



FINANCE POLICY

FINANCE POLICY Version 1.17

General Fees

At our Centre, we recognise the critical role that quality early education and care play in fostering children's development and social skills while also supporting the workforce participation of parents and carers. We are dedicated to providing high-quality education at a fee structure that remains accessible and affordable for all families. Our commitment extends to ensuring that families have a clear understanding of our fee schedule and payment procedures, which are essential for securing a place for their child in our program. We also pledge to uphold financial integrity and strictly adhere to all legislative requirements related to the Child Care Subsidy.

Child Care Subsidy (CCS)

CHILDCARE IN CONJUNCTION WITH PRESCHOOL **(SCHOOL TERM ONLY not including Public Holidays and/or Preschool Closure Days)**

7.00am to 8.15am	Before Preschool Care
3.45pm to 6.00 pm	After Preschool Care

DAILY FEE

7.00am to 6.00pm (11 hours)
8.00am to 5.00pm (9 hours)
8.15am to 3.45pm (7.5hours)

Attendance and Fees

- Full session fees apply regardless of actual attendance hours. This includes absences due to illness and holidays.
- Daily fees are charged on Public Holidays but not if the Centre is closed or directed to close due to local emergencies (e.g., bushfire, flood, pandemic).

Child Care Subsidy (CCS)

- CCS is paid directly to the Service and used to reduce your fees.
- Families must pay the "Gap Fee," which is the difference between the charged fee and the CCS amount.

Payment Process

- Fees are to be paid weekly via direct debit.
- A discretionary dishonour fee may be applied for recurring rejected direct debit transactions.

Absences and Additional Fees

- Under the CCS system, families are allowed 42 absences per child, per financial year. Additional absence days may be granted in certain circumstances.
- A discretionary early/late fee will be charged for children dropped off early or not collected within their session time.

Additional Child Care Subsidy (ACCS)

- ACCS provides extra financial support for early education and care. Four payments are available: Child Wellbeing, Grandparents, Temporary Financial Hardship, and Transition to Work. For more details, please visit Services Australia

Governing Council Responsibilities

The Preschool Contribution and Childcare - Long Day Care fees are set by the Keithcot Farm Children's Centre Governing Council and the Keithcot Farm Children's Centre Childcare Inc. Management Committee.

Centre Responsibilities

- Families will receive a minimum of one months' written notice via ClassDojo when a fee increase is approved.
- Families will be provided with a current Fee Payment Schedule.

Preschool Fees

- Preschool families will receive termly invoices on the first day of each term through their child's pigeonhole.
- Payments must be made via EFT or EFTPOS by the due date.
- Preschool Contributions are charged regardless of actual attendance hours.

Childcare Fees

Understanding and Managing Child Care Subsidy (CCS)

- Parents are responsible for determining their eligibility for CCS.
- Families may be eligible for CCS and need to register through their MyGov online account linked to Centrelink.
- The Centre requires the following details for processing:
 - Claiming parent's Customer Reference Number (CRN) and Date of Birth
 - Child's Customer Reference Number (CRN) and Date of Birth

Fee Payment Responsibilities

- Ensure a completed and signed Direct Debit Request Form is submitted before your child's commencement.
- Families must pay the gap fee, which is the difference between the charged fee and the subsidy amount, using electronic means or EFT.
- Fees are to be paid weekly (charged in arrears).
- Regularly check tax invoices to ensure correct details are submitted.
- All fees owed to Keithcot Farm Children's Centre Childcare Inc. must be paid upon withdrawal of the child.

Keeping CCS Information Updated

- Notify Centrelink of any changes affecting CCS entitlement, such as changes in family income, activity levels, relationship status, or other circumstances.
- Confirm your child's enrolment through your MyGov account.
- Any disputes regarding CCS payments must be resolved by the family with Services Australia (Centrelink).

Additional Fee Information

- Preschool families using Childcare during school holidays will be charged a "daily" rate.
- Families must inform the Centre if their child will be absent.
- Provide two weeks' written notice if withdrawing your child from any childcare program.
- Sign the Finance Policy; a copy will be provided to you.
- If experiencing financial difficulties, families may arrange a suitable payment plan with authorisation. The repayment plan will provide information as to the duration and amount of the repayments as well as steps that will be taken if the repayment plan is not adhered to.
- Families will be required to enter into a repayment plan if the account is in arrears.
- A child's position may be terminated if the account remains in continuous arrears and/or if there is a breach in the repayment plan. A reminder notification will be sent prior to this occurring.

I understand 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, September 2024

TO BE REVIEWED: September 2025

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



Government of South Australia
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