

NARNIA EARLY LEARNING YOUNG PARENTS FEE POLICY

COMPLIANCE	
ECECD / ACECQA	Registered Early Childhood Education and Care Service National Regulations 168 -172 <i>National Quality Standards: 7.3.1, 7.3.2</i>
Legislative Requirements	<i>Education and Care Service National Regulations 2011: 168 (n), 172</i>
Other Policy Relationships	<i>Child Care Provider Handbook February 2022 A New Tax System (Family Assistance) Act 1999</i>
KEY DATES	
Date of ratification	January 2024
Date for review	January 2027
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools.

1. Foundational Christian Principles

St Philip's Christian Education Foundation (SPCEF) provides quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practices. St Philip's Christian Education's core values of Christ First, Serve One Another, Strive for Excellence, Do What is Right and Build Community are a reflection of our 'faith expressing itself in love' (Galations 6:5). Our faith permeates through all that we do and underpins the foundation of our lives. It is out of a demonstration of this faith that students will have the opportunity to discover the wonderful privilege of having a genuine relationship with God through His love as we seek to meet their needs in education.

2. General Statement

St Philip's Christian Education Foundation is committed to ensuring our fees are as affordable a possible and that all families have access to subsidies that are available to reduce fees. For individual centre fees please contact the centre directly.

3. Objectives

The objectives of St Philip's Christian Education Foundation under this policy is to ensure all families are aware the conditions around fees and the requirements regarding payments. Prompt payment of fees allows us to plan with certainty.

Explanation:

Fees are to be paid weekly, fortnightly or monthly and paid 2 weeks in advance.



Implementation:

1. Centrelink entitlements (Child Care Subsidy or Additional Child Care Subsidy) is to be set up and approved prior to commencing care.
2. A non-refundable Enrolment Acceptance Fee of \$100 will be payable on acceptance of enrolment (for applicable families)
3. Payment of the gap fee is to be by 1. Direct credit to Narnia bank account or EFTPOS.
4. Any back payments of Centrelink Child Subsidy paid direct to family bank accounts is to be paid to Narnia Early Learning.
5. Fees are payable for the days a child is booked into the Centre, including days when the child is absent due to sickness or holidays. Fees are payable for 48 weeks each year. The Centre will be closed for 4 weeks over Christmas where payment is not required.
6. The centre is closed on public holidays and fees are payable.
7. Statements will be provided weekly or fortnightly.
8. Additional fees will be incurred if a child is collected after the centre closes. If this occurs a \$20 fee will apply for the first 10 minutes and \$2 per minute after this. The charge will be added to your Narnia account.
9. If a child's immunisation status is incomplete and the child has been excluded because of an outbreak of a communicable disease, fees will not be waived.
10. Families will be entitled to 42 absent days in a financial year before Centrelink will stop paying CCS/ACCS. If a medical certificate is provided for the parent or child then these absences will not be counted towards the 42 allowable absences. This is a Centrelink policy.
11. A family who is four weeks or more behind in the payment of fees, may be asked to vacate the position or the enrolment may be withdrawn. Normal debt-recovery procedures will be followed and costs added to family accounts. Parent statements including name and address will be provided to the debt collection agency.
12. At least 2 weeks written notice must be given if a child is to be withdrawn or enrolled days changed.
13. At the end of a family enrolment if there is a balance remaining on the family account at the end of the care period any balances under \$5 will be written off (credit or debit).
14. At the end of a family enrolment any fees in credit over \$5 can be donated to the Centre to go towards purchases or refunded to the parent. If the fees are to be refunded, parents will be asked to provide bank account details (emailed to Narnia on an email address registered in the child's enrolment).

Related Documents

National Law <https://legislation.nsw.gov.au/view/html/inforce/current/act-2010-104>

National Regulations <https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

Guide to the NQF <https://www.acecqa.gov.au/nqf/about/guide>