

2019 CHILD CARE AND PRESCHOOL FEES POLICY (INCLUDING CHILDCARE BOOKING PROCEDURES)

POLICY STATEMENT

A fee will apply to both child care and preschool sessions.

RATIONALE

Jamestown Community Children's Centre is a non-profit based service. Preschool fees are charged to cover the cost of children's consumables and to supplement DfE funding. Child Care fees are charged to cover the cost of staffing, consumables and equipment, utilities and other costs incurred in the provision of the service.

CENTRE POLICY

SETTING CHILDCARE/ PRESCHOOL FEES

Fees are set and approved yearly by Governing Council at the Annual General Meeting.

2019 PRESCHOOL FEES:

Full time (15 hours per week) - \$95.00 per term

3 year old and Children in Care program (12 hours per week) \$75 per term

Families have the option of paying 4 terms upfront. Preschool children are encouraged to attend all sessions regularly as preschool staffing is based on attendance data.

Child care fees will be charged in the event of late collection from preschool.

2019 CHILD CARE FEES & SESSIONS:

In fairness to staff and other children, it is an expectation that children arrive at the centre dressed and having had breakfast.

Morning	8.00am – 1.00pm	\$46.00 per session
Afternoon	1.00pm – 6.00pm	\$46.00 per session
Full Day	8.00am – 6.00pm	\$92.00 per session
After School/preschool Care	3:15pm – 6:00pm	\$27.00 per session
Before School/Preschool Care	8.00am – 8.40am	\$ 6.50 per session

PAYMENT OF CHILDCARE AND PRESCHOOL FEES

For preschool families accounts will be placed in children's pockets and childcare families accounts will be emailed. All Preschool / Child Care fees are to be counted and receipted by a staff member in the presence of the payer. The employee will then place the money in a locked container. All payments are receipted. Fees may also be paid by online bank transfer, using the details below:

CHILD CARE:

BSB: 105016

Account No. 037020740

Account Name: Jamestown Community Children's Centre

(Use your full name as the reference)

PRESCHOOL:

BSB: 105016

Account No. 034126540

Account Name: Jamestown Preschool

(Use your full name as the reference)

Child Care fees are charged weekly in arrears. Accounts will be e-mailed weekly.

Preschool fees are charged per term although we accept full-year payments in advance. Fee envelopes are placed in preschool children's pockets at the beginning of each term. Prompt payment is requested and reminders are sent if no payment has been received before week 6 of each term.

NON-PAYMENT OF CHILDCARE FEES

Child Care accounts are to be paid weekly. Unpaid accounts will be dealt with using the following procedure:

START DATE	Account emailed
1 WEEK FROM START DATE	Reminder included with the next account requesting full payment within a week.
2 WEEKS FROM START DATE	<ul style="list-style-type: none"> Email sent advising that care will be terminated if full payment is not received within a week. Family contacted to discuss unpaid account and offer payment plan. <u>THE PAYMENT PLAN WILL BE SIGNED BY BOTH THE FAMILY AND THE CENTRE DIRECTOR AND WILL INCLUDE A WRITTEN SCHEDULE OF INSTALMENTS WHICH COVER ONGOING CARE CHARGES IN FULL AND CLEAR THE OUTSTANDING AMOUNT OVER AN AGREED PERIOD OF TIME. FAILURE TO COMPLY WITH THE PAYMENT PLAN WILL RESULT IN IMMEDIATE TERMINATION OF CARE.</u>
3 WEEKS FROM START DATE	Care will be terminated if no acceptable payment plan has been signed. The terminated care place/s will become vacant (i.e. will not be held pending payment). Care cannot be resumed until the account is paid in full.
4 WEEKS FROM START DATE	If no payment is received within a week of care being terminated, legal action may be taken to recover fees payable in excess of any bond payment.

NB: Parents wishing to pay fees less frequently are asked to keep their accounts in credit. The above procedure will apply if the account falls into debit.

CHILD CARE BOOKINGS

1. BOOKING TYPES

PERMANENT BOOKINGS

Permanent bookings are regular bookings. In the case of permanent bookings, the place cannot be given to another child unless fees are not paid. Permanent bookings attract a holding fee of 50% for absences (see below).

CASUAL BOOKINGS

Casual Bookings are irregular bookings for particular dates and are offered only when a place is available (i.e. not currently held by a permanent booking).

PERMANENT BOOKING CONDITIONS APPLY TO ALL REGULAR BOOKING PATTERNS, INCLUDING FORTNIGHTLY BOOKINGS AND TERM TIME ONLY BOOKINGS. THESE BOOKINGS ARE NOT OFFERED ON A CASUAL BASIS.

A casual booking may be cancelled by the centre if someone makes a permanent booking for the place. The Centre will give the holder of a casual place two weeks' written notice that their booking has been cancelled to allow families time to make alternative arrangements.

2. BOND

Permanent bookings attract a bond payable upon enrolment. The bond amount is equivalent to two weeks' fee without the CCS reduction. The bond amount will be refunded, after outstanding amounts are paid, when care ceases. Casual bookings do not attract a bond payment but if full payment is not received within a week of the account being issued, no further care can be booked.

3. CHILD CARE SUBSITY

Most families are eligible for the Child Care Subsidy (CCS) which reduces out of pocket expenses for child care at a rate based on family income. Information is available from the Office and from Centrelink.

Full Childcare fees will be charged until a Notice of Assessment is received from the Family Assistance Office (Centrelink) with customer reference numbers (CRNs) for you and your child. CCS will be backdated to the first day of entitlement and the account will be adjusted.

Children must be signed in on the iPad's by parent/ guardian on arrival and departure to claim CCS.

All children's CRNs must be supplied to the Centre.

4. NOTIFICATION OF CANCELLATIONS, CHANGES TO BOOKINGS OR ABSENCES

Written notice must be given for all changes, additional bookings, absences and cancellations.

- i. Cancellations
Two weeks' written notice is required for cancellations of permanent bookings (i.e. fees will be charged for two weeks following receipt of written notice of a cancellation). 24 hours' notice is required for cancellations of casual bookings (i.e. the fee will be charged if the centre has not been notified 24 hours prior to the booking time).
- ii. Changes to bookings
7 days' written notice is required to change your booking to a different day. Changes are subject to availability.
- iii. Absences
Fees will be charged for all bookings (casual or permanent), regardless of a child's absence due to sickness or any other reason, as staff are strictly rostered according to bookings. A reduced rate (50% holding fee) applies. No fees are charged and no absences are recorded when the Centre is closed during the Christmas/New Year break. We appreciate notice if absences are for an extended period of time.
- iv. Public Holidays
The full fee is charged for all public holidays that coincide with care bookings as the centre is required to pay staff wages on public holidays. Families are invited to swap their booking for another day within the same week (subject to availability) when a Public Holiday coincides with their booking.

Notice is not required for After School/After Preschool Care during school holidays.

I. CCS for Absences

CCS is paid for up to 42 *absence days* for each child per financial year. Full fees will apply after 42 absences have been used. CCS is also payable for any amount of absences providing they are taken for the following specified reasons and supporting documentation is provided.

- Illness: where a child, parent or sibling is ill (medical certificate required)
- Rostered days off (written statement from employer required)
- School closure/pupil-free days
- School Holidays
- Period of local emergency
- Court order: where a child is absent under a court order
- Attendance at school or preschool
- Non-immunisation: where a child is excluded from care by the parent or centre's policy due to an outbreak of an infectious disease against which the child is not immunised

For a child to be eligible for Child Care Subsidy and other family payments they must:

- be immunised in accordance with the National Immunisation Program schedule or
- be on a recognised catch-up schedule according to the current Australian Immunisation Handbook or
- have a valid immunisation exemption recorded on the Australian Immunisation Register.

5. LATE PICK UP FEE

A late pick up fee of \$10 per ten minutes or part thereof, will be charged when a child is not collected before the end of the booked session (i.e. 1:00pm / 6:00pm). This fee is charged to meet the overtime costs / extra staff required to meet licensing standards when numbers exceed planned bookings.

6. AFTER SCHOOL CARE

After School Care (3:15pm – 6:00pm) is available from Monday to Friday during school terms for students aged 5 to 12 years. Families are to make arrangements to get their child to the Jamestown Community Children's Centre.

Duty of care for childcare workers is:

- 1 - When the child arrives
- 2 - If a child who has an After School Care booking does not arrive, staff will contact first the school and then the parent/guardian to notify them of the situation. If a parent/guardian or emergency collection authority cannot be contacted, the police will be notified.

7. BEFORE SCHOOL CARE

Before school care (8:00am – 8:40am) is available from Monday to Friday during school terms for students aged 4 to 12 years. At 8:40am JCCC staff will walk children to the yard duty teachers at JCS / St James' at which time duty of care is transferred to JCS / St James' staff.

8. BEFORE AND AFTER KINDY CARE

Kindy children are offered Before Kindy Care from 8.00-8.30pm and After Kindy Care from 3.10-6.00pm at school age care rates.

Policy Created: Term 1 2015

Review: Term 1 2020

Redeveloped- Term 1 2019

Approval Signatures

Governing Council Chairperson

Date

Director

Date