FEES POLICY

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1  NQF

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<tr>
<td>QA7</td>
<td>7.3.2</td>
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<tr>
<td>Administrative systems are established and maintained to ensure the effective operation of the service.</td>
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2  Aim

For parents to pay their child care fees on time and to ensure that all services operate within budget and adhere to guidelines set down by funding bodies ie. Federal and State Governments

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

3  Related Policies

Orientation for Children Policy (CHI-ADM-POL-041)
Privacy and Confidentiality Policy (CHI-ADM-POL-048)

4  Who is affected by this Policy?

4.1 Parents and Management

4.2 All parents are to be made aware of the Fees Policy on enrolment. Fees are determined annually based on the budget set for each centre. The budget is derived from the following sources

i. Fees paid by all families

ii. Child Care Benefit paid by the Federal government (Not applicable to Kids Uni Preschool.

iii. Funding from the University of Wollongong

iv. Funding from the UOW Pulse Ltd

v. Sundry Income and Funding

5  Implementation

5.1 The following outlines the how fees can be paid.

i. Upon enrolment, families must pay an enrolment fee of $75 per family. This is an annual fee and will be charged to families accounts in October each year.

ii. Two weeks fees are required to be paid in full at the time of the family orientation meeting to ensure that fees are two weeks in advance. Fees need to remain two weeks in advance at all times and failure to abide by this requirement will result in the child’s place in the centre being forfeited.

iii. Fees can be paid weekly, fortnightly or monthly in advance by via EFTPOS, Cheque, Money Order, Salary Deduction or Electronic Transfer of Funds. Staff are not permitted to accept money from parents. To improve security in the Child Care Centre, no cash payment of fees will be accepted.
iv. Fees are payable in advance for every day that your child is enrolled at the service. This includes pupil free days, sick days and family holidays but excludes periods when the service is closed.

v. Child Care Benefit (CCB) and Child Care Rebate (CCR) is available to all families who are Australian Residents. To find out their eligibility, families must contact the Department of Human Services. – Not applicable to Kids Uni Preschool.

vi. Child Care Benefits and Child Care Rebate (CCR) can be received as:
   a. A reduction of fees through the service.
   b. A lump sum payment to families at the end of the financial year that the Service is used in.
   c. CCR payments to families on a quarterly basis.

6 Withdrawal Procedure

6.1 Parents are required to give two weeks notice of withdrawal of a booking using the Notice of Withdrawal form or by email to Head Office Administration.

6.2 A final account is to be processed by administration and noted on the withdrawal form. The final account is to be issued immediately to the family advising that payment is due, and the Director is informed. A copy of the final account and withdrawal form is to be filed in child’s file.

6.3 Ensure the account is paid prior to final attendance of child/ren.

6.4 If no payment is received the debt recovery process is to start immediately. If the debtor is a student, the Academic Registrar Division is to be notified to withhold exam results.

6.5 A copy of all correspondence must be kept in the child’s file.

7 Overdue Fees

7.1 It is essential that all fees are kept up to date, as the services do not have the capacity to carry bad debts. Parents experiencing financial difficulties should contact the Manager or Senior Administrative Officer.

7.2 If fees are one week in arrears, Administration must contact the parent and remind them that the fees are overdue and a payment is requested.

7.3 Once the fees are two weeks in arrears, the Senior Administrative Officer will post a reminder letter, requesting a payment within 7 days.

7.4 Failure to pay within the 7 days will result in the following:
   i. If a parent is a student Academic Register Division will be advised to withhold exam results.
   ii. All other accounts will then be referred to the Debt Collection Agency for recovery.

7.5 Failure to pay the account within a further 7 days may result in the child’s place being declared vacant.

7.6 In cases of genuine hardship the Manager/Senior Administrative Officer may organise a payment schedule to ensure the collection of the outstanding fees.

7.7 If the child is a Department of Education and Communities (DEC) or NSW Department of Human Services referral, notify DEC/ DEH immediately that the fees are overdue and request payment. If DEC/ DEH does not meet their commitment then the child’s place will be forfeited.
7.8 The Manager is to be notified of any difficulties experienced in collecting outstanding fees.

8 Receipting of Fees
Parents will be provided with a receipt of fees upon request.

9 Occasional Care/Extra Days
9.1 Fees for above occasions are determined by:-
   i. The half day rate
   ii. The daily rate

10 Late Collection of Children Fee
10.1 If a child remains in Children’s Services after closing time, the following will apply:
   i. An initial charge of $30.00 per child will be debited to the family account, together
      with a Penalty Fee at the rate of $1.00 per minute, per child, for the first 10
      minutes
   ii. This penalty rate will increase to $3.00 per minute, per child after that first 10
      minutes.

11 OOSH – Out of School Care transportation
OOSH will provide a bus to collect children from all prospective schools. If the child does not
require collection, OOSH and the School must be notified prior to the pickup time. Failure to
advise OOSH before 2pm and the School of this will result in a $30 fine. This fine will be
added to the family account.

12 Sources
     Providers. Sydney: Community Child Care Co-Operative.
   - Education and Care Services National Regulations 2011
   - Family Assistance Legislation Amendment (Child Care) Act 2009

13 Review
This policy will be reviewed every 2 years and the review will include Management,
Employees, Families and Interested Parties.

14 Version Control Table

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<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>Feb 2012</td>
<td>Feb 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Withdrawal Procedure, the Notice of Withdrawal Policy, the Late Collection of Child Fee Policy and the Fees Procedure</td>
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<td>2</td>
<td>Feb 2013</td>
<td>Feb 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
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<tr>
<td>3</td>
<td>Feb 2014</td>
<td>Jun 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 2 years.</td>
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<td>4</td>
<td>Sep 2015</td>
<td>Sept 2017</td>
<td>M Gillmore- General Manager</td>
<td>Policy updated to reflect fee increase for annual enrolment fee and OOSH school pick up late notification fee.</td>
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<td>February 2016</td>
<td>September 2017</td>
<td>Noted that Childcare benefit and rebate is not applicable to Kids Uni IC Preschool.</td>
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