



**Endorsed:** July 2001  
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 July 18, July 19, August 20, 21, Feb 23

## Payment of Fees/Child Care Subsidy Policy

### Policy Statement

Our service aims to ensure families understand the fee schedule and payment process required for education and care to be provided for their child/ren. We are committed to meet our obligations to maintain financial integrity and comply with all Child Care Subsidy legislative requirements. We have effective compliance systems in place to ensure childcare funding is administered appropriately. We will ensure the confidentiality and privacy of all personal information provided to the service about the enrolled child and family.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service
EDUCATION AND CARE SERVICES NATIONAL REGULATIONS		
168	Education and care services must have policies and procedures	

### Establishing Fees

- Fees are to be set on an annual basis by management committee, based on the annual budget and ensuring that the required income will be received to operate the service efficiently.
- Fees will be reviewed at least twice a year based on attendance and the service's ability to meet operational costs. Families will be given at least 2 weeks' notice of any changes in the fees.
- It is the families responsibility to provide the correct email address, recipient of the statement and ensure a statement is being received.
- A non-refundable one-off membership fee of \$25.00 per child or \$40.00 per family is required upon enrolment

### Fee/Overdue Payment

- Fees are charged for each session for before and after school care
- Fees payable by families vary depending on the amount of Child Care Subsidy (CCS) rebate each family receives
- CCS is paid directly to the service and this is used as a fee reduction (visible on a family's statement).

- Families are required to pay the difference between the fee charged and the subsidy amount- the 'gap' amount
- Fees are to be paid fortnightly through a direct debit system. If families wish to pay fees on a weekly or monthly basis, it is a requirement that the family pay in advance and are not in arrears.
- A child/ren can only be re enrolled if fees are paid in full and the enrolment form is signed agreeing to ensure that fees are paid up to date and there is an understanding that the child/ren's position at the service will be in jeopardy.
- Please see the Centre Manager to make any alternative arrangements prior to the fees being due.
- A dated receipt will be provided for each payment.
- All records will be kept confidential and stored appropriately. Families may access details of their fees on request and at a suitable time for both parties.
- Fees are to be paid for the days the child is booked into the service, including times when the child is absent due to illness or holidays and for those public holidays falling in the school term.
- Fees are not payable for staff development days when the service is not operating.
- Session fees will be charged for sick days and family holidays but excludes periods when the service is closed. The service may be closed due to periods of local emergency such as bushfire, flood or pandemic.

### **Payment of fees**

- Fees are set up using the service's direct debit system. The family is required to provide banking details to facilitate set up of the direct debit account on enrolment
- Direct debit is the only means of payment at this service
- Fees and charges associated with direct debit system are outlined upon enrolment.
- iPay Fee Schedule:
  - Bank account - \$0.75 per transaction.
  - Visa/MasterCard – 1.56% + \$0.75 calculated on transacted value.
  - Failed transaction - \$2.75 per failed or returned transaction attempt.
- Families will be issued with a *Statement of Entitlement* on a fortnightly basis in accordance with the fee payment and Regulatory requirements
- The *Statement of Entitlement* will include details of the sessions of care provided and the resulting fee reduction amounts
- The *Statement of Entitlement* is generated using our CCS Software which meets all requirements as per Family Assistance Law legislation

## **Casual/emergency care fees**

Casual and emergency care is available at an additional \$2.00 per child above that of the normal fee rates for non-members of the association and must be paid for on the day of attendance. Casual/emergency care availability is dependent on the daily child care numbers and with accompanying relevant information, e.g. medical, dietary information, contacts' address and phone details.

## **Child Care Subsidy (CCS)**

- Parents/guardians are required to register for CCS through their [myGOV](#) account linked to Centrelink and provide supporting documentation.
- Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy.

The child must:

- be a 'Family Tax Benefit child' or 'regular care child' and
- be 13 or under and not attending secondary school and
- meet immunisation requirements

The person claiming the Child Care Subsidy or their partner must:

- meet residency requirements and
- be liable to pay for care provided under a Complying Written Arrangement (their written agreement)
- with their child care provider
- childcare must be provided by an approved provider
- Families level of Child Care Subsidy will be determined by:
  - Combined family income
  - Activity test of parents
  - Type of education and care service.
- Families must regularly check their details are correct and report a change in circumstance to Centrelink- (family income, activity levels, relationship changes or any other changes to their circumstances).
- Any disputes with CCS payments is the responsibility of the family.

All families must sign a written agreement and ensure it is kept up to date for compliance.

- A family must agree to up-front arrangements for care of their child.
- There are four types of arrangement for the care of a child.
- 1. (CWA) Complying Written Arrangement
- 2. (RA) Relevant Arrangement
- 3. (ACCS) Additional Child Care Subsidy and
- 4. Arrangement with an organisation
- this must be recorded in either hardcopy or electronic form and can cover more than one child

- If the service does not receive the required information (as stated above) for Child Care Subsidy on commencement at the service full fees will be payable. It is the families' responsibility to investigate their individual eligibility for child care subsidy.

## **Absences**

- Families are requested to contact the service if their child is unable to attend a particular session this can be done by email, verbal or text
- Families must still pay the 'gap' fee to the service if their child is unable to attend.  
Under the Child Care Subsidy families are allowed 42 absence days per child, per financial year and may be entitled to additional absence days in certain circumstances. (See Child Care Subsidy Handbook).
- Allowable absences can be taken for any reason, including public holidays and when children are sick.
- Records will be kept by the service for each absence.
- Families can view their absence count through their Centrelink online account via [myGov](#).
- In a period of local emergency, such as bushfire or pandemic, and our Service is temporarily shut down on public health advice, families may be provided with additional absence days as per Family Assistance Law legislation.

Once the initial 42 absence days have been exhausted, additional absences may be claimed in certain circumstances.

- An illness (with a medical certificate).
- Non immunisation
- Any other absences due to sickness of the child, a parent or sibling, supported by medical certificates.
- A guardian on a rotating shift or rostered day off.
- A temporary closure of a school or pupil free day.
- Shared custody arrangements due to a court order, consent order or parenting order.
- Exceptional circumstances.
- Periods of local emergency

All outstanding accounts are discussed with the management committee. Your child/ren's position at the service will be suspended if fees are overdue.

When families have left the service with outstanding accounts the management committee will attempt to recover the outstanding debt through the small claims process.

## **Late Pickup Fees**

The service closes at 6pm. Staff are at times required to lock the school gates at this time. Our service is not licensed or insured to have children on the premises after hours. This is a breach in the Education and Care Regulations.

### **Penalty fees will be charged to the members account as follows**

These penalty fees are charged for every ¼ hour or part thereof after 6pm.

1<sup>st</sup> occasion: \$10.00 per ¼ hour; 2<sup>nd</sup> occasion \$20.00 per ¼ hour; 3<sup>rd</sup> occasion \$40.00 per ¼ hour; 4<sup>th</sup> occasion membership will be terminated, and the child/children's place/s will be considered vacant.

Wherever possible, parents shall advise the service when they are running late. This ensures that the staff do not commence contacting emergency contacts and they are able to provide reassurance to the child. The parent member will also advise the service if they have organised their emergency contact to collect their child/ren as documented on their enrolment form.

Parents/Guardians and the Responsible Person on duty will be required to sign a "late form" to acknowledge the departure time from the service. This will be issued to at the time of pick up which clearly outlines fee penalties and consequences.

The late pick up fee is calculated up to the time the parent leaves the service with the child. If a parent continues to collect their child after 6pm, the management committee will discuss other options with them, and suitable arrangements made or the child's place in the centre may be cancelled.

### **Non-notification of absence fee**

A \$10.00 non-notification fee will be charged to the account of parents/guardians who fail to inform the service of their child/ren's absence from After School Care prior to 2.45pm.

### **Termination of Enrolment**

- Parents/Guardians are to provide two weeks written notice by completing the Change of Day/Exit questionnaire form.
- In some circumstances CCS may not be paid for sessions if the child has not physically started care.
- Additionally, CCS may not be paid for absences submitted after a child's last physical day of care, unless conditions have been met as specified by Family Assistance Law

#### **Source**

Australian Children's Education & Care Quality Authority. (2014).  
Authority. (2021). Policy and procedure guidelines. *Payment of Service Fees and Provision of a Statement of Fees Charged by the Service.*

Australian Government Department of Education Child Care Provider Handbook  
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Department of Education  
<https://www.education.gov.au/early-childhood>

Australian Government Department of Education *Information for child care providers when a period of local emergency occurs*  
Education and Care Services National Law Act 2010. (Amended 2018).  
[Education and Care Services National Regulations](#). (2011).  
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).  
Guide to the National Quality Framework. (2017). (Amended 2020).  
Revised National Quality Standard. (2018)