

# PUTNEY PLAYGROUNDS KINDERGARTEN FEES POLICY

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## NQF

QA7	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
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## Aim

For parents to pay their child care fees on time.

## Related Policies

Orientation for Children Policy

Privacy and Confidentiality Policy

## Who is affected by this policy?

Parents

Management

## Implementation

The following outlines the how fees can be paid. Fees must be paid on the first morning you child attends the service for the week.

- Upon enrolment, families must pay a security deposit of **two week's full fees**.
- Fees must be paid **two week in advance**.
- Fees can be paid weekly, fortnightly or monthly in advance by cheque, cash or credit card. Credit card payments incur a 1% surcharge. Fees are payable in advance for every day that your child is enrolled at the service. This includes pupil free days, sick days and family holidays but excludes periods when the service is closed.
- Child Care Benefit (CCB) is available to all families who are Australian Residents. To find out their eligibility, families must contact the Family Assistance Office.
- Child Care Benefits can be received as:
  - A reduction of fees through the service.
  - A lump sum payment to families at the end of the financial year that the Service is used in.

A receipt will be issued for all fees. This will include the child/children's full name/s, date of care, date of payment, amount, etc. If the incorrect amount is paid, change will not be given but will be credited to the families account.

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 4 weeks written notice is required from the ending/terminating party. If this does not occur, 4 weeks fees will be billed to you.

### **Overdue Fees**

Any family who is one or more weeks late with their fees will received a **Friendly Fee Reminder**. Families can make appointments to speak with the approved provider or nominated supervisor regarding payments if there is a need to do so. Continually not paying fees will put your child/ren's place/s in the Service in jeopardy.

### **Dishonoured Cheques**

If this happens, we regret to inform you a charge will be billed to your account.

## **Sources**

**Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.**

**Education and Care Services National Regulations 2011**

**Family Assistance Legislation Amendment (Child Care) Act 2009**

## **Review**

The policy will be reviewed annually.

Review will be conducted by:

- Management,
- Employees,
- Family Members

**Reviewed: July 2017**

**Date for next review: July 2018**