



Fees Policy

Fees, Childcare Assistance and Childcare Tax Rebate

Fees are determined by the management and are calculated after analysing the budget projections for that year. The Manager has the responsibility to set fees to ensure the ongoing financial viability of the centre. Childcare Benefit is available to parents as is the Childcare Tax Rebate. Forms and guides are available from Centrelink. Centrelink is responsible for processing your application. DWEER via the CCMS system will notify the Centre of your assessed weekly fees.

An Registration Fee of \$100.00 is payable at the time of enrolment and this is non-refundable. New enrolments must pay at the time of their enrolment interview two (2) weeks full fees as a bond. New Enrolments for the following year must pay two (2) weeks full fees before the 1st November, if payment is not received your child's placement will be cancelled. Fees are levied on a 4 weekly cycle and are payable by the mid way through the 4 week billing period. Late payment of fees may incur a late fee of \$30 per month.

Fees are payable for the days your child is booked to attend, and must be paid even if your child does not attend because of illness, flood, personal holidays and public holidays. Over the two week Christmas break fees are not payable.

Fees can be paid by cheque, money order or periodical payment. Cheques/money orders are to be made payable to:- Macquarie Long Day and Early Learning Centre. Banking details for periodical payments can be obtained from the Director.

Cash payments – the centre cannot accept responsibility unless payment is received by the Director.

A locked fees box is provided in the foyer in which you deposit your fees. Place your fees in the envelope provided and write your child's name on it. Receipts are issued, and placed in your information pocket. Receipts for periodical payments will be issued on confirmation of payment from our bank. Any queries should be taken up with the Director.

If parents at any stage find it difficult to meet the cost of fees please see the Director, who will advise you as to whether there may be a special subsidy available from the Department of Health and Family Assistance Office, or whether some help may be given through the Centre in the case of severe financial difficulties.

Late Fine

A fine will be charged for children who are not collected by 6.00 p.m. - the rate being \$30.00 for every 15 minutes or part thereof. Parents who consistently pick their children up after 6 p.m. should seek alternative child care arrangements. After 6 p.m. your emergency contact person will be called upon to collect your child. The placement termination policy will be put into action if regularly picked up late.

Fees in Arrears

Step 1: If at any stage you are unable to keep your fees up to date it is your responsibility to contact the Director ASAP to negotiate a payment plan. If step one (1) does not resolve the situation, step 2 will be implemented.

Step 2: If you fail to make a payment or discuss the situation with the Director your child's placement will be terminated and you will receive notification in writing.

Step 3: Legal action will be taken against you to recover outstanding fees.

Staff is not to Collect Monies (including Fees)

Staff is *not* to accept any money from parents - it is the parent's responsibility to ensure payments by cheque/money order are deposited in the appropriate fees box.