



Governance and Leadership – NQS7

Payment of Fees

Policy Statement

Liwara Catholic Outside Schools Hours Care (the Service) fees are required to be paid two weeks in advance at all times. The method for fee payment is by Direct Debit. A Direct Debit Request Authorisation Form must be completed before your child's enrolment can be confirmed. Attendance will be charged to family accounts every Friday for the following 2 weeks. An account statement will be forwarded on the proceeding Wednesday to families once attendances for the following week have been charged.

It is a Commonwealth requirement for families to complete a Complying Written Arrangement to receive Child Care Subsidy for their child's enrolled days at the Service. Failure to complete this form will result in full fees being charged. Fee levels will also be displayed at the Service, including sessional hours.

The Service has a commitment to ensure fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees. The setting and payment of fees takes into account all requirements of the Education and Care Services National Regulations, Australian Tax Office, Privacy Act and the guidelines contained within the Australian Government Child Care Service Handbook. All records held at the Service will be maintained in accordance with the Service Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

Rationale

The Mandate for the Catholic Education Commission of Western Australia 2009 – 2015, Catholic schools states that schools are open to all parents who seek a Catholic Education for their children.

Procedures

Fee Payable/Accounts

- The Service will determine the required fee level to meet budget prediction for the year.
- The fee schedule and fees payment policy will be fully explained to families during the enrolment process.
- Fees payable will be based on either daily or weekly amounts.
- Families will be given a minimum of 14 days' notice of any fee increase.
- The same fee will be charged to all families for equivalent care arrangements.
- A statement of fees will be sent to parents/guardians fortnightly.



- Families are required to pay fees in advance through direct debit. A dated receipt, in accordance with Australian Government Guidelines, will be provided for each payment.
- Fee payment will be recorded according to Australian Government Guidelines. Families may also view details about their child care usage and total fees charged and the fee reductions calculated by the Centrelink office (FAO) on the View Child Care Attendance online statement available through the FAO website.
- Families should contact the Service to advise of their child's inability to attend as soon as this is known. Fees will still be required on days the child would normally attend unless 7 days' notice is given in writing.

Child Care Subsidy System CCS

- This Service will comply with the Australian Government requirements to be an approved education and care service for the purposes of Child Care Subsidy (CCS), reporting requirements and any other requirements for claiming and administering CCS will be maintained by the Service.
- It is the enrolling parent/guardian's responsibility to register for CCS through your MyGOV account, provide their projected annual income, activity levels and the name of the Service.
- All fees are charged at the full rate. Each family's eligibility for CCS is then calculated and the Service is then forwarded these funds. Deductions may then be made to each individual family's accounts.
- Any changes in a family's financial circumstances may result in changes or cancellation of CCS. It is the family's responsibility to keep their details on myGov current and contact the Centrelink office if they wish to dispute assessments or discuss it further.
- Families will only be eligible for CCS if child care attendance records are accurately completed and signed by the parent/guardian or other responsible adult, and other eligibility requirements are met.
- Families are entitled to 42 absence days for each registered child in each financial year. CCS is paid for these days provided that the child would normally have attended on that day, and fees have been charged.
- Additional absences can be claimed when the first 42 days have been used. Supporting documentation may be required for approval of additional absences.
- All documentation pertaining to CCS will be kept for the specified period of time and made available to Australian Government Officers on request.

Payment of Fees

- Fees are payable from the agreed commencement date and must be paid two weeks in advance.
- Fees are paid by direct debit (internet banking) through Debit Success. An authorization form must be completed before your child attends the service.

Overdue Fees

- Parents/guardians with overdue fees will be encouraged, by the Nominated Supervisor to discuss any difficulties they may have in meeting payments. A payment plan will be implemented if necessary. If this is not done, or the agreed arrangements are not kept, the matter may result in cancellation of the child's booking.





Late Collection Charge

- The Service reserves the right to implement a late collection charge when parents/guardians have not collected their child/ren from the Service before closing time. This charge will be set at a level determined by the Committee of Management and based on the Service's need to recoup expenses incurred in employee overtime wages.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the Service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the Service will ensure that families of children enrolled at the Service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the Service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.



References

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