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|---|-----------------------------------|-----------|
|  | <b>CENTRE FEES POLICY</b>         |           |
|   | Loxton District Children's Centre |           |
|   | Policy ID:                        | POL-      |
|   | Version:                          | 1         |
|   | Review Date:                      | Sept 2016 |
| Next Review Date:   | Sept 2018                         |           |

## 1. Policy Statement

The Loxton District Children's Centre (LDCC) will ensure that fees are set by the Management Committee to pay staff wages and cover operating costs. The Centre is a not for profit Government subsidised Centre. The centre has a Fee Agreement which must be signed upon a child enrolment.

## 2. Implementation

The LDCC fees are inclusive of lunch and afternoon tea.

The Centre encourages families (whether respite or working) to make permanent bookings.

If a permanent booking has not been utilised for two weeks without notification, 100% fee will be charged and the booking will be cancelled after this period.

Cancelling your child's permanent booking will result in you losing their regular day and time. Reregistering your child will also result in your child's name being placed on the waiting list.

### Holding Fees

The Centre will reduce its full fee by 50% upon a family giving 2 weeks' notice of an absence (limit 42 days per financial year to receive child care benefit).

### Late Pick Up Fee

If a child has not been collected by the pickup times (**for any collection time past 12:45pm and 6:00pm**) and an unauthorised person cannot be contacted, of \$10.00 for every 15 minutes [or part thereof]. The situation may be referred to the Police.

Parents need to be aware of session times and will need to stay with their child for early arrivals of any session- eg. Children being dropped off before session commences. No Child Care benefit is claimable against a late fee.

### Public Holidays

No charge.

We reserve the right to review our fees at any time in order to account for unforeseen cost increases.

Parents can expect a minimum of two weeks' notice for any such increase.

### Procedure for Payment

Only the clerical officer and Director are authorised to receive money for the payment of accounts and if they are not available, money can be placed in an envelope bearing the family's name and amount and 'posted' in the slot located in the office door in the foyer.

Payment can be made either in cash or cheque made payable to '**Loxton District Children's Centre**'.

Parents with access to Internet Banking can direct debit their payment of fees into the Woodleigh account:

Loxton District Children's Centre Inc

BSB Number 105-059

Account- 247169640

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**Regular payment of fees is required to retain your child's booking in the Centre. Consistently slow payers will be required to pay in advance.**

### **Late Payment**

Non payment after 14 days will result in a reminder letter on account.

Non payment after 21 days will result in a second reminder letter attached to account.

Non payment after 28 days will result in Management taking legal action if arrears are not paid in full and care will cease.

**If you wish to make arrangements regarding fee payment, please do not hesitate to contact the Centre's Director.**

### **3. Review**

The Centre Fees Policy will be reviewed every two years.

### **4. References**

Regulation

168 Education and care service must have policies and procedures

171 policies and Procedures to be kept available

Standard 7.3 Administrative systems enable the effective management of a quality service.

Element 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

### **5. Related LDCC Documents**

- Late Collection Policy and Procedure
- Fees Agreement

Endorsed by Director – Jo Mitchell



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Director Signature.....Date ...../...../.....

Endorsed by Employee Rep. Name – .....

Employee Signature .....Date...../...../.....

Adopted by Management Committee

Management Committee Chairperson Signature.....Date...../...../.....

Date Minuted:...../...../..... Date of implementation: ...../...../.....

## Review History

| Document History | Version No | Issue Date | Description of Change: |
|------------------|------------|------------|------------------------|
|                  | 1.0        |            | Developed, June 2008   |
|                  |            |            |                        |
|                  |            |            |                        |
|                  |            |            |                        |