

FINANCE POLICY Version 1.17

Keithcot Farm Children's Centre Governing Council and Keithcot Farm Children's Centre Childcare Inc., Governing Council set the Preschool Contribution and the Long Day Care fees.

When the Governing Councils set a fee increase, a minimum two month's written notice will be provided to families via the Centre newsletter.

PRESCHOOL CONTRIBUTIONS

Keithcot Farm Children's Centre is a not-for-profit organisation and relies on the contributions paid by families to maintain operation.

- Invoices to families will include a Fundraising / Building Maintenance levy in conjunction with the Preschool Contribution
- Families will receive termly invoices on the first day of each term via their child's pigeonhole.
- Full payment via a Credit / Debit card (EFTPOS) or via Electronic Funds Transfer by the due date specified on the invoice.

Preschool Contributions are charged regardless of actual attendance hours.

BETWEEN SESSION CARE, BEFORE AND AFTER PRESCHOOL CARE, LUNCH AND AFTERNOON

- Between Session Care, Before and After Preschool Care, Lunch and Afternoon will be charged regardless of attendance (ie sickness or family holiday, but not for Public Holidays, Preschool Closure Days and School Holidays.
- If a family requires care during Preschool holidays, they will be charged at the LDC daily fee.

CHILDCARE FEES

Keithcot Farm Children's Centre Childcare Inc., offers a range of programs that are eligible for Child Care Subsidy (CCS). Upon approval by the Keithcot Farm Children's Centre Childcare Inc. Governing Council, these programs operate for 49 weeks of the year with a 3-week closure near the end of the calendar year, with dates to be advised.

Long Day Care	7.00 am – 6.00 pm
Before Preschool Care (in school terms only)	7.00 am – 8.30 am
Lunch & Afternoon (in conjunction with Preschool) (in school terms only)	11.30 am – 6.00 pm
After Preschool Care (in school terms only)	3.15 pm – 6.00 pm
Between Session care (in school terms only)	11.30 am – 12.15 pm

- Fees are charged for each session of care regardless of actual attendance hours. This includes all absences (due to illness and holidays).
- ABSENCES – Families are requested to contact the Centre when their child is unable to attend.
- No fees are charged during the 3 week Centre closure, however if a session of care falls on a Public Holiday during the 49 weeks of service, families are required to pay normal fees.
- Families may be eligible for CCS and are required to register for CCS through their MyGov online account linked to Centrelink. The following details are required by the Centre for processing:
 - Claiming parent Customer Reference Number and Date of Birth
 - Child's Customer Reference Number and Date of Birth
- CCS is paid directly to the Centre and this is used as a fee reduction.
- Families are required to pay the difference between the fee charged and the subsidy amount – the 'gap'.
- Prior to CCS being paid, the claiming parent must confirm the enrolment is accurate. This can be done via the individual's MyGov online account linked to Centrelink or via the Express Centrelink Plus mobile App. Failure to do so may result in full fees being charged.
- Any disputes with regard to CCS payments are the responsibility of the family to follow up with Services Australia (Centrelink)

- Fees are paid weekly in arrears, via a Direct Debit system. Families are issued with a Direct Debit Request Form which **must be completed, signed and returned prior to a child's commencement.**
- It is the parent's responsibility to ascertain their entitlement to CCS regarding their child's absences via <https://www.sericesaustralia.gov.au>
- Invoices including a Statement of Entitlement will be emailed on a weekly basis. It is a parent's responsibility to ensure that all details are correct and to notify the Centre of any discrepancies.
- All fees owed to Keithcot Farm Children's Centre Childcare Inc. must be paid upon withdrawal of the child.

The Children's Centre reserves the right to cancel a child /ren's booking when a Direct Debit is continually rejected, and the account is subsequently in arrears.

A late fee will apply when children are not collected at closing time. The Centre is not licenced or insured to have children attending after hours as this is a breach of the Education and Care Regulations.

A fee of \$5.00 per minute will be incurred by the family.

TERMINATION OF ENROLMENT – Families are required to provide two weeks written notice of their intention to withdraw their child from any childcare program.

Families are required to sign the Finance Policy and a copy will be provided to them.

Iunderstand and accept the Keithcot Farm Children's Centre Finance Policy.

Signed.....Date.....

CREATED: November 2007

REVIEWED: November 2008, March 2009, January 2010, January 2011, January 2012, January 2013, January 2014, October 2014, January 2015, January 2016, January 2017, January 2018, January 2019, September 2020, June 2021, September 2021, September 2022, September 2023

TO BE REVIEWED: September 2024

SOURCED: Mercantile Collection Services
 Spike Business Systems (Version 3, 2008)
 DECS – Licensing and Standards Unit
 Network SA
 DECD Preschool Fee Policy 2012
 Childcare Centre Desktop 2020