

(Administered by St. Philip's Christian Education Foundation Ltd.)

FEE POLICY (PORT STEPHENS)

Aim:

To ensure all families are aware of fees and other payments throughout the year. Prompt payment of fees allows us to plan with certainty. We have a commitment to ensuring our fees are as affordable as possible and that all families have access to subsidies that are available to reduce fees.

Explanation:

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

Implementation:

- 1)** 2024 Fees are \$129pd (Lucy's Room 0-2 years), \$127pd (The Dancing Lawn 2-3years) and \$123.80pd (The Little Woods and Great Woods 3-5 years) and should be paid on or before the child's first day of attendance. Children in the Prep program (Great Woods room) will have a minimum enrolment of 2 days per week.
- 2)** A non-refundable \$100 Enrolment Acceptance Fee is to be paid once an offer is accepted.
- 3)** If a deposit is paid and the child does not attend, the deposit is forfeited.
- 4)** Payment of fees is to be by 1. Automated direct debit initiated by the Centre or 2. Direct credit initiated by families or 3. EFTPOS. Cash and cheques will not be accepted to provide greater security.
- 5)** Payments made by automated direct debit to a credit card will incur the following surcharges:
Visa/Mastercard 2.35%
Amex 4.40%
The surcharges will be charged by Debit Success.
Payments made by automated direct debit to a bank account, Building Society or Credit Union that are dishonoured will incur a dishonour fee of \$19.95 (incl GST). The dishonour fee will be charged by Debit Success
- 6)** Families will receive a fortnightly statement which covers 2 weeks of fees in advance. All fees must be paid at least 2 weeks in advance of care. If an automated direct debit is set up through Narnia fees will be kept in advance depending on the terms of the individual direct debit.
- 7)** Centrelink entitlements (Child Care Subsidy) can be claimed as a reduction in fees.
- 8)** Children can access 42 absent days in each financial year before Centrelink will stop paying CCS. Absences covered by a medical certificate will not count towards these 42 allowable absences.

- 9)** 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.
- 10)** The Centre is closed on public holidays and fees are not payable.
- 11)** Cost of excursions may be added to your Narnia account. Written permission from parents will be collected prior to the cost being added.
- 12)** Additional fees will be incurred if a child is collected after 5.30pm. There is a \$20 late fee if this occurs. 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.
- 13)** 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.
- 14)** A written reminder will be given in the event of fees being 2 weeks in arrears.
- 15)** 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.
- 16)** At least 2 weeks written notice must be given if a child is to be withdrawn.
- 17)** 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 \$1 will be written off (credit or debit).
- 18)** At the end of a family enrolment any fees in credit over \$1 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).

If there is a direct debit set up the fees will be refunded to the account being debited for fee payments to ensure funds are returned to the parent paying the fees.

This policy links to the following:

National Quality Standards: 7.3.1, 7.3.2

Education and Care Service National Regulations 2011: 168 (n), 172

Child Care Provider Handbook February 2022

A New Tax System (Family Assistance) Act 1999