

July 2018-June 2019

Fee Policy

Position Statement

Young Adventurers Early Childhood Education Services fees are payable two weeks in advance at all times.

Our preferred method of fee payment is via Direct Debit utilising a third party Debit Debit system nominated by our Service. Alternatively our Service is approved through Centrelink to offer Centrepay Direct Debit arrangements to families upon request. The Direct Debit or Centrepay form must be returned to our service prior to your child's enrolment start date.

Payments will be scheduled to occur on a fortnightly basis preferably on a Friday. Please note weekly or monthly payment options are available upon request. It is the parents /guardians responsibility to ensure there is enough money in their account to cover these charges on this day. Two subsequent declined payments may result in your placement being cancelled until arrangements are made to recover your due fees.

A direct debit set-up fee and subsequent charge per transaction apply however our service will cover these costs and families will not be charged either of these transaction fees.

If a debit is returned by your Financial Institution as unpaid you will be responsible for any Direct Debit or Centrepay fees and charges (currently up to \$14.95 for each unsuccessful debit), in addition to any Financial Institution charges and collection fees (including, but not limited to, any fees of solicitors and collection agents appointed by the Direct Debit agency or Centrepay); the direct debit service may attempt to re-process any unsuccessful payments as advised by our Service and/or add such unsuccessful payment to any future payments.

A change of details form can be collected from our office if you need to change your personal details or account details. This must be received the day prior to your next due direct debit transaction.

Two weeks notice in writing must be given to alter or cancel your bookings. If this is not adhered to normal fees will be charged for the period.

As part of the Federal Government's Child Care Reforms one new Child Care Subsidy payment will be introduced from the 2nd July 2018 taking affect across Australia. These changes will affect the amount of subsidy that families receive towards the cost of child care or Kindergarten.

Child Care Subsidy is available to eligible families including Kindergarten families choosing Option 1,2 or 5 and is taken directly off your Kinder fees. Please contact Centrelink to check your eligibility prior to enrolment. Child Care Subsidy amounts are decided by Centrelink not Young Adventurers Early Childhood Education Services. Child Care Subsidy amounts are forwarded directly to the Service in arrears after a child's attendance.

Families who are registered for Child Care Subsidy will be required to complete a Complying Written Arrangement (CWA) form for all bookings or permanent changes in bookings with the service and will be required to confirm their booking with Centrelink through the MyGov

app or directly with Centrelink before a placement can commence. This is a requirement under the new Child Care Subsidy system.

Your child's booked days cannot be swapped for staffing and placement reasons however if additional days become available they may be offered to families upon request in which case the additional fee will be added to your next direct debit transaction.

Our Service requires payment from families two weeks in advance and is based on a Child Care Subsidy estimate only. Any failure by Centrelink to forward Child Care Subsidy amounts to the Service due to a parents/guardians eligibility including the amount of child care subsidy paid to the Service will result in the parent/guardian being billed for this outstanding amount.

The kindergarten program will only be offered during school terms. Families choosing Option 1 or 5 who require care during school holidays can retain their usual booking and will be charged the usual fee. Additional days of care may be available during school holidays please check with our Director prior to the holidays. Casual bookings may be available by contacting the Service at any time during opening hours.

It is a requirement of the Kindergarten Funding from the Department of Education and Training that any child enrolled to attend the Kindergarten program must attend for a minimum 15 hours per week and as such a minimum two day booking is required for all Kindergarten enrolments.

Our centre closes annually for a brief period between Christmas Day and New Years Day. Families will not be charged during this closure period. Closure dates are displayed in the centre foyer. If New Years Day falls on a Wednesday or Thursday the Service will not reopen until the following Monday. Please check the Centre closure dates carefully.

Fees are payable for ALL days booked, including any absences due to illness, holidays or public holidays (excluding the Service closure period between Christmas and New Year). Invoices will be emailed every two months or can be sent on request.

If at any stage you have financial difficulties, please speak to the Director as we may be able to provide special assistance or work out a payment plan. If fees lapse by 2 weeks and no special arrangements have been made your child's place will be considered vacant and may be offered to another child.

As we are a private for-profit service families will not be charged a fundraising or duty levy and will not be required to participate in working bees. Excursions or extra-curricular activities organised by the service will be paid for by the service. Families are still welcome to attend at any time during the day to spend time with their child whilst at our Service.

Current Fees or subsequent year's Fees will be reviewed in November each year. Families will be given one month's notice of any changes to the current fee schedule. Enquiries regarding fees can be made to the owner/Approved Provider: Marg Hartshorn on 50329729.

Young Adventurers Fees valid from 2nd July 2018

Child Care daily rate	\$115 per day
Child Care daily rate for second or subsequent child	\$110 per day
Child Care Holiday Discount Fee - 2 weeks notice required per day off full fee	\$10 per child discount
Casual booking \$115 per day (multiple child discount also applies for second or subsequent children for casual bookings).	

Late collection fee - \$25 per child plus \$1 per child per minute.

Our Service operates a Funded Kindergarten Program through the Department of Education & Training. Childcare is available before & after the Kinder session – a fee applies see Young Adventurers Fee Schedule 2018-2019.

All meals are provided & included in your fees. This includes children accessing the Kindergarten program. Nappies are also provided & included in your fees if required.

Child Care Holiday Discount

A child care holiday discount of \$10 off your full fee per day per child will apply for families who give **two weeks notice** of holiday absences. A folder is available in the foyer to record your upcoming absences or you may contact the Service directly. The holiday discount fee is not applicable to children enrolled in the Kindergarten program Option 1 or 2 as they already receive a discounted daily rate. The discount fee may need to be backdated and credited to the account following the absence period as we bill in advance.

Sibling Discount

From the 2nd July 2018 a sibling discount of \$5 per additional child per day off the full fee will apply for second or subsequent children from the same family.

Late Collection Fees

It is a legal requirement that children must be collected from our service by 6pm and that no children are to remain on the premises after 6pm.

A late fee of \$25.00 per child will apply after 6pm with an additional \$1 per child per minute charged. If you are going to be late for any reason, please contact the educators at our Centre prior to 6pm.

If your child is not collected by 6.15pm and no contact has been made between the parent or one of your nominated emergency contacts Police will be notified.

Our operating permit and insurance is valid between the hours of 8am to 6pm and cannot be extended for any period outside of these hours.

Please allow enough time to arrive, greet your child and staff, exchange information about your child's day and sign your child out therefore leaving the premises by 6pm. Failure to pick up your child by 6pm may result in instant termination of your enrolment with the two week notice period waived.