcare and kindergarten places. Notice of cancellation over the two week xmas closure period will not be accepted and will be started from the commencement of the invoicing period in January.

Community contribution Levy

Perry St charges each family \$125.00 a year in lieu of fundraising. If you choose to help out throughout the year with the various fundraising activities – your levy will be rolled over to the next year or be refunded to you if you leave. If you choose not to contribute you will be re-invoiced again each year that you are at Perry St. You will be notified of the many fundraising activities and committee involvement throughout the year.

Late Collection Fee

In the event of a late pick-up, educators would appreciate a courtesy call so they can reassure children. A late fine will apply to all children picked up after 6.00pm, as staff ratios and costs are based upon the hours that children attend the centre.

The late fine to be paid is \$3.00/min for first 10 minutes and \$5.00/min thereafter. Fines will be added to fortnightly fee invoice and payment is expected within the due date.

If late pick-up occurs more than 25% of child's attendance in one month or more than twice a week the director will issue a written warning to the parent and a copy of the letter will be forwarded to the committee of management. If late pick-up continues to occur after written warning, the director must give notice to the committee of management so discussion of forfeiture of child's place at the centre can be considered or to impose other conditions. Notice is also given to the parent so they may also attend the meeting.

In the event of a late pick-up, please also refer to **delivery and collection of children policy**.