

# 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 by the governing council to meet the costs of the centre.

Invoices are issued weekly via email.

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 two half day visits during the term prior to commencing preschool)

#### 2021 Preschool Fees

\$100.00 per term

### 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 Subsidy is available to help most families with the cost of child-care. Families must register with Centrelink for childcare subsidy prior to their child commencing childcare. Families are responsible for the management of their own accounts. If CCS payment is affected by Centrelink, the account holder is still required to settle the account in full.

**Fees:** Electronic transfer 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 email and must be paid in full by the same day the following week. This is a seven day account. Failure to pay accounts in accordance with this policy will result in the child's bookings and permanent position to be terminated. 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 Subsidy 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:** The Centre closes at 6.00pm. Please ensure you allow time to gather belongings, talk to staff etc. before 6.00pm. The Centre is not licensed or covered by insurance after 6.00pm. Children not collected by an authorised person by this time, will be referred to Crisis Care if emergency contacts are not available.  
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:

Catastrophic Fire Danger Days:

Childcare fees will not be charged

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.

## **PRESCHOOL FEES**

A preschool invoice will be issued by week 2 of each term. Payment is due by Friday of week 3. Payment can be made via Electronic Funds Transfer to:

*Yankalilla Community Children's Centre*

BSB: 105 092

ACC: 023 737 940

## **OVERDUE FEES**

Collection Procedure

Week 4 – Text Message – Preschool fees are now due. Please pay ASAP.

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.

## **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 Tuesday the following week). Accounts are payable in full by the following week.(See below)

At the end of each week accounts are finalized and booking information sent to Centrelink. Usually by Tuesday of the following week CCS is applied to individual accounts and they can be issued to families.

7 days after invoices are issued – payment is due.

Payment can be made via EFTPOS, direct debit or Electronic Funds Transfer to:

*Yankalilla Community Children's Centre*

BSB: 105 092

ACC: 028 494 240

## **OVERDUE FEES**

- 14 days after fees are issued – Text message: "Childcare fees of XXXX are overdue. Please make payment before 6pm Friday or future childcare bookings will be cancelled. Please contact YCCC immediately to discuss if required.
- 21 days after fees are issued – If no payment received. Text message: Childcare bookings for XXX and XXX have been cancelled and their permanent position at the centre has been terminated.

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.
- If parents bring children to the centre after care has been cancelled staff will 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.

## **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 termination of child's permanent position at the centre.

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	May 2019	May 2020	Policy revised in accordance with approved childcare fee increase and change to Preschool fees for 2020. The removal of the cash payment option.
1.2	May 2020	May 2021	Minor changes to the policy to reflect the lower fees of preschool and changed childcare benefit to childcare subsidy.
1.3	May 2021	February 2022	Minor changes to tighten policy for unpaid accounts and payment methods.