2016 CHILD CARE AND PRESCHOOL FEES POLICY
(INCLUDING CHILDCARE BOOKING PROCEDURES)

POLICY STATEMENT
A fee will apply to both child care and preschool sessions.

RATIONALE
Jamestown Community Children’s Centre is a non-profit based service. Preschool fees are charged to cover the cost of children’s consumables and to supplement DECD funding. Child Care fees are charged to cover the cost of staffing, consumables and equipment, utilities and other costs incurred in the provision of the service.

CENTRE POLICY

SETTING CHILDCARE/ PRESCHOOL FEES
Fees are set yearly by Governing Council at the Annual General Meeting. Fees are increased annually in line with CPI. Increases over and above CPI may be approved by Governing Council.

2016 PRESCHOOL FEES:
Full time (15 hours per week) $78.00 per term
Reduced rates for children attending less than full time are not available. Preschool children are encouraged to attend all sessions regularly as preschool staffing is based on attendance data.

Child care fees will be charged in the event of late collection from preschool.

2016 CHILD CARE FEES & SESSIONS:
In fairness to staff and other children, it is an expectation that children arrive at the centre dressed and having had breakfast.

Morning 8.00am – 1.00pm $41.50 per session
Afternoon 1.00pm – 6.00pm $41.50 per session
Full Day 8.00am – 6.00pm $83.00 per session
After School Care 3:15pm – 6:00pm $22.00 per session
Before School/Preschool Care 8.00 – 9.00am (not applicable to bus children) $6.00 per session
After Preschool Care 3.15pm – 6.00pm $22.00 per session

PAYMENT OF CHILDCARE AND PRESCHOOL FEES
Accounts will be placed in children’s pockets. All Preschool / Child Care fees are to be counted and receipted by a staff member in the presence of the payer. The employee will then place the money in a locked container. All payments are receipted. Fees may also be paid by online bank transfer, using the details below:

<table>
<thead>
<tr>
<th>CHILD CARE:</th>
<th>PRESCHOOL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB: 105016</td>
<td>BSB: 105016</td>
</tr>
<tr>
<td>Account No. 037020740</td>
<td>Account No. 034126540</td>
</tr>
<tr>
<td>Account Name: Jamestown Community Children’s Centre</td>
<td>Account Name: Jamestown Preschool</td>
</tr>
<tr>
<td>(Use your full name as the reference)</td>
<td>(Use your full name as the reference)</td>
</tr>
</tbody>
</table>

Child Care fees are charged weekly in arrears. Accounts will be placed in pockets weekly or e-mailed.

Preschool fees are charged per term although we accept full-year payments in advance. Fee envelopes are placed in preschool children’s pockets at the beginning of each term. Prompt payment is requested and reminders are sent if no payment has been received before week 6 of each term.
## NON-PAYMENT OF CHILDCARE FEES

Child Care accounts are to be paid weekly. Unpaid accounts will be dealt with using the following procedure:

<table>
<thead>
<tr>
<th>START DATE</th>
<th>Account placed in child’s pocket.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 WEEK FROM START DATE</td>
<td>Reminder included with the next account requesting full payment within a week.</td>
</tr>
</tbody>
</table>
| 2 WEEKS FROM START DATE | • $5.00 administration cost added to the unpaid account.  
• Letter sent advising that care will be terminated if full payment is not received within a week.  
• Family contacted to discuss unpaid account and offer payment plan.  
  THE PAYMENT PLAN WILL BE SIGNED BY BOTH THE FAMILY AND THE CENTRE DIRECTOR AND WILL INCLUDE A WRITTEN SCHEDULE OF INSTALMENTS WHICH COVER ONGOING CARE CHARGES IN FULL AND CLEAR THE OUTSTANDING AMOUNT OVER AN AGREED PERIOD OF TIME. FAILURE TO COMPLY WITH THE PAYMENT PLAN WILL RESULT IN IMMEDIATE TERMINATION OF CARE. |
| 3 WEEKS FROM START DATE | Care will be terminated if no acceptable payment plan has been signed. The terminated care place/s will become vacant (i.e. will not be held pending payment). Care cannot be resumed until the account is paid in full. |
| 4 WEEKS FROM START DATE | If no payment is received within a week of care being terminated, legal action may be taken to recover fees payable in excess of any bond payment. |

**NB:** Parents wishing to pay fees less frequently are asked to keep their accounts in credit. The above procedure will apply if the account falls into debit.

## CHILD CARE BOOKINGS

### 1. BOOKING TYPES

#### PERMANENT BOOKINGS

Permanent bookings are regular bookings. In the case of permanent bookings, the place cannot be given to another child unless fees are not paid. Permanent bookings attract a holding fee of 50% for absences (see below).

#### CASUAL BOOKINGS

Casual Bookings are irregular bookings for particular dates and are offered only when a place is available (i.e. not currently held by a permanent booking).

PERMANENT BOOKING CONDITIONS APPLY TO ALL REGULAR BOOKING PATTERNS, INCLUDING FORTNIGHTLY BOOKINGS AND TERM TIME ONLY BOOKINGS. THESE BOOKINGS ARE NOT OFFERED ON A CASUAL BASIS.

A casual booking may be cancelled if someone makes a permanent booking for the place. The Centre will give the holder of a casual place two weeks’ written notice that their booking has been cancelled to allow families time to make alternative arrangements.

### 2. BOND

Permanent bookings attract a bond payable upon enrolment. The bond amount is equivalent to two weeks’ fee without the CCB reduction. The bond amount will be refunded, after outstanding amounts are paid, when care ceases. Casual bookings do not attract a bond payment but if full payment is not received within a week of the account being issued, no further care can be booked.

### 3. CHILDCARE BENEFIT AND REBATE (CCB & CCR)

Most families are eligible for the Child Care Benefit (CCB) which reduces out of pocket expenses for child care at a rate based on family income. All families are also eligible to receive the 50% Child Care Rebate (CCR). The lowest out of pocket expense can be achieved by electing to have both the CCB and the CCR paid directly to the centre. Information is available from the Office and from Centrelink.

Full Childcare fees will be charged until a Notice of Assessment is received from the Family Assistance Office (Centrelink) with customer reference numbers (CRNs) for you and your child. CCB will be backdated to the first day of entitlement and the account will be adjusted.

Attendance Sheets must be signed by the parent/guardian on arrival and departure to claim CCB. All children’s CRNs must be supplied to the Centre.
4. NOTIFICATION OF CANCELLATIONS, CHANGES TO BOOKINGS OR ABSENCES

Written notice must be given for all changes, additional bookings, absences and cancellations. A Notification of Changes form is available from the office or our website: www.jamestownpre.sa.edu.au

i. Cancellations
   Two weeks’ written notice is required for cancellations of permanent bookings (i.e. fees will be charged for two weeks following receipt of written notice of a cancellation). 24 hours’ notice is required for cancellations of casual bookings (i.e. the fee will be charged if the centre has not been notified 24 hours prior to the booking time).

ii. Changes to bookings
    7 days’ written notice is required to change your booking to a different day. Changes are subject to availability.

iii. Public Holidays
    The full fee is charged for all public holidays that coincide with care bookings as the centre is required to pay staff wages on public holidays. Families are invited to swap their booking for another day within the same week (subject to availability) when a Public Holiday coincides with their booking.

iv. Absences
    Fees will be charged for all bookings (casual or permanent), regardless of a child’s absence due to sickness or any other reason, as staff are strictly rostered according to bookings. A reduced rate (50% holding fee) applies when two weeks’ notice is given for an absence (see below). No fees are charged and no absences are recorded when the Centre is closed during the Christmas/New Year break.

I. Holding Fee for Absences
   Provided that the Centre is given two weeks’ written notice of their child’s absence, a reduced fee (50% of the usual fee) will be charged as a holding fee. The two weeks’ notice allows the Centre to adjust staffing or to offer the place as a casual booking during the child’s absence. The holding fee applies to:
   - school holidays
   - family holidays
   - other days away apart from Public Holidays
   Normal fees will be charged when a child who is booked for care is absent without two weeks’ written notice.
   Notice is not required for After School/After Preschool Care during school holidays.

II. CCB for Absences
    Parents/caregivers must initial all absences on the attendance sheet. CCB is paid for up to 42 absence days for each child per financial year. Full fees will apply after 42 absences have been used. CCB is also payable for any amount of absences providing they are taken for the following specified reasons and supporting documentation is provided.
    - Illness: where a child, parent or sibling is ill (medical certificate required)
    - Non-immunisation: where a child is excluded from care by the parent or centre's policy due to an outbreak of an infectious disease against which the child is not immunised (written statement from parent or Centre required)
    - Rostered days off (written statement from employer required)
    - School closure/pupil-free days
    - School Holidays
    - Public Holidays
    - Period of local emergency
    - Court order: where a child is absent under a court order
    - Attendance at school or preschool

III. Illness
    When a child is absent due to illness normal fees are charged to cover staffing costs. If a child is absent due to illness for a prolonged period, the 50% holding fee may be offered at the discretion of the Director.
5. **LATE PICK UP FEE**
A late pick up fee of $10 per ten minutes or part thereof, will be charged when a child is not collected before the end of the booked session (i.e. 1:00pm / 6:00pm). This fee is charged to meet the overtime costs / extra staff required to meet licensing standards when numbers exceed planned bookings.

6. **AFTER SCHOOL CARE**
After School Care (3:15pm – 6:00pm) is available from Monday to Friday during school terms for students aged 5 to 12 years. Families are to make arrangements to get their child to the Jamestown Community Children’s Centre.

Duty of care for childcare workers is:

1. When the child arrives
2. If a child who has an After School Care booking does not arrive, staff will contact first the school and then the parent/guardian to notify them of the situation. If a parent/guardian or emergency collection authority cannot be contacted, the police will be notified.

7. **BEFORE SCHOOL CARE**
Before school care (8:00am – 8:40am) is available from Monday to Friday during school terms for students aged 4 to 12 years. At 8:40am JCCC staff will walk children to the yard duty teachers at JCS / St James’ at which time duty of care is transferred to JCS / St James’ staff.

8. **BEFORE AND AFTER KINDY CARE**
Kindy children are offered Before Kindy Care from 8.00-9.00am and After Kindy Care from 3.00-6.00pm at school age care rates. Children travelling to kindy by school bus are not required to book Before Kindy care.

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**Policy Created/Reviewed Date** - Term 1 2016

**Review Due Date** - Term 1 2017

**Approval Signatures**

[Signature]

Governing Council Chairperson

[Signature]

Director