

PAYMENT OF FEES POLICY

Related Quality Area	QA7: Governance and Leadership
Related Policies	Arrival and Departure Policy Enrolment Policy Governance Policy Orientational of Families Policy

PURPOSE

For parents to gain a clear understanding of the Centre 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 management and families of the Centre.

IMPLEMENTATION

The fee structure of the Centre includes:

Enrolment Fee

- The Centre does not charge an enrolment or waitlist fee.
- The centre does charge an annual membership fee of \$50 at the beginning of every year.

General Fees

- Fees are charged daily and vary depending on the Child Care Subsidy (which replaced the Child Care Benefit and Child Care Rebate in 2018). The Child Care Subsidy will be paid directly to the Centre.
- From February 2020 fees are to be paid weekly through the centres nominated direct debit system. If families wish to pay fees on a fortnightly or monthly basis, please discuss this with the centre's Director
- From the 3rd of February 2020, fees must be paid 2 weeks in advance at all times
- For every day the child is enrolled at the Centre the family will be charged, this includes pupil free days, sick days, and family holidays but excludes periods when the Centre is closed i.e. the centre has a 2-week closure over the Christmas and New year's period. Families will be notified in advance of closure dates.
- Fees are charged at full days only (regardless of the actual attendance hours on any day).
- Casual days may be offered to families subject to availability.

Payment of fees

- Fees are set up using the Centre's direct debit system, 'Debit Success'. More information can be found in your child's enrolment pack.
- Families will be issued with a fee statement on a weekly basis in accordance with the fee payment and Regulatory requirements.

The 2025-26 fee structure, effective 28 July 2025, is:

	Full-time (5 days)	Part-time (1 to 4 days)
Cuddly Koalas and Jumping Roos Rooms 0 to 3 years	\$123.50 (\$617.5/week)	\$128.5
Busy Bees Room 3 to 5 years	\$119.5 (\$597.5/week)	\$125.5

Financial Difficulties & Failure to Pay

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

Failure to Pay

- A review of the child's enrolment will occur where families are consistently late with fee payment.
- Families who are one week late with their fees will receive an overdue reminder email. Fees over two weeks late will receive a follow up phone call. Families can make an appointment to speak with the approved provider or nominated supervisor regarding payments if there is a need to do so.
- In the event family's fees are continually in arrears the enrolment may be forfeited
- When deemed necessary by the Director, the Centre may initiate its debt collection process, following privacy and conditional requirements.

Late Fees

- Our Centre is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.
- A late fee of \$25 per 15 minutes or part thereof will be charged (e.g., if you are 5 minutes late you will be charged for a 15-minute block. If you are 20 minutes late you will be charged for two 15-minute blocks, etc.)".
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Change of Fees

- The Management Committee is responsible for reviewing and setting 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 2 weeks' notice is not given the family will be charged for the 2 weeks' even if the child is no longer attending the centre.

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.

REVIEW

POLICY REVIEWED BY	Judy Rondon	Director	June 2022									
POLICY REVIEWED	June 2022	NEXT REVIEW DATE	June 2024									
MODIFICATIONS	<ul style="list-style-type: none"> • Policy reviewed as per review cycle • No changes made 											
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