



PAYMENT OF FEES POLICY

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defining, and understood and support effective decision making and operation of the service

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW	
168	Education and care service must have policies and procedures

RELATED POLICIES

Arrival and Departure Policy
 Enrolment Policy
 Governance Policy
 Orientation of New Families Policy
 Privacy and Confidentiality Policy
 Termination of Enrolment Policy

PURPOSE

For parents to gain a clear understanding of the Service fee structure ensuring children's fees are paid on time and that there are consequences for failure to pay fees on time.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

The fee structure of the Service includes:

General Fees

- Fees are charged to accounts every Monday and vary depending on the Child Care Subsidy. The Child Care Subsidy will be paid directly to the Service. Casual and Permanent Bookings are charged the same fee.
- Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child include:
 - The age of the child (must be 13 years or under and not attending secondary school)
 - The individual, or their partners, meeting the residency requirements
- Families level of Child Care Subsidy will be determined by:
 - Combined family income
 - Activity level of parents
 - Type of child care Service
- Fees are expected to be paid on a weekly or fortnightly basis
- Fees are charged at full sessions only (no matter what the attendance hours are)
- Excursions and incursions may attract additional fees
- If staff are not informed of a cancellation or non-attendance of Before School, After School or Vacation Care, the full fee will be charged

Late Fees

Our Service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.

- It is unacceptable to pick children up late from the Service. A late fee of \$1 per minute will apply where children are not picked up prior to closing time.
- A review of the child's enrolment will occur where families are consistently late.

Payment of fees

- Fee statements are issued via email, unless an alternative arrangement has been made, to every family on a Monday.
- The following payment methods are accepted at the service:
 - Cash to the OSHC Coordinator or an authorised staff member during OSHC program hours;
 - EFTPOS at the school office between 8:30am and 4:30pm, Monday to Friday;
 - Cheques made payment to Kingsbury Primary School OSHC.

Financial Difficulties

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with authorisation of the Approved Provider.

Failure to Pay

- If a family fails to pay the required fees on time, a reminder letter will be issued after one week and then again after two weeks, where the fees are still outstanding. A child's position will be terminated if payment has not been made after the three weeks, to which the family will receive a final letter terminating the child's position. At this time the Service will initiate its debt collection procedure, following privacy and conditional requirements.

Change of Fees

- Fees are subject to change at any time provided a minimum of four weeks written notice is given to all families

Termination of Enrolment

- Parents are to provide two weeks written notice of their intention to withdraw a child from the centre.
- If termination from the Service is required without notification, families can lose their Child Care Subsidy resulting in the payment of full fees to be charged.

Responsibility of Management

- The Nominated Supervisor is responsible for the billing and chasing of fees.
- Should families wish to discuss fees, they will need to see the Nominated Supervisor.

SOURCE

- The Business of Child Care, Karen Kearns
- National Quality Standard
- Revised National Quality Standard

REVIEW

Policy Reviewed	Modifications	Next Review Date
November 2018	Ratified by the Kingsbury Primary School Council on 15/11/18.	