

LITTLE LEGENDS

EARLY LEARNING CENTRE

Fees Policy

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| QA7 | 7.3.2 | Administrative systems are established and maintained to ensure the effective operation of the service. |
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Aim

Little Legends Early Learning Centre has the expectation that parents pay their child care fees on time.

Related Policies

Orientation for Children Policy
Privacy and Confidentiality Policy

Related Documents

Little Legends Parent Information Booklet
Little Legends Enrolment Form
Weekly invoices

Who is affected by this policy?

Parents
Management

Implementation

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

- Upon enrolment, families must pay two week's fees in advance (taking into account their projected CCB and CCR government co-payments).
- Fees must be maintained **two weeks in advance**.
- Fees can be paid weekly, fortnightly or monthly in advance by direct deposit, EFTPOS, cash or cheque.

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- Fees are payable for every day that your child is enrolled at the service. This includes gazetted public holidays, sick days and family holidays.
- If the centre is required to be closed because of a local emergency you will only be charged the CCB and CCR amount which would normally be paid to the service (that is, there will be no out-of-pocket fee for those days).
- Child Care Benefit (CCB) is available to all families who are Australian Residents. To find out their eligibility, families must contact the Family Assistance Office.
- Child Care Benefits can be received as:
 - A reduction of fees through the service.
 - A lump sum payment to families at the end of the financial year that the Service is used in.
- Families may also be entitled to a Child Care Rebate (CCR) which cover up to 50% of the gap between the CCB co-payment and the centre's fee. To find out their eligibility, families must contact the Family Assistance Office.

A receipt will be issued for all fees. This will include the child/children's full name/s, date of care, date of payment, amount, etc.

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks written notice is required from the ending/terminating party. If this does not occur, 2 weeks fees will be billed to you.

Overdue Fees

Any family who is one or more weeks behind with their fees will received a **Friendly Fee Reminder**. Families can make appointments to speak with the Approved Provider or Nominated Supervisor regarding payments if there is a need to do so. Continually not paying fees will put your child/ren's place/s in the Service in jeopardy.

Where Little Legends is required to engage professional fee collection agencies Little Legends reserves the right to claim the additional costs of the collection agency, any court costs and a reasonable fee representing the administration of the process.

Dishonoured Cheques

If this happens, we advise that we will be adding the bank's charge(s) to your account.

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Sources

Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.

Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care) Act 2009

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management,
- Employees,
- Family Members
- Interested parties.

Reviewed: September, 2015

Date for next review: September, 2016