



## Fees Policy

<b>AIM</b>
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To enable our service to provide high quality early education and care for children in our community we need to ensure that we remain financially viable. Payment of fees within our trading terms allows us to plan with certainty. We have a commitment to ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to them. Our service will advocate with governing bodies for the right of all children to access early education and care no matter their families financial situation.

This policy aims to provide clear guidelines for:

- Ensuring all families are aware of their responsibility in relation to payment of fees
- Keeping fee increases to a minimum.
- Following all statutory & legislative requirements to ensure our continued access to government funding.
- Providing a fair and manageable system for the management of late fee payments and in assisting families experiencing financial hardship with payment options.
- Maintaining confidentiality in relation to the financial circumstances of parents/guardians.

<b>LEGISLATIVE REQUIREMENTS/SOURCES</b>
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### Regulations

168	Education and care services must have policies and procedures
172	Notification of change to policies and procedures

### National Quality Standards

#### QA7: Governance and Leadership

<b>7.1</b>	<b>Governance</b>	<b>Governance supports the operation of a quality service</b>
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

### Sources:

- Australian Government: Department of Education – Child Care Provider Handbook October 2023
- Incorporation Requirements
- Community Childcare Co-operative

## IMPLEMENTATION

### Fee Schedule

At all times MCEEC will strive to ensure the service remains financially viable and able to meet its obligations as they fall due. We will review fees twice annually in line with CPI and market conditions.

### Disclosure of Personal Information

We will only disclose any personal information we collect about children and/or families to The Department of Education, The Family Assistance office (FAO) and other Agencies where the disclosure is legally required. However, we reserve the right to pass on a families name, contact details and details of any outstanding monies owing to MCEEC to a collection agency for the purpose of recouping unpaid amounts owing.

### Payment of Fees

Fees are charged for each enrolled day, except for Public Holidays. Since the fee level calculation is based on averages, fees must be paid even if the child is away sick, on holidays, or a child is excluded due to non-immunisation. Only the Centre's annual closure period is exempt from fee payment. At Maryland Care & Early Education Centre we require all fees to be paid a minimum of **two weeks in advance** at all times (this includes staff members and board members).

Payment of fees will be paid through our idebit system or direct debit into the centres bank account. Please note MCEEC will not be held responsible for any cash payments which do not appear for processing under any circumstances. Fees payments should be made on a weekly, fortnightly or monthly basis.

Receipts for all fee payments will be emailed when requested.

### Procedures for Fees in Arrears

If you are experiencing any problems with payment of your account please discuss this matter with the Nominated Supervisor prior to your account going into arrears. Whilst we will try and help wherever possible we are unable to carry any long term debts.

The process for the collection of overdue accounts will commence when families accounts are one week in arrears. The process will be as follows:

**Step 1.** A courtesy reminder via phone and a letter or email will be made to the account holder advising that they have unpaid fees that are due for payment immediately. MCEEC will advise that payment of these outstanding fees should be finalised by the account holder within 3 days from the date of the letter or email.

If the account holder is unable to meet the expected payment date they should contact the Nominated Supervisor to advise of their changed circumstances. The Nominated Supervisor will use their discretion to negotiate an agreed payment plan with the account holder to ensure the account is returned to within MCEEC agreed trading terms within a defined period. The agreed plan will be confirmed with the account holder in writing.

Where an account holder does not make an agreed payment within the agreed or advised timeline the collection process will proceed to the next step.

**Step 2.** If the outstanding amount has not been finalised within a 3 day period a second reminder, in writing, will be sent to the account holder via email and/or letter. The second letter will advise the amount outstanding and the final date for payment. Where payment in full is not received by the advised date the debt collection process will proceed to the final stage of collection.

**Step 3.** This is the final request for payment. A final request for payment will be made in writing and be sent via email or letter requesting immediate payment of amounts in arrears and completing an idebit form. The letter will advise that failure to pay by the due date and completing the idebit form will result in their offer of childcare by MCEEC being withdrawn and effective from the first day of care after the due date.

**Step 4.** Where an account remains unpaid after the final demand a letter will be sent to the account holder advising them that their offer of care has been withdrawn effective immediately. After 6 days the outstanding account will be forwarded to a Debt Recovery organisation for finalisation. The account holder will be responsible for any costs incurred in recovering any outstanding amounts

**Special Circumstances:** - Where an account holder advises at any stage of the process that they are unable to pay their account due to financial hardship, the parent will be advised to contact Centrelink to seek financial assistance. If this is not sought the process proceeds directly to Step 4.

## **Assistance with Childcare Costs**

### **CHILDCARE SUBSIDY (CCS)**

#### What is Child Care Subsidy?

Child Care Subsidy is a payment from the Australian Government that helps you with the cost of your child care.

#### Who can get Child Care Subsidy?

You can get Child Care Subsidy if you are a parent, foster parent or grandparent with a child in your care who is attending child care services approved by, or registered with the Government.

#### You can get Child Care Subsidy if:

- You have a child in your care who meets the immunisation requirements or has been granted an exemption
- You and/or your partner meet residency requirements or have an exemption.
- Your child attends approved or registered care and you are liable to pay for the cost of your child care
- You meet the income test
- You have completed the activity level test

**Please note:** If your employer contributes towards some or all of your childcare costs through salary sacrificing or salary packaging, you will need to determine who has the liability for the costs. The issue of liability depends on who is obligated to pay for the child care fees.

#### How can I get Child Care Subsidy?

You can get information and claim Child Care Subsidy by completing and lodging a claim form online at [education.gov.au/childcare](http://education.gov.au/childcare) at any Family Assistance Office, located at Centrelink Customer Service Centres and Medicare Australia shopfronts or by using online services.

#### What if my child is absent from child care?

Child Care 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 across all approved child care services except Occasional Care. These absence days can be taken for any reason with no evidence required. Please talk to your child care provider regarding the absence policy detail.

#### What if our family travels overseas?

If you travel for a short term, you'll get your subsidy for up to 6 weeks. But you must be paying for child care in Australia while you're overseas

After 6 weeks your subsidy will stop.

Your payment will also stop when you depart if all of these apply:

- You travel for more than 6 weeks
- You return to Australia
- You then leave again within 6 weeks of that return.
- If your subsidy stops while you're outside Australia, you may have to submit a new claim when you return.

You may get your subsidy for up to 3 years if you're either:

a member of the Australian Defence Force deployed overseas  
a member of the Australian Federal Police engaged in peacekeeping or capacity building activities overseas.

#### **Late Fee**

Our Centre is licensed to operate from 7.00am-6.00pm. Parents should not arrive before 7.00am and need to ensure they have collected their child and left the centre by 5.50pm. Any parent who has not collected their child by 6.00pm will be required to pay a late fee. This fee is necessary to cover the cost of overtime paid to staff when they are required to keep the centre open after 6.00pm. An initial fee of \$40.00 will be charged and an additional \$1.00 per minute thereafter until your child is collected.

Should you wish to discuss your child's day with staff, please ensure that you arrive at least 10 minutes prior to the centre's closing time. Parents must phone the Centre if they are going to be late but will still incur the late fee charges.

#### **Holidays, occasional absences and sick days**

When children are absent from the centre for any reason, families are still required to pay fees. Some of the reasons for children being absent include illness, holidays and exclusion from the Centre due to an infectious disease. If your child is away from the centre due to illness, please advise us either by phone or email and let us know the nature of the illness affecting the child.

Please also notify the centre by 8.00 am on any day your child takes an occasional absence. If not attending the centre due to taking holidays, please advise us before you go. In cases where your child has been absent due to an infectious disease, a medical certificate is required stating that your child is healthy and able to return to childcare. This is a government requirement.

## Security Deposits

At Maryland Care & Early Education Centre we require the payment of a security deposit to secure your enrolment. The security deposit is calculated on the full daily fee amount without any childcare benefit deducted. (number of days x full fee amount x 2 weeks)

The security deposit amount increases when the child increases their days and/or when the daily fees increase. Enrolled families will need to “top up” their security deposit accordingly, before commencement of any extra days. (Consultation with the Nominated Supervisor is required if this cannot occur).

The security deposit is held by MCEEC until the child is withdrawn from the service.

The security deposit will then be refunded on the following conditions:

- At least two weeks notice in writing has been given by the family/guardian of their intention to withdraw their child from our service. This includes children leaving the service to attend primary school the following year.
- Security deposits belonging to families who have left with outstanding debts to the service will be held until the debt is finalised. Any legal or collection fees charged to the service in pursuance of this debt will be deducted from the security deposit prior to refunding the remaining balance.
- Parents will need to pay full fees if their child is absent when finalising the account, or the service will hold the amount owing from the security deposit.

Note: If your child did not attend on their starting date or prior to the two weeks’ period you will also not receive your CCS and you will be charged full fees up until the last day you attended the service.

## Public Holidays/Centre Closure

Fees will not be charged for public holidays or during the Christmas and New Year closure period which is for a period of no more than 3 weeks each year.

## Withdrawal from the Centre

Parents need to provide two weeks notice of withdrawal from the service in writing and complete an ‘exiting family feedback form’. (see attached)

<b>REVIEW</b>
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This policy is created in consultation with staff and families attending the service. This policy will be reviewed annually. The policy is available in other languages upon request.

Reviewed: August 2024

Next review: August 2025