

Parent/Guardian Enrolment Fees Policy

Aim

For parents to understand fees as accrued for the service of providing childcare, and advise parents regarding the payment of childcare fees. Majura Park Childcare Centre Pty Ltd will always advise parents/guardians of any changes regarding fees with more than 14 days' notice. Fee increases generally occur at the start of each calendar year, and end of each financial year.

Implementation

The following outlines the how fees can be paid. Fees must be paid on the first morning your child attends the centre for the week.

- Upon enrolment, families must pay a security/holding deposit of **two week's full fees**. This security/holding deposit is returned to you when your child finishes care.
- Fees must be always be paid **two weeks in advance**.
- Fees are always paid fortnightly in advance by Direct Deposit (Ezi-Debit).
- If there are insufficient clear funds in a parents account to meet direct debit payments then any charges occurring are the responsibility of the parent/guardian.
- Fees are payable in advance for every day that the child is enrolled at the centre, including public holidays.
- Fees are payable for sick days and family holidays but exclude some periods when the centre is closed (i.e: staff training days, or the two-week stand-down at Christmas).
- A Qikkids statement will be issued for all fees. This will include the child/children's full name/s, date of care, date of payment, amount, etc.
- The Centre's **Enrolment policy** requires two weeks written notice must be given otherwise **2 WEEKS FEES** will be billed to the parent/guardian.

Overdue Fees

Any family who is one or more weeks late with their fees will received an e-mailed **Friendly Fee Reminder**. Families can make appointments to speak with the Administration Manager regarding payments if there is a problem with the payment of overdue fees. Unless a flexible arrangement is in place, late fees of **\$2.00 a day** will apply to any overdue fees.

Termination of childcare

Majura Park Childcare reserves the right to immediately cancel providing childcare for any family that is more than two weeks late paying fees without explanation. In this case the holding deposit will not be returned and will be used to assist meeting the amount required for previous care provided.

Legislative Requirements

- Education and Care Services National Law and Regulations (ACT) 2011
- A New Tax System (Family Assistance) Act 1999

Who is affected by this policy?

- Parents, Management

Sources and further reading:

- Majura Park Childcare Centre – Parent Handbook, Enrolment Form, Enrolment Checklist.
- Managing a Child Care Service – a hands-on guide for managers

Review: This policy will be reviewed annually. The review will be conducted by:

- Management and Employees
- Interested Parties (including Families, ACT Children's Education and Care Assurance, NQF etc)

Reviewed: 20 January 2016
01 January 2017

Date for next review: