

Emu Community Children's Centre Inc

FEES POLICY

AIM

To provide care that is cost effective. To manage the financial resources of the centre.

PROCEDURE

Fees are determined by the finance committee and endorsed by the management committee. They are charged on a daily rate, sessional rate and a full time rate.

Child Care Benefit:

As per the Department of Family and Human Services Policy, families who are booked in for full time care (60 hours) will only be able to claim 50 hours of Child Care Assistance, unless the additional claim form is submitted. Non-working families are only entitled to 24 hours of Child Care Assistance unless they meet the required criteria for additional hours.

Application for Child Care Benefit is made to the Family Assistance Office who will determine the benefit applicable to the family.

- The centre will be closed for the Christmas period from 1-2 weeks. Fees are not charged for this period of time.
- The centre is closed on public holidays and there are no fees charged for the centre closure.
- Fees will be calculated weekly
- Accounts will be placed in families pockets in the hallway
- All booked times will be charged for
- Extra days and swap days will receive an additional charge of \$2
- The centre will continue to charge fees during times of illness, or at any other time when the child is absent
- The centre requires two weeks notice prior to cancellation of care. Failure to notify the centre will result in a charge for the 2 weeks
- A late fee applies to children who are still in the centre after 6.30pm or who arrive early for their 12.30pm session start or who are left late after the 12.30pm session finish
- The fee will be \$10 for every 10 minutes or part there of
- There is a quarterly Maintenance donation fee of \$10 per family
- All occasional care will be paid for in advance or on the same day of the care
- A % discount will be given to families taking annual leave from the centre, 4 weeks per year and 2 weeks notice must be given in writing
- All bookings will be classed as permanent and will automatically be carried over for the following year (unless you are a casual)

Evaluation

This policy is viewed to be effective when:

- Accounts are paid promptly
- Accounts are correct
- Bad debts are at a minimum

Resources

O'Halloran Hill Campus Child care Centre Policies
Centre Management Committee

Review will be done through the Policy and Accreditation Committee.

All Policies are available in the Policy Folder situated in the foyer of the centre. This is communicated to families via the Parent Handbook.

Created July 1992

Reviewed June 1994

Reviewed November 1994

Retyped December 1995

Reviewed August 1997

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