



Mountain community children's centre

Fee Policy

Aims:

- ▶ To keep childcare affordable for all families.
- ▶ To adhere to guidelines set down by funding bodies at all times.
- ▶ To ensure the centre is run within yearly budgets.

Implementation

Membership Fee

All families enrolling their children at the Mountain Community Children's Centre are required to pay an initial joining fee of \$5. This is a requirement of Department of Fair Trading to be registered as an incorporated association. Once a family's membership has been approved, the annual fee is \$1 per year thereafter. This money is due and payable on either the first week the centre opens in January of each year, or on the date a new family joins the centre.

Maintenance Levy

All parents wishing to enrol their child or children at the Mountain Community Children's Centre are required to pay an upfront annual maintenance levy of \$78.00 (inc GST). This fee is \$78.00 per family, not per child. This money will be due and payable in the first week of opening each year, or on the date a new family joins our centre.

Families who enrol after the beginning of the fourth quarter of the year will pay a reduced levy of \$30.

This money will be used towards payment of maintenance work carried in and around the centre.

Families who contribute to the ongoing maintenance of the centre using a substantial amount of their own time in the given year (and/or resources) may have this levy waived pending a decision by the Nominated Supervisor/Committee.

Long Day Care Child Care Fees

The daily fee for childcare for children under 2 years of age is \$70.00 per day. For children over 2 years of age the child care fee is \$60.00 per day. The difference in these fee amounts reflects the higher child to staff ratio required to care for children under 2 years of age. Parents paying these fees may access the Child Care Benefit (CCB) or the Child Care Rebate (CCR) offered by the Federal Government, administered by the Family Assistance Office at Centrelink.

Please note these fees are a daily charge, regardless of the hours of childcare actually used.



Parents may choose to either pay full child care fees (\$70 and \$60) to the centre and seek reimbursement from The Family Assistance Office (Child Care Benefit and/or Child Care Rebate) at the end of the financial year, or alternatively pay the reduced fee amount to the centre based on the percentage calculated by The Family Assistance Office. This amount will vary depending upon each family's financial circumstances, and is determined by the Family Assistance Office at Centrelink.

Child care fees are payable for the 49 weeks of the year that the centre is open, including public holidays, and regardless if your child is absent or not. This is to secure your booking, ensuring we do not offer your child's place to another family. The centre is obliged to pay staff regardless of whether your child is present or not, and as such we need to cover this cost.

Parents paying long day care fees will be required to have a permanent booking for their children. Parents may however book their children in for an extra day on the odd occasion, if the centre has a vacancy on the day required. Parents may access the long day care fee and childcare benefit on these days provided that the number of hours claimable on CCB have not been exceeded within that week. If parents exceed the allocated CCB hours the centre will have to charge the full rate for those extra hours.

MAKE UP DAYS

The Centre will have on offer a make up day in lieu of Public Holidays only. Make up days will not be offered for any other absence eg illness, holidays, etc. Children who are enrolled to attend on the day of a Public Holiday and miss out on care as the Centre is closed, will have the opportunity to attend another day, if staff:child ratios permit. Make up days are not guaranteed, they will not accumulate, be transferable to another sibling or carry over to the next year. No reimbursement of fees will be given for unused make up days.

Occasional Care Fees

The Mountain Community Children's Centre has retained 5 occasional care places for children 0-6 years of age. These places are for parents who either do not have permanent booking with the centre, or require childcare for 5 hours or less.

The Occasional Care fee will be \$14.00 per hour for children under 2 years of age and \$12.00 per hour for children over 2 years of age. Families will only be charged a full day fee of \$70.00 or \$60.00 after exceeding 5 hours of care.

Late Fees

If a child remains at the centre after closing time (5.30pm), \$30 will be charged for the first 15 minutes, then \$2.00 per minute thereafter. This amount will be billed to the parent account.



Bond

Upon enrolment, families are required to pay the equivalent of two weeks fees at full fee rate for example \$70.00 or \$60.00 per day per child which will be held as a Bond. The Bond will be held for families at the centre for the duration of care. Your child's bond will not be refunded if you reduce your days. The bond will remain on your account and may be used again if you add additional days. In the event that a family leaves the centre without notice, the Bond will be redistributed towards unpaid fees.

Payment of Fees

All fees are charged two weeks in advance for our centre to be financially viable. Fees are to be paid via Ezi Debit (forms are to be completed prior to enrolment). Families can nominate frequency (including weekly, fortnightly or monthly) for fees debited.

If your account has insufficient funds you will receive failed payments fee of \$9.90 and any other dishonour fees your own bank charges. The failed payment fee will be billed to your account.

Occasional Care fees are also to be paid via Ezi Debit. Enrolment, Ezi Debit forms and Customer Reference Numbers are to be completed upon arrival. Care can not be provided until all forms are completed.

Statements

Statements will be issued fortnightly by the preferred method of email or alternatively placed in your child pocket in their room. Please check each statement and if you have any questions, please speak to the Centre's Administration Officer or the Nominated Supervisor.