**Happy Little Butterfly**

**Early Learning Centre**

# Fees Policy

**Aim**

For parents to pay their child care fees on time as agreed upon at enrolment and to assist staff in developing strategies with families in the development of payment plans.

**Legislative Requirements**

A New Tax System (Family Assistance) Act 1999

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2017

National Quality Standards 2017

Child Care Service Handbook 2017-2018

**Who is affected by this policy?**

#### Parents

Management

**Implementation**

Fees are charged for each enrolled day including public holidays that don’t’ fall in the 2 week period at the end of the year in which the service is closed. Fees must be paid according to the Education and Care Service’s payment options of **Happy Little** **Butterfly Early Learning Centre** payment methods

Fees must be paid in the morning of the first day of your child’s attendance for the week.

Fees are required to be kept 1 weeks in advance at all times

Fees can be paid weekly or fortnightly in advance by cash, cheque, direct deposit.

Fees are payable in advance for every day of your child’s enrolment including pupil free days, sick days and parent holidays. This excludes the weeks over Christmas when the service is closed.

The Child Care Subsidy (CCS) is available from the Federal Government to help with costs for approved and registered early childhood education and care. To receive CCS, families must use approved or registered care, be responsible for paying the child care fees, and have immunised their child (or be exempt from the requirements for medical reasons). Parents must contact the Department of Human Services to register for Child Care Subsidy

A receipt will be issued for all fees paid which will include the child’s full name, date of payment, amount, etc.

If the incorrect amount is paid, change will not be given, but will be credited to the families account.

(2) weeks written notice must be given otherwise 2 WEEKS FEES will be accounted to you.

Childcare subsidy can be paid in some situations if you are charged for child care when your child is absent. Child Care Subsidy is paid for up to 42 absences for each child per financial year. These absences can be taken at any time for any reason without explanation, however, going over those 42 absences may result in account holders paying full fees to the service. Additional Child Care Benefit may be paid over the 42 days absences in extenuating circumstances.

## Overdue Fees

Step one: Any parent who is one week or more in arrears will receive a ***FRIENDLY FEE REMINDER*** of their outstanding balance and reminder will be made official by letter or email informing parents that they must be up to date within 7 days. If account holder is unable to meet this deadline, they should inform administrative staff who will assist the family in making a payment plan.

Step two: If parents have failed to make payment arrangements or meet the deadline given. The childcare may be suspended all together, or certain days of care may be suspended at the discretion of management until a payment has been received. A second reminder will also be sent advising the amount outstanding and the final date of payment

Step three: A failure to make a payment by the deadline will result in the offer of childcare being withdrawn effective immediately, and this information will be sent to the account holder by mail or email. After 14 days with no payment, the outstanding account will be handed to a debt recovery organization for finalization. The account holder will be responsible for any costs uncured in recovering the outstanding amounts.

**HAPPY LITTLE BUTTERFLY EARLY LEARNING CENTRE FULL FEES PER DAY PER CHILD IS AS FOLLOWS:**

* **Butterflies Room $89.00 per day**
* **Cocoons Room $89.00 per day**
* **Caterpillars Room $98.00 per day**
* **Before school care $20.00 per day**

**Late Fees:**

Should a child remain at the service after 6pm, parents will be contacted and informed that they will be charged a late fee of $20 for each 10-minute interval that they are late and that this fee must be paid at pick up by either cash or electronic transfer.

**Originated: January 2020 Next Review: January 2021**