

# Yankalilla Community Children's Centre

## Fee Policy

Yankalilla Community Children's Centre is a non profit, government subsidized centre. Preschool and Childcare fees are reviewed as required to meet the costs of the centre. Invoices are issued via children's message pockets or by email. Payment options include cash, EFTPOS, bank transfer, visa/mastercard or direct debit. Please advise the Director or Admin Officer if you have difficulties in paying fees.

### **Preschool Fees**

#### Pre-Entry

\$20.00 for pre- entry program (up to four half day visits during the term prior to commencing preschool)

#### 2018 Preschool Fees

\$125.00 per term

(payment options include \$450.00 for year if paid in full by end of week 3, Term 1 OR \$ 75.00 per term for families who choose to volunteer on our parent roster (Invoiced as \$125.00 for Term 1 with a \$50.00 credit issued for the following terms fees).

#### 2019 Preschool Fees

\$475.00 annual fee or \$12.50 per week

### **Child Care Fees**

(Effective 2/7/18)

\$20.00 enrolment fee

#### **Permanent Booking Fees**

\$91.00 full day

\$51.00 morning session

\$48.00 afternoon session

\$80.00 9am – 3pm

\$20.00 Before Kindy Care

\$15.00 per hour

#### **Casual Booking Fees**

\$94.00 full day

\$53.00 morning session

\$50.00 afternoon session

\$80.00 9am-3pm

\$20.00 Before Kindy Care

\$15.00 per hour

Child Care benefit is available to help most families with the cost of child-care. Families must register with Centrelink for childcare benefit prior to their child commencing childcare.

- **Fees:** Direct Debit is the preferred payment method. Payment of fees will be one week in arrears. Accounts will be issued as soon as they have been finalized by the CCMS system. Accounts will be issued via children's message pockets or email and must be paid in full by the following Monday. Failure to pay accounts in accordance with this policy will result in cancellation of future childcare bookings. Accounts outstanding after 60 days will be sent to the debt collector and may incur additional fees.

**Sick Days:** Full fees apply for sick days.

**Cancellations:** Full fees apply for cancelled bookings unless one week's notice of cancellation is provided. (Ie Cancel on a Tuesday for the following Tuesday or later otherwise full fees apply.)

**Holidays:** Full fees apply for absence due to holidays unless one week's notice is provided. Please note that maximum claimable absences for Childcare Benefit is 42 days per financial year.

**Children of Staff:** Staff will be charged at permanent rates for their child/ren's childcare bookings. Staff will not be charged for childcare if they need to cancel their childcare booking due to their shift being cancelled.

**Late Fees:** A late pick up fee of \$1.00 per minute will be imposed for children not collected before the end of their booked session (1pm or 6pm).  
One verbal warning will be given prior to a late fee being imposed.

**Public Holidays:** Childcare fees will not be charged

**Exclusion Due to Immunisation Status:** Childcare fees will not be charged

**Catastrophic Fire Danger Days:** Childcare fees will not be charged when the centre is forced to close due to the declaration of a catastrophic danger day in the Mount Lofty Fire Ban District.

**FEE POLICY ADMINISTRATION – office use only**

**PRESCHOOL FEES**

A preschool invoice will be issued by week 1 of term 1. Families will be asked to nominate their preschool fee option prior to commencing preschool using the form below.

**OVERDUE FEES**

Term 1 procedure

Week 4 – copy of invoice with overdue sticker via message pocket

Week 5 – Text Message – Your preschool account of xxx is now 14 days overdue. Please contact YCCC on 85582387 to pay immediately.

Week 6 – Admin Officer to prepare a list of overdue accounts for the Director. The Director will speak to families and discuss payment options.

**Yankalilla Preschool Fees 2019**

**\$500.00 per year**

**CHILD'S NAME:** .....

**Payment options – Please Select:**

\$ 475.00 Annual Fee – If paid in full by the end of week 3, Term 1 (A saving of \$25.00)

OR

DIRECT DEBIT

\$12.50 per week - please complete attached form and return to reception ASAP

OR

\$25.00 per fortnight - please complete attached form and return to reception ASAP

**Payment Options**

1. cash / bank transfer / EFPTOS
2. Credit Card
3. Direct Debit

## **CHILDCARE FEES**

- Childcare fees are due one week in arrears. Accounts are issued as soon as they have been finalized by the CCMS system (Approximately Wednesday the following week). Accounts are payable in full by the following Monday.(See below)  
Week 1 – child attends child care  
Week 2 (approx. Wednesday) families receive account for week 1 childcare  
Week 3 – Monday – payment for week 1 due.

## **OVERDUE FEES**

- Week 3 – Wednesday – Text message: "Childcare fees of XXXX are overdue. Please make payment before 6pm Thursday or future childcare bookings will be cancelled. Please contact YCCC immediately to discuss if required.
- Week 3 – Friday – If no payment received. Text message: Childcare bookings for XXX and XXX have been cancelled until payment of XXXX has been received in full.

### NOTE:

- The admin officer will notify staff of the cancellation of childcare bookings via the staff communication book and reminded that no further bookings can be taken for that child/family until the outstanding account paid has been paid in full.
- If parents bring children to the centre after care has been cancelled staff will be inform them that their child/children is not on the childcare list and that they will need to speak to the Director or admin officer.
- Accounts outstanding after 60 days will be presented to Governing Council for approval to send to the debt collector.

## **FEE POLICY REMINDER**

- Parents sign fee agreement on enrolment
- Fee policy reminders in Centre newsletter every six months

## **OVERDUE ACCOUNT – PAYMENT PLAN**

- Written with Director or Admin Officer
- Regular payments must cover existing weekly bookings plus portion of outstanding fees
- Any default on agreed payment plan will result in immediate cancellation of future childcare bookings and childcare bookings will not be re-instated until childcare account is paid in full.

## **CHILDREN'S PHOTO'S**

Each year a professional photographer is engaged to take an individual and a group photo of all children attending the centre on a given day. Parents will only be able to purchase these photo's if they have no outstanding childcare fees.

Source: Yankalilla Community Children's Centre Governing Council

Adopted: October 2002

Table 1: Revision Record – Started June 2018

<b>VERSION</b>	<b>APPROVAL DATE</b>	<b>NEXT REVIEW</b>	<b>REVISION DESCRIPTION</b>
1.1	June 2018	February 2019	Policy revised in accordance with approved childcare fee increase and change to Preschool fees for 2019