



FEE INFORMATION – POLICY AND PROCEDURES

Families are encouraged to register with My Gov contact Centrelink to determine eligibility for Child Care Subsidy (CCS) or Assisted Child Care Subsidy (ACCS) as the Centre is **an approved service**.

Families to receive CCS or ACCS register with My Gov visit www.education.gov.au/childcare for more information and estimator. Please contact Centrelink on 13 61 50 if you require assistance.

Fee Schedule per child = \$13 per hour.

	Adhoc/Flexible/casual	Permanent	Permanent-Multiple Day 2019 Discounts
Centre operates with set session times			
5 hour sessions	\$65.00	\$65.00 1x day	\$60per day (2-3days Perm per week)
*Sibling Care	\$55.00	\$55.00	as above
3 hour sessions	\$39.00		
*Sibling Care	\$33.00		
Centre Class Child Care	\$5 (2hrs)		
Centre Volunteers/Committee			

Permanent bookings are invoiced weekly (*refer to Method of Payment*)

Casual Booking are to be paid on day or in advance (*refer to Methods of Payment*)

If child is **unable to attend session** centre MUST be notified at earliest convenience (*refer to Non-Attendance*)

Payment MUST be made when Centre requests or Invoices.

If Bad Debt occurs child will not be accepted in care until payment is made. *Refer to bad debts*

Families are to commit by signing of ***Common Written Agreement-Enrolment Form (*CWA)** and notify Centre if changes within family situation occur.

For Childcare Subsidy (CCS) you must have your eligibility determined by contacting Centrelink
You can visit www.education.gov.au/childcare and complete an estimator program to find out more information and process.

Types of Care

Permanent childcare (Formal care)

Permanent can be 1 day per week or up to 3days (maximum total of 15hours per week)

This is available on Term basis – (Victorian School Calendar year.)

Permanent Care is for the 5hr day sessions (3hr session brackets- negotiable)

Bookings will be taken midway through term for interest to keep permanent position in following term.

Families are to commit by *CWA Permanent position and notify Centre if changes within family situation occur.

Adhoc/Flexible/Casual Care bookings (Informal care)

Casual Occasional care is available at same costs.

Full fee will be charged, unless proof of CCS eligibility % is produced (or ACCS)

Payment to be made on the day of care, when dropping of child/ren, unless otherwise negotiated*.

*Families to commit by *CWA to pay direct credit to Centre on receipt of Invoice.

***Families to pay a Levy/Bond** – Centre to hold Levy/Bond and reimburse family on confirmation of CCS (ACCS) subsidy

Cancellation:

A 3-week cancellation policy period applies to ALL changes to permanent bookings. (*Permanent childcare*) Families to provide a **written notice of cancellation** if they wish to cancel their booking
Fees will be accrued until written notification is received.

Non-attendance:

Sickness: If child is ill (or carer)– centre to be notified, medical certificate presented within 7days – in such circumstance's family will NOT be billed for session of care.

Sickness: Centre was NOT notified - payment required

Absenteeism: NO notification, NO show - payment required

Holidays: Centre must be notified 3weeks in advanced in writing, consideration to waiver costs negotiable
42days allowable absenteeism

Methods of Payment:

- Cash
- EFTPOS
- Direct Credit - Centre invoices families, for permanent Term bookings (in advance)
Families to commit by Common Written Agreement (CWA) to pay direct credit to Centre on receipt of Invoice.
- *Families to pay a Levy/Bond – Centre to hold Levy/Bond and reimburse family on confirmation of CCS (ACCS) subsidy

Bad Debts: \$15.00 administration fee incurred to party

If payments have not been finalised. CEO will contact family and/or service for payment.

Invoice will be forwarded to last known address.

Payment plan can be negotiated with family.

If a Collection officer is required/engaged family will incur costs.