



Play House Learning Centre

Payment of fees policy

(National Regulations: 168)

A budget based on the number of children expected to attend the center will be used as the basis for setting fees. Fees increases are planned in conjunction with the government increase in child care assistance percentage.

Fees are charged in advance on a monthly basis in accordance with the Billing Schedule devised and distributed at the beginning of each calendar year.

Daily fees are:

Tumble tots, (Babies from 0 - 2 years)	\$115 per day
Busy Bees, (Toddlers from 2 – 3.5 years)	\$105 per day
(Preschoolers from 3.5 - 5 years)	\$95 per day

Our center is an approved childcare center, which means that you will be entitled to Child Care Benefit (CCB) and Child Care Rebate (CCR) from the Family Assistance Office (FAO). You can decide whether you want your CCR to be paid to the center or to you directly. The Child Care Rebate is capped at \$7,500 per financial year.

Four weeks notice in writing is required prior to exiting the center. **Fees are to be paid for absent days, sick days, all booked days that fall on public holidays, child's holidays or as the position of the child is still booked and no notice of leaving the center has been given.**

Days or weeks not covered by Child Care Benefit (CCB) will be charged at full fees price.

Fees can be paid by bank transfer, direct debit or credit card (2.5% merchant fee applies). Our fees are subject to periodic review; however two weeks' notice will be given to parents of any changes. A statement will be issued every month and this will include your child's full name, date of care, date of payment, amount, etc. This complies with the government childcare scheme. (Please also read "Payment of Fees Policy").

All government child care benefit is provided by the FAO, which also determines the number of days for service available to the family. When receiving CCB (including CCR) you are responsible for keeping the Australian Government and the center up to date when circumstances change e.g. changed address, marital status, bank account etc. You must also inform us if you have another child attending another center so we can apply the Child Care Benefit (Centre link Percentage) that applies to more than one child. This is for the benefit of the parent, as it will reduce the fees.

Here is a checklist of responsibilities as stated by the Department of Community Services and Indigenous Affairs:

- Sign attendance records daily (sign in and out sheets), to show when your child starts care (time in) and finishes care (time out) Sign absentee sheets each time your child is absent from care, which also states to you how many allowable absent days are still available to use.
 - Absent days supported with documents, e.g. medical certificate, are not counted.-
- Inform each child care service you are using when you have used your maximum of 42



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absence days (only if you receive CCB as a fee reduction) Provide your child care service with documents where necessary for:

- Days your child is absent from care
- An increase in the number of maximum hours you can get paid CCB
- Special Child Care Benefit
- Updated immunization information

For more information contact the Family Assistance Office on 136 150 or visit their website www.familyassist.gov.au

A receipt will be issued for all fees paid which will include child's full name, date of care, date of payment, amount, etc. This complies with the government Child Care Scheme. A bond of \$500 is required when lodging an enrolment form and is refunded upon exiting the centre and providing all payments on your account are up to date.

Overdue Fees

Any parent who is two weeks or more in arrears and has not reached an agreement with the Director to pay off such arrears must make an appointment with the Director to discuss the situation immediately or the child's place will be jeopardized.

Hours of Operation

This center is open for a maximum of 52 weeks per year.

The licensed hours are from 7:30am to 6:00pm, Monday to Friday.

The center closes for Public Holidays, namely:

- Christmas Boxing Day
- New Year's Day
- Australia Day
- Good Friday
- Easter Monday
- ANZAC Day
- Queen's Birthday
- Labor Day

Fees still apply for public holidays, parent holidays and sick days.

**The center also closes for the period between Christmas and New Year. Parents are not charged during this closure.