



NARNIA CHRISTIAN PRE-SCHOOL AND EARLY CHILDHOOD CENTRE

ACN 002 919 584



Foundation Office

(Administered by St. Philip's Christian Education Foundation Ltd.)

FEES POLICY (PORT STEPHENS)

Aim:

To ensure all families are aware of fees and other payments throughout the year. Prompt payment of fees 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 subsidies that are available to reduce fees.

Explanation:

Fees are to be paid weekly, fortnightly or monthly and paid 2 weeks in advance.

Implementation:

- 1) 2018 Fees are \$103pd (Lucy's Room 0-2), \$101pd (The Dancing Lawn 2-4) and \$97pd (The Great Wood Transition) and should be paid on or before the child's first day of attendance.
- 2) A non refundable \$80 Enrolment Acceptance Fee is to be paid once an offer is accepted.
- 3) If a deposit is paid and the child does not attend, the deposit is forfeited.
- 4) Payment of fees is to be by 1. Automated direct debit initiated by the Centre or 2. Direct credit initiated by families or 3. EFTPOS. Cash and cheques will not be accepted to provide greater security.
- 5) Families will receive a fortnightly statement.
All fees must be paid at least 2 weeks in advance of care.
- 6) Centrelink entitlements (Child Care Benefit and/or Child Care Rebate) can be claimed as a reduction in fees.

- 7)** Fees are payable for the days a child is booked into the Centre, including days when the child is absent due to sickness or holidays. Fees are payable for 48 weeks each year. The Centre will be closed for 4 weeks over Christmas where payment is not required.
- 8)** Fees are not payable on Public Holidays
- 9)** Additional fees will be incurred if a child is collected after 5.30pm. There is a \$20 late fee if this occurs.
- 10)** If a child's immunisation status is incomplete and the child has been excluded because of an outbreak of a communicable disease, fees will not be waived.
- 11)** A written reminder will be given in the event of fees being 2 weeks in arrears.
- 12)** A family who is four weeks or more behind in the payment of fees, may be asked to vacate the position or the enrolment may be withdrawn. Normal debt-recovery procedures will be followed.
- 13)** At least 2 weeks written notice must be given if a child is to be withdrawn.

This policy links to the following:

National Quality Standards: 7.3.1, 7.3.2

Education and Care Service National Regulations 2011: 168 (n), 172

Child Care Service Handbook 2012 – 2013 DEEWR

A New Tax System (Family Assistance) Act 1999