Yankalilla Community Children’s Centre

Fee Policy

Yankalilla Community Children’s Centre is a non-profit, government subsidized centre. Preschool and Childcare fees are reviewed as required to meet the costs of the centre. Accounts are issued via children’s message pockets or by email.

**Preschool Fees**
Pre-Entry
$20.00 for pre-entry program (up to four half day visits during the term prior to commencing preschool)

Preschool
$125.00 per term - $50.00 credit for participation on our parent roster
A preschool account is issued by week 1 of each term and is payable in 28 days.

**Child Care Fees**
(Effective 9/3/15)

$20.00 enrolment fee

<table>
<thead>
<tr>
<th>Permanent Booking Fees</th>
<th>Casual Booking Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$70.00 full day</td>
<td>$73.00 full day</td>
</tr>
<tr>
<td>$40.00 morning session</td>
<td>$42.00 morning session</td>
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<tr>
<td>$37.00 afternoon session</td>
<td>$40.00 afternoon session</td>
</tr>
<tr>
<td>$15.00 Before Kindy Care</td>
<td>$15.00 Before Kindy Care</td>
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<tr>
<td>$12.00 per hour</td>
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Child Care benefit is available to help most families with the cost of child-care. Families must ring Centrelink to register for childcare benefit prior to their child commencing childcare.

Fees: Payment of fees will be one week in arrears. Accounts will be issued as soon as they have been finalized by the CCMS system. Accounts will be issued via your child’s message pocket or email and must be paid in full by the following Monday.

Sick Days: Full fees apply for sick days.

Cancellations: Full fees apply for cancelled bookings unless one week’s notice of cancellation is provided. (i.e. Cancel on a Tuesday for the following Tuesday or later otherwise full fees apply.)

Holidays: Full fees apply for absence due to holidays unless one week’s notice is provided. Please note that Commonwealth Childcare Benefit will not apply after more than 5 weeks absence per year, in which case full fees will apply.

Children of Staff: Staff will be charged at permanent rates for their child/ren’s childcare bookings. Staff will not be charged for childcare if they need to cancel their childcare booking due to their shift being cancelled.

Late Fees: A late pick up fee of $1.00 per minute will be imposed for children collected more than 5 minutes late at the end of a session (1pm or 6pm)
One verbal warning will be given prior to a late fee being imposed.

Public Holidays: Childcare fees will not be charged
Catastrophic Fire Danger Days: Childcare fees will not be charged when the centre is forced to close due to the declaration of a catastrophic fire danger day in the Mount Lofty Fire Ban District.

Exclusion Due to Immunisation Status: Full fees will be charged for children who are excluded due to their immunisation status. Childcare rebates still apply.

Payment: Advise the Director or Admin Officer if you have difficulties in paying fees.
UNPAID FEES
• Account outstanding after 14 days - past due stamp
• Account outstanding after 21 days - phone call by Admin Officer or if unable to contact letter sent. See attachment 1.
• If no money, payment plan or contact is received by the centre by 3pm Thursday of the same week all future child care bookings will be cancelled as of the following Monday until the outstanding account paid in full. See attachment 2.
• The admin officer will make every attempt to contact parents by phone or in person before care is cancelled.
• If parents bring children to the centre after care has been cancelled they will be informed that their child/children is not on the childcare list and parents will need to speak to the Director or admin officer.
• Staff will be notified by placing bad debtors name on the “No More Bookings” list in the bookings book.
• No further bookings taken until outstanding account paid in full. Promises to pay outstanding account on the future booking day will not be accepted.
• Accounts outstanding after 60 days will be sent to the debt collector and may incur additional fees.

FEE POLICY REMINDER
• Parents sign fee agreement on enrolment
• Fee policy reminders in Centre newsletter every six months

OVERDUE ACCOUNT – PAYMENT PLAN

• Written with Director or Admin Officer
• Regular payments must cover existing weekly bookings plus portion of outstanding fees
• Any default on agreed payment plan will result in immediate cancellation of future childcare bookings.

CHILDREN’S PHOTO’S
Each year a professional photographer is engaged to take an individual and a group photo of all children attending the centre on a given day. Parents will only be able to purchase these photo’s if they have no outstanding childcare and/or preschool fees.

Source: Yankalilla Community Children’s Centre Governing Council

Adopted: October 2002         Last Reviewed: February 2015         To be reviewed: February 2016