

## **FEE POLICY (YOUNG PARENTS WYONG)**

### **Aim:**

To ensure all families are aware of their CCS obligations and daily fee requirements. 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 daily, weekly, fortnightly or monthly.

### **Implementation:**

- 1) 2024 Fees are \$121.70 per day 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 \$100 non-refundable Enrolment Acceptance Fee will be payable on acceptance of enrolment. (For applicable families)
- 3) Centrelink entitlements (Child Care Subsidy or Additional Child Care Subsidy) is to be set up and approved prior to commencing care.
- 4) Payment of the gap fee is to be by 1. Direct credit to Narnia bank account, 2. EFTPOS or 3. Cash. (EFTPOS and Direct Credit is preferred for increased security)
- 5) Any back payments of Centrelink Child Subsidy paid direct to family bank accounts is to be paid to Narnia Early Learning.
- 6) 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.
- 7) The centre is closed on public holidays and fees are not payable.
- 8) Statements will be provided weekly or fortnightly.
- 9) 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
- 10) 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.
- 11) 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.

- 12)** 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who is four weeks or more behind in the payment of fees, may be asked to vacate the position or the enrolment may be withdrawn.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.
- 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 \$1 will be written off (credit or debit).
- 14)** 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).
- 15)** At least 2 weeks written notice must be given if a child is to be withdrawn.

*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 September 2022*

*A New Tax System (Family Assistance) Act 1999*