

 SOUTH KINGSVILLE COMMUNITY CENTRE	Title: CHILDCARE FEE POLICY	
	Version: Nov2018	Adopted: Board of Management 15 Oct 2018

Background

South Kingsville Community Centre (SKCC) is a not-for-profit organisation that offers Childcare services to community members, SKCC class participants and SKCC volunteers.

SKCC aims to provide a quality childcare program at an affordable cost. However, this service cannot be offered free of charge, because the Board of Management has a legal responsibility to ensure that this centre is financially viable and cost efficient.

All parents/guardians are notified of Childcare costs, invoicing and payment procedures; including the option of developing a payment plan to cope with financial difficulties.

SKCC expects **prompt payment** of all fees to ensure the Childcare budget operates efficiently.

Definitions

Exclusion Illness:

Health Vic has produced a list of illnesses they regard as exclusion illnesses. This list, which included the periods of exclusions required for the given illness, is displayed in the Childcare Service or can be found at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Any child with one of these illnesses must not attend the centre as per the guidelines.

Extended Period:

An extended period is defined as more than weeks.

Session:

The three-hour period that the Childcare service is available. A session is either 9.00am to 12.00pm or 1.00pm to 4.00pm. Sessions are available Monday to Friday.

Determining Fees

- The SKCC Board of Management determines fees, after having carefully considered any Government funding/grants available.
- The Board of Management has discretion in considering any “unusual” requests.
- While we will try to avoid and fee increases throughout the year, the Board of Management reserves the right to alter fees at any time.

Payment of Fees

At SKCC office	Cash, credit card or EFTPOS
By electronic transfer	Details to pay invoices by electronic transfer are included on the invoice or are available from the SKCC
By telephone	Telephone 9399 3000 with credit card details

Please note that childcare educators are not responsible for dealing with money/fees under any circumstances.

All fees will be promptly receipted.

CHILDCARE FEE POLICY

Variations to Fees Schedule

Variation	Fees payable
Families with more than one child in the same session	Discount offered. Refer to Fees Policy.
Concession Rates	Concession rates are available to families with current Health Care Cards that are applicable to the child. For entitlement the current Health Care Card must be presented with the enrolment form.
Casual use	Regular session fees must be up to date prior to attendance. Casual attendance fees paid to office prior to attending the session. Receipt must be shown to childcare staff for attendance.
Withdrawal of a child from Childcare Service	All outstanding fees must be paid. Notification of two (2) weeks is required, or the equivalent fees will be charged. Notification is required in writing and the date of notification will commence from the date SKCC receive the notification, not from the date it is written.
Child fills a vacant position part way through term	Fees payable on pro-rata basis.
Family goes on holidays	Full rates are payable.
Families away for extended periods (more than three weeks). Maximum of one term	Full fees are payable. This must be organised prior to the period of absence otherwise places will be forfeited. Places can be held for maximum of one term. SKCC has the right to temporarily fill these places on a casual basis.
Families away for more than the maximum of one term	SKCC is unable to hold places for longer than the maximum period of one term. Under extenuating circumstances, the Team Leader will consider written application. One month's notice is required as a minimum.
Child unable to attend due to illness	Normal fees apply.
Child unable to attend due to an exclusion illness	Normal fees apply.
Extended absence due to ill health	Where a child is absent due to ill health for an extended period of time (more than 3 weeks continuously) we could negotiate some special arrangements. Providing we can fill the vacancy temporarily, the family could be refunded the cost of these sessions. This arrangement needs the approval of the Team Leader.
Hardship and other reasons for discounting fees or waiving certain payments	The Board of Management has the discretion in considering any issues of hardship. For confidentiality reasons, SKCC will not discuss individual circumstances with other parties.
Confirmation of allocated place	Payment must be made PRIOR to any place being confirmed for any child. This payment is not an extra charge and will be subtracted from the fees.
<i>Changes to session</i>	Due to extensive administration an administration fee of \$25.00 applies. Changes include reduction in sessions, changing sessions from AM / PM, changing days.

Issuing Invoices and Payment Options:

- Invoices are issued prior to the start of each term. There are four Terms per year as per the Public School system.
- Fees must be paid in full at least two weeks prior to the start of the Term, except where a prior-arranged payment plan exists.

Families commencing after due date for payment of fees

Families who commence after the payment of fees are due must pay the total fees prior to commencing.