

	ALPINE CHILDREN'S SERVICES INC	Origin Date: Feb 04 Last Review: Mar 08 Review Date: Feb '10
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POLICY NAME	FEES
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REGULATORY:	Alpine Children's Services Committee of Management
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SOURCES & REFERENCES:	Childcare Services Handbook, DEEWR Handbook 2008
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POLICY

Alpine Children's Services expects to be remunerated for all childcare services that it offers to families. It is registered to access Childcare Benefits on behalf on its clients and works with families to provide effective account systems.

OBJECTIVES/PRINCIPLES:

1. Full fees are charged for each day that the Centre is in operation unless the child's position is permanently terminated. Public holidays do not incur fees.
2. Children are allowed to have 42 absences per financial year (excluding absences where a medical certificate was supplied). In the case that a child is absent more than 42 times the full fee will be charged i.e. no Child Care Benefits will be applied (unless a medical certificate is supplied).
3. An administration fee applies to all casual bookings- \$2 per full day/ respite, \$1 per half day.
4. Accounts will be issued on a fortnightly basis. Payments are receipted on the accounts.
5. Fees must be paid on a weekly or fortnightly basis and can be paid by cheque, on-line transfer of funds, ezidebit or cash.
6. Families may be charged a bond when they commence care, of the equivalent of two weeks bookings or \$100, whichever is the least.
7. Fees will be reviewed at least once each year in June. The ACS Committee of Management must ratify all increases. Families will be given a minimum of one week's notice of any increases.
8. It is the responsibility of parents having difficulty meeting payments to contact the Manager or Administration Officer to work out a resolution which includes weekly payment of current care plus part payment of the debt. Failure to meet the agreed resolution will result in termination of childcare services.

OUTSTANDING FEES

A lapse in payment of 2 weeks is considered to be an outstanding fee.

Procedure for outstanding fees.

- An outstanding account notice will be sent to the parent or guardian.
- In the event of the account not being paid within seven days, a final notice will be sent to the family and care discontinued.
- It is up to the discretion of the Manager/ Administration Officer to assist the parent or guardian in establishing a reasonable weekly payment arrangement.
- If a payment is not forthcoming action will be taken to recover the debt.

CHILDCARE BENEFIT (FEE RELIEF)

Childcare Benefits are available to most families to reduce the amount of childcare that they pay. The Family Assistance Office assesses the annual income of each family and advises the service of the percentage of Childcare Benefit that each family is entitled to. Families are billed for the difference between the full fee and the Childcare Benefit subsidy.