

Fee Payment Policy

BELLA GRACE EARLY LEARNING CENTRE

Background

Early childhood education and care services must comply with the Early Education and Care National Regulations 2011 and the National Quality Standard 2011 in the way they manage the collection of fees, and inform parents about this process including any pending changes to the fees.

Policy statement

This Policy details the Service's procedures in relation to fees, methods of payment and associated provisions.

Strategies and practices

- The Service's Fee Payment Policy is explained to parents at enrolment, and the necessary paperwork relating to fees is discussed and completed.
- The Service ensures that parents of children enrolled at the Service are aware that fees are subject to change. Parents are notified at least 14 days in advance of any change that will affect the fees charged or the way in which fees are collected.
- In partnership with the Queensland Government through the Kindergarten Funding Scheme, the Service provides additional support to Kindergarten families and enhances the delivery of Educational programs through additional resources and activities for the Kindergarten rooms. Additional funding is also available for Kindergarten families who hold a health-care card or identify with being Aboriginal or Torres Strait Islander.
- An administration fee of \$60.00 per child is required when lodging an enrolment form and an administration fee of \$100.00 for the Brightwater School Kindergarten. This fee is non-refundable.
- Fees are to be paid weekly, each Friday, via Ezi Debit from your nominated account. Dishonoured fees will receive a charge from Ezi Debit and a charge of \$20.00 from Bella Grace may also be billed directly to the family.
- Normal fees apply to Public Holidays, sick days, family holidays and any other absence. Fees are not charged for days when the Service is closed outside of Public Holidays. Child Care Benefit is paid for a child's absences up to 42 days each financial year. The Service does not exchange days of care and does not arrange make up days (except for public holidays).

Fee Payment Policy

- The current Fee Schedule is available in the foyer and on the Service's website. Upon enrolment, parents are required to pay one week's fees in advance (ie. Full fee excluding CCR) plus fees for the current week (CCB adjusted if applicable) per child. Once two (2) weeks' written notice of intention to withdraw the child has been received by the Service, the advanced fee is used for the final week, and any difference refunded if applicable.
- Receipts are issued for all fee payments. This is emailed to your nominated account quarterly. The system generated receipt will show the child's name, the period of time for which the receipt is issued, the amount paid, and all other details required by regulations. If an overpayment is made, the excess will be credited to the family's account.
- If the fees are not paid within the following week or an arrangement not entered into, the child's place at the Service is at risk.
- Parents are advised to contact the Family Assistance Office directly to determine their eligibility for CCB and CCR before the child commences at the Service.
- The Service requires full two weeks written notice of an intention to reduce the number of days required or to withdraw a child from the Service. The two weeks' notice begins from the close of business on the day the Service receives the written advice.
- A late fee of \$1 per minute for each minute per child will be charged for any child collected later than the Service's closing time.

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Reg	168	Education and care service must have policies and procedures
	172	Notification of change to policies or procedures

QA	6.2.2	Effective partnerships support children's access, inclusion and participation in the program
	7.1.2	Management systems are in place to manage risk and enable the effective management and operation of a quality service.

Sources

- Education and Care Services National Regulations 2011
- Department of Education and Training (Australian Government). (n.d.). <https://www.education.gov.au/child-care-service-handbook-0> accessed 26 December 2017
- Guide to the National Quality Standard 2011

Fee Payment Policy

Further reading and useful websites

- Department of Education and Training – <http://education.gov.au/> accessed 26 December 2017
- Department of Education, Employment and Workplace Relations. *Fact sheet kit for families using childcare*. <https://www.education.gov.au/fact-sheet-kit-families-using-child-care-0> accessed 26 December 2017

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

REVIEW DETAILS:

Review Date	Details of Changes
January 2018	Updated to changed NQF requirements 1 Feb 2018
April 2018	Reviewed. Minor wording changes made.