PAYMENT of FEES policy extract:

Links to Regulations: 158, 160-162, 168 (2) (k), 177 (1) (l), (2), (3), (4) Links to quality areas, standards or elements: 2.3, 4.1, 6, 7.1, 7.3

CHILDcare sessions and Fees

<table>
<thead>
<tr>
<th>Session names</th>
<th>Session times</th>
<th>Full fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>7.45am – 12.45pm</td>
<td>$37.50</td>
</tr>
<tr>
<td>Afternoon</td>
<td>12.45pm – 5.45pm</td>
<td>$37.50</td>
</tr>
<tr>
<td>Day</td>
<td>7.45am – 5.45pm</td>
<td>$75.00</td>
</tr>
<tr>
<td>Extended Morning</td>
<td>7.45am – 3.30pm</td>
<td>$60.00</td>
</tr>
<tr>
<td>am OSHC/Preschool</td>
<td>7.45am – 8.45am</td>
<td>$07.50</td>
</tr>
<tr>
<td>pm OSHC/Preschool</td>
<td>3.00pm – 5.45pm</td>
<td>$22.50</td>
</tr>
</tbody>
</table>

Fees will be charged for all bookings (casual or permanent), regardless of a child’s absence due to sickness or any other reason, as staff are strictly rostered according to bookings. PLEASE NOTE: No fees are charged and no absences are recorded when the Centre is closed during the Christmas/New Year break and when appropriate written notice is given. (see Notification of Changes or Absences to Childcare Bookings, Public Holidays, Notice of Absent day for Childcare Bookings, Notice of Cancellation of a Childcare Booking, Notice of Changes to a Childcare Booking and Notice of Holiday Advice for Permanent Childcare Bookings)

Preschoolers attending care should be booked in for the appropriate sessions (Before/After OSHC Sessions) to ensure they are not charged for care while attending preschool.

NOTIFICATION OF CHANGES or ABSENCES TO CHILDCARE BOOKINGS

Please use a Notification Of Changes form (available in the foyer) to give WRITTEN NOTICE of absent days, holiday advice, changes/ additions/ cancellations to bookings, request for casual bookings and change of address, contact numbers and collection authority.

PUBLIC HOLIDAYS

The Centre will be closed on public holidays. Childcare fees will be charged as normal for public holidays unless 7 full days WRITTEN notice is given inside business hours to forfeit childcare fees.

NOTICE OF ABSENT DAY FOR CHILDCARE BOOKINGS

7 full days WRITTEN notice must be given inside business hours to forfeit childcare fees.

NOTICE OF CANCELLATION OF A CHILDCARE BOOKING

7 full days WRITTEN notice must be given inside business hours to forfeit childcare fees.

NOTICE OF CHANGES TO A CHILDCARE BOOKING

7 full days WRITTEN notice must be given inside business hours to change a booking. (This change will be subject to availability.)

NOTICE OF HOLIDAY ADVICE FOR PERMANENT CHILDCARE BOOKINGS

For all absences more than 1 consecutive day, a 50% holding fee will be charged regardless of amount of notice given. This secures your child’s ongoing permanent booking. (Maximum of 4 weeks per calendar year.)

Normal fees will be charged when a child who is booked into childcare and is absent without 1 weeks notice.

CHILDCARE FEE WAIVER

On any given day, if an absent child’s place can be filled with another child in the same age group from the center’s waiting list, no fee will be charged to the absent child’s account.

LATE PICK UP FEE

A late pick up fee of $20 per ten minutes or part thereof, will be charged for a child not picked up by the end of the child’s booked session in childcare and preschool (i.e. Childcare; 8.45am/ 12.45pm/ 3.30pm/ 5.45pm. Preschool, 3.00pm.) This fee is charged to meet the overtime costs/extra staff needed for licensing requirements when numbers exceed planned bookings. If a child is not collected then the “Delivery, Attendance, Collection of Children” policy will be implemented.

CHILDCARE ACCOUNTS

Childcare fees are charged weekly in arrears. Accounts will be placed in pockets / emailed Monday weekly. Accounts will be posted to families that do not come to the Centre frequently. All accounts are to be paid weekly unless other arrangements have been made.

If the child is not registered for CCB full fees will be charged until CCB notice has been received. Accounts will automatically be adjusted accordingly to reflect CCB entitlements.

If accounts are 2 weeks in arrears, a reminder will be sent with the next account. If the account is 3 weeks in arrears, a letter will be sent advising that care will be terminated if not paid in full within 7 days. If the account has not been paid in full and no arrangements have been made, care will be terminated and legal action will be taken to recover the outstanding debt in excess of the bond.

LATE PAYMENT FEE for CHILDCARE ACCOUNTS

Accounts outstanding more than 4 weeks in arrears will incur a $50 late payment fee, and monthly until account is paid in full unless other arrangements have been made.
Families experiencing difficulties should see the Director, Assistant Director or Administration Officer for assistance, and other avenues of support.