



FEES AND ACCESS OF PRIORITY

AIM

Alstonville Nestle In Education and Care Centre is reliant on fees being paid in order for the centre to operate efficiently in the best interest of the stakeholders within it.

Families are advised of the centre fee upon enrolment enquiry.

Families are advised of the government subsidies available.

Families are advised of fee increases with a minimum of two weeks notice.

Families are provided fee notices weekly which outline a four week period (two weeks previous, the current week and the following week).

Our centre offers placement based on priority of access requirements.

EXPLANATION

To enable our service to provide high quality education and care for children we need to ensure we are financially viable at all times. Prompt payment of fees allows us to plan with certainty. We have a commitment to ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees. Our service will advocate with governments for all children's right to access early education and care regardless of their family's financial situation.

As a federally funded long daycare centre funds are received from DEEWR in the way of Childcare Benefit, Childcare Rebate, JET and Special Childcare Benefit. This money is calculated based on the children enrolled at any given time and the government funding available to families enrolled. Payment received by families is the balance totaling the full fee charged by the centre after the government funding has been determined.

Fees will be reviewed annually and set by management.

IMPLEMENTATION

The Approved Provider will:-

- Ensure the service complies with Family Assistance law
- Ensure vacant places are filled under the appropriate priority of access policy

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October 2013
October 2014
October 2015

To be reviewed October 2016

- Priority 1—a child at risk of serious abuse or neglect
 - Priority 2—a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999
 - Priority 3—any other child. Within these main categories, priority should also be given to the following children: children in Aboriginal and Torres Strait Islander families; children in families which include a disabled person children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold for CCB or who or whose partner are on income support children in families with a non-English speaking Background, children in socially isolated families and children of single parents.
- Ensure adequate records of attendance are kept for each child as required
 - As required under family assistance law pass all fee reductions to families as advised by DEEWR against an Attendance Record Report within 14 days of being advised of the amount
 - Ensure the service submits online weekly Attendance Record Reports to DEEWR for each child using care
 - Comply with Australian Government or NSW Government funding agreements as required
 - Ensure the service remains financially viable and can meet its debts and other obligations as they fall due
 - Review fees annually in line with CPI and market forces
 - Issue statements for all children in respect of whom fee reductions are provided to provide families with a complete record of the CCB and/ or CCR and or/ other fee reductions that have been provided by the service monthly
 - Only collect and disclose personal information about children and families to DEEWR/ the Family Assistance Office(FAO)/ the Department of Education and Communities where the disclosure is legally required.

The Nominated Supervisor/Director will:

- Ensure all families are made aware of service fees and available subsidies on enrolment
- Ensure statements of fees are given to all families no less than monthly
- Submit attendance records to DEEWR on a regular basis and ensure subsequent fee reductions are passed on to families as soon as possible

Families will:

- Obtain a Customer Reference Number from Centrelink as soon as practical before enrolment at the service
- Record the arrival and departure times of their child or children attending care

FEE PAYMENT PROCEDURES

- Families will be advised of the payment options:

- Cash or Cheque at the centre via the locked fee box
- Eftpos at the centre
- Internet Banking (BSB and Account number provided on application)
- In the event of fees not being current, the Director will make contact with the family to discuss a payment plan.
- If families are more than two weeks in arrears and have not committed to a payment plan with the Director, then the Director will issue the family with a warning of termination of enrolment.
- If families are not able to be contacted or do not respond to contact made by the Director enrolment will be cancelled.
- The Director will endeavor to retrieve any outstanding fees from the family.

LATE FEE PAYMENT PROCEDURES

- In the event where children are not collected prior to 6:00pm each weekday the centre is open a late fee is charged at the rate of \$1 per minute invoiced to the family.

PUBLIC HOLIDAY PAYMENT

- Families are responsible for payment for booked days of enrolment for days their child attends which falls on a public holiday.

ABSENCES

- Fees are payable for absences.
- Absences are recorded on the weekly fee notice.
- In the event of absence due to illness of the child or a family member who is unable to bring the child to the centre due to illness, it is advisable to present a medical certificate to assist the child maintain the allowable absences under the DEEWR rules.

DEPARTURE FROM THE CENTRE

- Two weeks written notice is required of withdrawal of a child from the centre.

SELF ASSESSMENT

- Centre budget
- Families outstanding fee report is minimal.

SOURCE

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011
Community Childcare Fees Sample Policy

REVIEW

January 2012 3
October 2013
October 2014
October 2015

To be reviewed October 2016

Annually

To be reviewed October 2016