



## 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 \$2.20. 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 \$2.20 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 \$90.00. This fee is \$90.00 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 \$35.

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 aged 0-3 years of age is \$95 per day. For children aged 3 years to 5 years of age the child care fee is \$85 per day. Parents paying these fees may access the Child Care Subsidy (CCS) offered by the Federal Government, administered by 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 to the Centre or alternatively pay the reduced fee amount to the centre based on the percentage calculated by Centrelink. This amount will vary depending upon each family's financial circumstances, and is determined by 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 child care subsidy on these days provided that the number of hours claimable on CCS has not been exceeded within that week. If parents exceed the allocated CCS hours the centre will have to charge the full rate for those extra hours.

## Public Holidays

Parents will be charged for a public holiday if the day falls on their child's normal rostered day. The amount will be charged at the normal rate. Make up days may be available upon availability and discretion of the Nominated Supervisor.

## 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 less than 5 hours.

The Occasional Care fee will be \$18.50 per hour for children aged 0 years to 3 years and \$16.50 per hour for children aged 3-6 years of age. Families will only be charged a full day fee of \$92.50 or \$82.50 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 week's fees at full fee rate for example \$97.50 or \$87.50 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 a week in advance for our centre to be financially viable. Fees are to be paid via Debitsuccess (forms are to be completed prior to enrolment). Families can nominate frequency (including weekly or fortnightly) for fees to be debited.

If your account has insufficient funds you will receive failed payments fee of \$14.95 from Debitsuccess and any other dishonour fees your own bank charges. The failed payment fee will be taken from your bank account or credit card (whichever you have nominated).

Occasional Care fees are also to be paid via Debitsuccess. Enrolment, Debitsuccess forms and Customer Reference Numbers are to be completed upon arrival. Care cannot be provided until all forms are completed.

## Statements

Statements will be issued fortnightly by email. Please check each statement and if you have any questions, please speak to the Centre's Administration Officer or the Nominated Supervisor.