



Policy No: CE-POL-022/5/2013

Fees Policy

Custodian: Management
Committee

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Version No: 5

Approved By:

Alison Cooksley
- Chairperson

**On behalf of the Management
Committee.**

Approval Date: 9/12/20

Next Review Date: 1/12/21

Supersedes:
Fees Policy Version 4.7

1 Purpose:

The purpose of this policy is to provide a clear set of guidelines for the setting, payment and collection of fees, which ensures the viability of the service.

2 Scope:

Approved Providers (This Centre has 2 approved providers- Department for Education & the Management Committee).
Nominated Supervisor
Administration staff
Families
Account Payees

3 Supporting Documents:

[Delivery and Collection of Children Policy](#)
[Priority of Access Guidelines for Child Care](#)

4 Policy Details:

All parents are to be made aware of the Fees Policy on enrolment, and any time that the fee schedule is changed.

C.a.F.E. Enfield Child Care Centre has endeavoured to develop a fee structure that is affordable, and one which also ensures the viability of the service. Fees are determined by the Management Committee based on the budget set for the Centre.

Parents are expected to pay fees either weekly or fortnightly, unless special arrangements have been negotiated with the Director of Education and Care and the Management Committee.

5 Procedures:

C.a.F.E. Enfield Children's Centre		
Services Hours and Fees		
As at 8th January 2021		
Childcare Services		
Full-time Weekly	\$555.00	Monday - Friday 7:30am -6:00pm
Full Day	\$115.00	7:30am-6:00pm
Morning Session	\$61.00	7:30am-12:30pm (includes lunch)
Afternoon Session	\$61.00	12.30pm-6.00pm (afternoon tea)
Dept. for Education Preschool (kindy) Fees		
15 hours per week		
Preschool (per term fee)	\$200.00	8:00am - 3:30pm Monday Tuesday OR Thursday Friday DfE preschool sessions & lunch provided. No Childcare Subsidy (CCS) applies.

Bond Payment

A bond payment is to be paid before the commencement of care. Payment of \$20.00 for each day that care is required in one week is a condition of enrolment at this centre. For example, if your child will be attending the centre 3 days a week a \$60.00 bond will be required. Payment timelines of such can be negotiated with the Director of Education and Care on an individual basis. Families in financial difficulty, please see centre management.

Fee Payments

In Person:

- A fees box is located at the front reception desk. Fill out the details on the envelopes provided and place the cash or cheque inside the envelope. Put the envelope in the fees box. No change is given, the whole amount placed in envelope will be credited to your account.

Internet Banking:

- Fees can be electronically transferred into our account. The details for internet banking are on the top right hand corner of your fee invoice. When paying by direct deposit please put your child's surname and initial in the description field so we know who the payment is from.

EFTPOS

- Payments can be made via EFTPOS when the office is attended.

Failure to Pay Fees

The account payee is expected to pay fees weekly/fortnightly, unless special arrangements have been negotiated with the director. It is a requirement of this centre that regular payment of childcare fees are made and maintained. Failure to pay your account may result in your child's care being cancelled and offered to another family on our waiting list.

Childcare Subsidy

Childcare Subsidy (CCS) will be applied to childcare fees where families meet the Australian Government eligibility criteria.

<https://www.mychild.gov.au/childcare-information/fact-sheets>

Holidays and/or extended periods of leave

Under the Childcare Subsidy system (CCS) when a child is away for 8 weeks or more the Subsidy is reversed back to the last day the child actually attended. What this means for the family is that full fees will apply for the whole period.

Centre Management Committee has reviewed this CCS ruling and the following will apply;

- Option 1) 50% of the full weekly fee will be offered as a holiday subsidy and applied to the account, the account holder will be responsible for the balance.
- Option 2) the enrolment will cease and the Child's bookings will be removed, the family will need to decide if they would like to go back on the waiting list. **However, we are unable to guarantee a Childcare place on return from holidays**

Cancellation

Two week's notice must be given to cancel a childcare booking. Failure to give the required amount of notice will result in the bond being forfeited.

Late Collection Fees

Failure to collect your child before the end of the session (12:30pm or 6:00pm) will incur a late fee of \$2.00 per minute. The authorised person collecting the child will sign out as normal. Late fees will be charged to the next regular invoice.

Attendance Sheets

It is a requirement of the Australian Government that in order for families to receive Child Care Subsidy (CCS) subsidy a signed record of each booked day of childcare must be maintained.

This means that in order to receive the CCS subsidy -

- The child must be signed in and out each day
- On days where the child is absent, 1 signature must be obtained for that day to acknowledge there was a booking

Failure to do so will mean you will not receive CCS and will be charged at the full rate.

Further details about Centre and family responsibilities for Australian Government subsidy can be found at: <https://www.mychild.gov.au/childcare-information/fact-sheets>

Holiday Fees

December/January School Holidays

Parents have the benefit of being able to change booking times for the summer school holiday period only. A request form to alter bookings will be made available during the month of November and these forms will need to be returned by 30th November.

Bookings requested on this form for school holiday times:

- Will be charged regardless of attendance.
- Will only be applicable for that holiday period and will not affect your term time bookings.

Public holidays will be charged at 50% of the out of pocket expense to account payee including public holidays during the school holidays.

Family holidays during term time require a minimum of 2 weeks' notice. The time spent away must be for a minimum of 1 week of your usual care before any discount can apply. Qualifying families will be charged at 50% of the out of pocket expense to the account payee

Centre Closures

The centre closes for 2 weeks during the **Christmas/New Year** period – no fees will be charged during this time. Dates can be obtained from reception.

The centre closes 2 days per year for Professional Development. No fees are charged on these days. Emergency care is available at the usual cost if requested. Parents are notified term once dates are set.

Family Information Pockets

Your family will be allocated an information pocket in which you will receive your weekly fee invoice, newsletters and other notices. Please ensure you check your pocket regularly.

6 Related Legislation and Regulations

Education and Care Services National Law
Education and Care Services National Regulations 2011

7 Definition of Terms:

CCS- Child Care Subsidy
DfE- Department for Education

8 References:

Australian Government Department of Education website <https://www.education.gov.au/child-care-subsidy-service-type> (accessed on line 8/12/20)

9 Review Strategy and History:

Review will be conducted annually to ensure compliance with this procedure

Version No.	Reviewed By	Approved By	Approval Date	Revision description
1	Management Committee	Liam Fudali - Chairperson	25/06/2013	New format
2	Management Committee	Joan Gilbert	08/12/2013	New fees for 2014 added
3	Management Committee	Maud Giles- Chairperson	26/11/14	New fees for 2015 added
4	Management Committee	Josephine Salisbury -Chairperson	9/12/15	New fees for 2016 added References updated Minor wording change
4.1	Management Committee	Josephine Salisbury -Chairperson	15/6/16	New fees added for July 2016
4.2	Management Committee	Josephine Salisbury Chairperson	16/11/16	New fees for 2017 added Amended Holiday section Updated link to supporting documents Minor amendments
4.3	Management Committee	Scott Dolman Chairperson		New fees for Jan 2018 added
4.4	Management Committee	Melissa Smithen Chairperson	20/6/18	New Fees for July 2018 Removed sections relating to CCB & CCR Inserted section relating to Child Care Subsidy Updated references & review history
4.5	Management Committee & parents	Melissa Smithen- Chairperson	14/8/19	Updated references & review history Inserted section-Holidays and/or extended periods of leave
4.6	Management Committee & parents	Melissa Smithen- Chairperson	11/12/19	New Fees for January 2020 Update review history
5	Management Committee & parents	Alison Cooksley Acting Chairperson	9/12/20	New Fee schedule for January 2021 Added section 6 Regulations and Legislation Repaired broken hyperlink Updated references and review history