

FEES POLICY

il nido Children's Centre is a non-profit, government-subsidised Centre. This means that all monies received from fees and grants are used to pay staff wages and cover operating costs.

Fees are set by the Management Committee/Governing Council and are reviewed regularly. Fees are based on a sliding scale according to Child Care Benefit assessments. Families are responsible for ensuring their Child Care Benefit assessment remains current.

A once off non-refundable administration fee per family of \$65 needs to be paid within five working days of the confirmation letter to secure your booking.

A two week bond (equal to two weeks of normal fees) is payable upon enrolment which is kept for the child's last two weeks of care. Accounts are issued on a weekly basis.

A minimum of two weeks' notice **in writing** must be given when a child is to be withdrawn from care.

A change in booked days needs to be pre-arranged with the Director. Reduction in booked sessions requires a minimum of 2 weeks' notice in writing.

If anyone is experiencing financial difficulties, please see the Director. All matters will be handled in the strictest confidence.

Families are required to use a minimum of 2 sessions per child, per week.

Fees **are** charged for public holidays.

Fees **are** charged for days missed due to illness.

Fees are **not** charged during the Christmas closure.

Fees in Arrears:

Accounts must be brought to a nil balance each week or fortnightly. If the account remains outstanding after 28 days, a reminder will be placed on the account and you will incur a \$25.00 late fee per week until the outstanding balance is clear.

If the account is still overdue by three weeks you will receive a letter to advise you that the provision of child care will be withdrawn and debt collection procedures initiated.

Remember: Fees in arrears may forfeit the child's place in the Centre.

Procedure for Payment:

To avoid having cash on the premises we receive all payments of fees via Internet banking. The bank account for fees to be paid into is written on the bill. Please speak to the Director or Clerical Officer for further clarification.

Late Pickup Fee:

A late fee of \$5.00 for the first five minutes and \$2.00 per minute thereafter will be imposed when children are not collected by the end of their **booked time**, a.m. or p.m. session.

Pre-school families will be charged a half day session if they are over 10 minutes late.

Holiday Fees:

Families are eligible to request holiday rates 6 months after their child has commenced care. This rate is calculated at 50% of their regular fee.

Holiday rates can be charged for up to 3 weeks of the child's permanent bookings per financial year.

For example: Child attends 2 sessions per week entitled to 6 sessions at holiday rate per financial year. Child attends 5 days per week entitled to 15 days at holiday rate per financial year.

If a child's permanent booking changes during the year, holiday rate entitlement will be calculated on an average of sessions attended over the financial year.

Sources: Child care Services Handbook 2011-12, DEEWER Management Committee/Governing Council May 2010

Request for the holiday rate to be implemented must be made in writing at least 2 weeks prior to the requested leave. A book is provided on the front desk for this purpose.

*** Parents are requested to read and sign this policy on enrolment.**

Parent/Guardian Signature

Parent/Guardian Name

If you require further information regarding any of our policies, go to www.decd.sa.gov.au

In accordance with Quality Area 7: Leadership and Services Management

To support effective leadership and management of the service that contributes to quality environments for children's learning and development. Well-documented policies and procedures, well-maintained records, shared values, clear direction and reflective practices enable the service to function as a learning community. An ongoing cycle of planning and review, including engagement with families, creates a setting for continuous improvement.

Element 7.3.2 Administrative systems are established and maintained to ensure the effective operation of the service.

Reviewed: February 2017

Next Review: February 2018

Reviewed by: il nido Children Centre