



Really Great Care for Really Great Kids.

## *Pedder Patter Child Care Centres Inc*

ABN 31 792 554 660

Number: 2010.7.4

Policy Name: Fee Payment

**Aim:** To ensure that all parents and families have a clear and precise understanding of their financial obligation to Pedder Patter Child Care Centres Inc.

**Explanation:** Pedder Patter is a non-profit organisation and fees make up 90% of income. Parents are informed of the fees payable on enrolment. Fees are set by the Management Committee of Pedder Patter and are subject to review.

### **Fees:**

- All fees are charged weekly and according to the times booked for the child to attend the centre.
- Parents are provided with an estimate of the cost of child care fees prior to their enrolment. Exact costs will be forwarded by Centrelink one week after the child first utilises care.
- Parents are able to view the child care details on the FAO website.
- Fees will increase annually to keep up with the increase of CPI.
- Families will be notified what the increase will be before the accounts go out.

### **REGULAR CARE FEES:**

- Accounts are printed fortnightly and are due and payable immediately.
- When going on holidays parents are requested to pay the account before commencing leave.

### **TYPE OF PAYMENTS:**

- Payments can be made cheque or credit card or general Eftpos facilities at reception between 8:30am & 5.30pm or by credit card over the phone during reception hours.
- Fees paid by cheque should be marked payable to "Pedder Patter Child Care Centre" and marked not negotiable.
- Direct Deposit to Pedder Patter's business account over the internet.

### **CASUAL CARE:**

- All fees for casual care are to be paid on arrival.

## **PUBLIC HOLIDAYS**

- The centre does not charge for public holidays.

## **HOLIDAYS:**

- Families are entitled to 42 absences per annum.
- The centre is closed during Christmas and New Year.
- A holding fee of \$5.00 per day will be charged during the centre's closure over the Christmas / New Year period.
- For part time families holidays are based on the usual number of days/sessions booked for the week.

## **OVERDUE ACCOUNTS:**

- As previously stated accounts are payable weekly or fortnightly.
- Any money outstanding beyond this period will be highlighted on the account.
- Any accounts 21 days in arrears will receive formal notification that they have seven days to pay the account.
- At the expiration of seven days from receipt of the notice of 21 days in arrears, the client will be asked to settle account immediately or care will be refused.
- A \$10.00 overdue fee will be charged.
- Should you leave the centre with money owing, the account will be placed in the hands of a collection service and you will be charged collection fees.

## **LATE FEES:**

- The centre closes at 6.00pm and late fees of \$10.00 will apply to the late collection of a child.

## **FEES WHEN ABSENT:**

- Full fees will be charged during a child's absence. This includes sickness and odd holiday days.

## **DISCONTINUATION OF CARE:**

- At least two weeks notice must be given when a booking is no longer required otherwise normal fees will be charged.

**Note any family enrolment that has not been formalised by Centrelink will result in a full fee charge.**

Please direct any queries to the Director.

<b>Developed By:</b>	<b>Management</b>
<b>Date:</b>	<b>July 2010</b>
<b>Scope:</b>	<b>Administration</b>
<b>Review Date:</b>	<b>July 2011</b>
<b>References:</b>	<b>Centrelink Handbook 2006-2007 Tasmanian Collection Service</b>
<b>Date Approved:</b>	
<b>Signed:</b>	