

## FEES POLICY

**Dated:** April 2001, Reviewed June 2003, Revised September 2004, Revised 14/09/05, Revised 17/07/09, Revised 25/11/11, Revised 17/07/14, revised 19/01/16, revised 10/07/18

**Approved by Management Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Aim:**

To ensure the smooth, orderly and regular payment of fees by parents.

**Background:**

The centre's fees are calculated each year when the annual budget is prepared for approval by the Management Committee. Although every effort is made to maintain affordable child care and preschool education for parents of children attending the Centre fees will be increased annually to ensure the continued viability of the Centre.

**Linked Policies**

Waiting List & Enrolment Policy

Late Collection Policy

**Implementation:**

**On enrolment at the Centre all families will be notified of the following:**

1. **The centre is dependent on the regular receipt of fee income to remain financially viable.**
2. Fees are payable from the agreed date of commencement - 2 weeks in advance.
3. Normal daily fees are payable for the Staff Development Day and for public holidays (with the exception of Christmas Day and New Year's Day which fall within the Centres end of year closure period) even though the Centre is not open on these days.
4. Fees are payable regardless of whether the child is sick or absent.
5. Receipts will be provided for all payments.
6. **Families are required to pay fees fortnightly in advance.**
7. UPCCC is recognised as a registered Long Day Care centre. Our CRN is 555-000 050V. Families wishing to apply for the Child Care Subsidy (CCS) will need to apply through MyGov. It is the responsibility of the family, to assess their own eligibility and to apply for these payments. From this financial year, the centre receives all CCS and process the invoices for families.
8. If CCS for fees directed to the Centre ceases, the full fee payment becomes the responsibility of the parent. Any arrears incurred as a result of this will be dealt with as per point 17 below.
9. Parents employed with the Australian National University are able to salary sacrifice or salary deduct their fees. Please note, families will not be able to receive CCS if salary sacrificing.
10. Payments can be made by Direct credit to our bank account or in cash.
11. Families wishing to use Direct credit for payment of fees should see the Administration Assistant for our account details, also found in your child's enrolment pack.
12. **Cash will only be received by the Director or the Administration Assistant and will be immediately receipted.**
13. No cash is kept at the Centre. Where fees are paid in cash administrative staff are unable to provide change at time of payment.

**14. The following additional Fees will also be charged:**

Holding Fee - Families are required to pay a Holding Fee equivalent to 1 week's full fees pro-rata to formalise their acceptance of an offer of placement. This money will be held by the centre and offset against a family's final fee payment on leaving the centre. If no monies are outstanding this money will be refunded.

Fee for late collection of children - Where children are collected after the Centre's normal closing time of 5.45pm, fees will be charged in the following manner:

1. Where children are collected after the Centre's normal closing time of 5.45pm, fees will be charged in the following manner:

For the first instance

- a) \$50 per child from 5.45 to 6pm.
- b) \$50 per child for every additional fifteen minutes or part thereof from 6pm onwards.

For the second and subsequent instances with in a six month period

- a) \$100 per child from 5.45pm to 6pm.
- b) \$100 per child for every additional fifteen minutes or part thereof from 6pm onwards.

- \* After the second instance parents will also receive a letter explaining why it is necessary that they are punctual with regard to picking up their children. They will also be asked to meet with the Director to discuss the reasons for this and explain why their child should continue to be enrolled with UPCCC.

**15. If fees fall into arrears the following procedure will be followed:**

- i) At the end of two (2) weeks the Administration Assistant will issue a reminder notice.
  - ii) After four (4) weeks if the account is still outstanding and no arrangements have been made with the office to settle the account, the Director will inform the Treasurer and formal arrangements will be made with the parents to clear the outstanding fees. **This will include informing the parents that their child will be excluded from care until fees are brought up-to-date**
  - iii) If arrangements to clear the outstanding fees are unsuccessful the Centre management will have no alternative but to give notice to cancel the child care arrangement.
  - iv) In the event of unpaid fees upon leaving the Centre management will commence debt recovery proceedings through the ACT Civil and Administrative Tribunal and inform the person/s responsible of its intention to do so.
16. The Management committee will review the centre fees in relation to the budget at least annually and reserves the right to increase centre fees as deemed necessary

**This information will be made available in the following manner:**

1. via information supplied in the Parent Information Booklet;
2. via the Centre Policy Book located in the office and each section; and,
3. by way of a summary by the Director at the time of enrolment

**Review Date:** July 2020