



FEE POLICY

(M)

Mandatory – Quality Area 7

PURPOSE

To ensure that availability of childcare is equal and accessible to the whole community no matter what socio economic or cultural background.

To ensure that Child Care is delivered in line with the Childcare standards – DET (Vic) and DET (Cwth)

To outline the various forms of childcare provided at Outlets and the procedures involved in making bookings.

SCOPE

This policy applies to parents/guardian, the Committee of management, Approved Provider, Nominated Supervisor, Day-to-day Supervisor, placements, staff and volunteers

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.

PROCEDURE

Long Day Care – Transitional

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.

The Childcare Subsidy (CCS) is paid to the centre, and Centre passes this onto the Family fees so Parent pays the 'Gap'

Approved Provider, Nominated Supervisor will ensure:

Parents/Guardians have access to a PC if they are unable to complete or access MyGov and assist them to navigate the site.

That Parents/Guardians will have all information required accessible at Centre, and that fees charges, policies are transparent and reference back to relevant government bodies and legislations.

Relevant Legislations:

Australian Government Child Care - (Cwth)

DET – Early Childhood Services

Child Care Subsidy

National Occasional Care Standards

DEFINITIONS

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 accruing until written notification is received.

Non-attendance: Permanent care bookings

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

Payment:

Payment for 1st(First) childcare session is to be **PAID at FULL rate** on day or prior to care.

Once confirmation of CCS (Child Care Subsidy) is confirmed through MyGov and CCS then costs will be credited to fees. (%)

Methods of Payment:

- Cash
- EFTPOS
- Direct Credit - Centre invoices families, for permanent Term bookings (in advance)
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

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.



ATTACHMENTS

Addendum 1: Fee Schedule costing vers. 2021

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House LTD on December 2020.

Review will be schedule, as below, though subject to change if directed by Committee of Management, Govt legislations or community feedback

REVIEW DATE: 23/05/2023

**ADDENDUM 1: VER. 2021**

Fee Schedule per child = \$14 per hour.

	<u>Adhoc/Flex/casual</u>	<u>Permanent</u>	<u>Permanent-Multiple Day 2019 Discount</u>
Centre operates with set session times			
5 hour sessions	\$70.00	\$70.00 1x day	\$65per day (2-3days Perm per week)
*Sibling Care	\$60.00	\$60.00	as above
3 hour sessions	\$42.00		
*Sibling Care	\$35.00		
Centre Class Child Care	\$5 (2hrs)		
+ Centre Volunteers/Committee			