

Child Care and Preschool Fees Policy Including Child Care Bookings Procedure

Link to National Quality Standard:

7.1	Governance	Governance supports the operation of a quality service.
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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 Department for Education funding. Child Care fees are charged to cover the cost of staffing, consumables and equipment, utilities and other costs incurred in the provision of a quality service.

Child Care and Preschool Fees Policy Detail

1. SETTING CHILDCARE/ PRESCHOOL FEES

Fees are set and approved yearly by Governing Council and Management Committee at the Annual General Meeting.

2. 2025 PRESCHOOL FEES:

Full time (15 hours per week) - \$100.00 per term

Families have the option of paying 4 terms upfront. Preschool children are encouraged to attend all sessions regularly.

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

3. 2025 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.

	Half Day Session 8am-1pm or 1pm-6pm	Full Day Session 8am-6pm	School Hours Session
Puggles (0-2 years)	\$70.00	\$140.00	\$105.00
Joeys (2-3 years)	\$67.50	\$135.00	\$101.25
Wallabies (3-4 years)	\$65.00	\$130.00	\$97.50

After Kindy Care	3:10-6.00 pm	\$40.00
Before Kindy Care	8:00- 8:30 am	\$10.00

4. PAYMENT OF CHILDCARE AND PRESCHOOL FEES

For preschool families, accounts will be placed in children's pockets and for childcare families accounts will be emailed. Fees paid in cash are counted and receipted by a staff member in the presence of the payer and the money placed in a locked container. Fees may also be paid by online bank transfer, using the details below. All payments are receipted.

CHILD CARE:
BSB: 105016
Account No. 037020740
Account Name: Jamestown Community Children's Centre
(Use your full name as the reference)

PRE-SCHOOL:
BSB: 105016
Account No. 034126540
Account Name: Jamestown Preschool
(Use your full name as the reference)

5. NON-PAYMENT OF CHILDCARE FEES

Where an account remains unpaid up to the value of \$500.00, families will be contacted and asked to pay the account in full within 14 days or negotiate with the Director to develop a payment plan. Payment plans will be signed by both the family and the 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.

Child Care Bookings Procedure

1. BOOKING TYPES

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

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, or when a permanent booking is vacant due to absence). A casual booking may be cancelled by the centre 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. BOOKING FEE

A \$50 booking fee applies to all new Child Care enrolments to cover administrative costs associated with data entry, printing/copying, materials and orientation.

3. CHILD CARE SUBSIDY

Most families are eligible for the Child Care Subsidy (CCS) which is claimed through Centrelink. You will need to provide us with your CRN (Customer Reference Number) and your child's CRN in order to have the Child Care Subsidy applied to your account. Children must be signed in and out electronically on arrival and departure to claim the CCS.

4. NOTIFICATION OF CANCELLATIONS, CHANGES OR ABSENCES

Written notice must be given for all changes, additional bookings, absences and cancellations.

- **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).

- **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 of 50% is charged **if notice is given prior to 6pm on the day before the booked care session**. Where the Centre is advised of an absence on the day of booked care, the full fee will be charged. No fees are charged and no absences are recorded when the Centre is closed during the Christmas/New Year break. We appreciate advance notice if absences are for an extended period of time.

Notice is not required for Before and After Kindy Care during school holidays.

- **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.

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).

*Policy and procedure created Term 1 2015
Redeveloped Term 1 2021
Reviewed Term 2 2022
Reviewed Term 1 2023
Reviewed Term 1 2024
Reviewed Term 2 2025*

Signed: _____
Director

Date:

Governing Council Chairperson

Date:

Management Committee Chairperson

Date: