

McKay Children's Centre Childcare Incorporated

Fee Policy & Procedure

Policy Reviewed Date	21/10/2025
Reviewed By	Governing Council
Next Review Date	October 2027

RELATED POLICIES

Enrolment and Orientation Policy & Procedure Governance Policy Account and Finance Policy & Procedure	Record Keeping and Retention Policy & Procedure CCS Grievance Policy & Procedure
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RATIONALE

McKay Children's Centre Childcare Incorporated operates as a business and needs to remain viable to remain operational. Government funding changes from time to time, which may impact the operations of the service.

McKay Children's Centre Childcare Incorporated will notify any changes as and when made by electronic notification. McKay Children's Centre Childcare Incorporated will seek to give 4 weeks notice of changes. Non-compliance with change requirements may lead to termination of the provision of services.

The Governing Council and management team have consulted with families and developed a business model that will aim to support McKay Children's Centre Childcare Incorporated continue to be viable.

FUTURE FEE INCREASES

Fees will be regularly assessed and families will be given 4 weeks notice in the event of a fee increase.

OPENING HOURS

All services are closed on Public Holidays and annually for 2 weeks for Christmas into the New Year. Families are not charged fees for these closures.

PAYMENT TERMS

Payments can be made via Electronic Funds Transfers or EFTPOS is available on site.

Cash payments are not legally able to be accepted.

Bookings cancelled due to non-compliance can be rebooked once the account has been finalised, and terms accepted but will be subject to wait list and availability.

Late fees: \$25 per 15 minutes or part thereof. Child Care Subsidy (CCS) cannot be claimed on late fees.

Enrolment: Children will not be accepted into care without a fully completed enrolment, including an immunisation history statement and the complying written arrangement confirmed and signed. For new families enrolling they also need to pay 2 weeks in advance at the full daily rate of childcare to match their booking. Until a claim has been placed within the childcare management system, the centre does not know what a family's subsidy rate will be.

Cancellation of care: Full fees apply for 10 working days in lieu of notice. CCS is not claimable for cancelled days if the child does not attend their last booked day at the service. No CCS will be paid for any days after the child's last physical attendance at the service, unless additional absence reasons apply.

Cancellation means that all bookings for the child on the specified day/s will be cancelled. Permanent rebooking is subject to wait listing and availability. Cancellation of care must be done in writing via our notification of change form or an email.

Immunisation: A current Australian immunisation history statement from Medicare must be provided upon enrolment within 28 days prior to their start date and updated each time the child receives an immunisation. A child will not be able to be in care without this document indicating they are up to date or on a catchup schedule. Updated records must be provided after each immunisation.

Different sessions of care are offered to provide families with flexibility in meeting their needs. All bookings are subject to availability. Permanent bookings take priority over casual bookings.

PERMANENT BOOKINGS

- A permanent booking commencement date can be modified without charge providing notice is given a minimum of 10 working days prior to commencement of care. Full fees may apply in lieu of notice. CCS is not claimable.
- Permanent bookings must be for the same day/s every week, a pattern of care must be established
- Permanent changes to a booking are permitted and increased hours on occasion are permitted.
- Swaps are not permitted.
- A wait list is available for additional permanent and casual bookings.
- Rebooking of cancelled days will be subject to wait listing and depend on availability. requested during this time subject to availability.

CASUAL BOOKINGS

- Casual bookings are only available for children who are already enrolled in a permanent booking at McKay Children's Centre Childcare Incorporated.

- A waitlist is available, without commitment to accept the casual booking.

SWAPPING DAYS - OTHER REQUIREMENTS

Permanent swapping requests may be wait-listed subject to availability e.g. swap permanent Mondays to Fridays, providing a minimum of 10 working days' notice is provided.

No casual swaps are permitted.

ENROLMENT ADVANCE – PERMANENT CARE

New families are required to pay a 2-week enrolment advance for each child for the number of days they are attending, equivalent to the full fee each day prior to CCS. This is used to offset fees once the child has commenced at the centre.

ALLOWABLE ABSENCE DAYS

Permanent and casual absent days:

- CCS applies to these days, providing the child uses care again, but is limited to 42 days per financial year and does not apply before the first or after the last day in care. They can be for any reason. Some exceptions may apply.
- Additional absence days for specified reasons and with the correct documentation (once the 42 allowable absence days have occurred in a financial year); these additional absence days may be taken, and CCS claimed. Please speak with admin regarding these. To view when CCS is payable for additional days click on the link [Child Care Subsidy if your child is absent from child care - Child Care Subsidy - Services Australia](#)
- We allow with prior notification of at least 10 working days, a 50% holding fee will apply to 10 days across 1 calendar year.
- Absences from care for more than 5 weeks will need to be discussed with the director or Assistant Director.

FEE STRUCTURE

Set out in the table below is the fee structure for cancellation and absences.

Childcare Fees (as at 20 July 2026)

- \$72.00 - Morning or Afternoon Session – Over 3 & Under 3 (Half Day)
- \$147.00 - Full Day – Over 3 & Under 3
- \$16.50 - Before Kindy/School Care
- \$30.00 - After Kindy/School Care

OSHC FEES

- \$16.50 - Before School Care
- \$30.00 - After School Care
- \$110.00 - Vacation Care

Fees listed above are before the application of any Commonwealth subsidy.

\$25.00 – Late & Early Fee. (Every 15 minutes late or early, or part thereof, before or after end of session time. If lateness becomes a recurring issue, an increased late fee will be charged at the Director's discretion). This fee applies for both Childcare and OSHC.

KINDERGARTEN FEES (AS AT 27 January 2026)

- \$130.00 per term for 5 full day sessions of Kindergarten per fortnight

The Kindergarten term fee does not attract Centrelink payments.

PERMANENT AND CASUAL BOOKINGS FOR OSHC AND Childcare

CANCELLATION/ABSENT	NOTICE GIVEN	ACTION by STAFF	CHARGE
Cancellation (Casual)	10 working days	notification of change form or email	No fee
Absent	Phone call before 8.30am on the day or leave a message on OWNA	Record reason for absence	Full Fee (with CCS if received)
Planned absence (permanent) using holding fee. 10 allowable days per calendar year.	10 working days	notification of change form or email	50% Holding Fee (with 50% CCS)
Planned absence (permanent) after 10 allowable days used		notification of change form or email	Full fee with CCS (if received)

Please note that CCS is paid for up to 42 allowable absence days for each child per financial year.

FEE PAYMENT FOR CHILDCARE, KINDY and OSHC

Enrolling your child and signing the interim booking notification and the enrolment form confirms that you shall abide by our Overdue Fees Policy as set out below. It is the enrolling parent/guardians' responsibility to pay fees in a timely manner. Kindergarten fees are invoiced at the beginning of each term and Childcare and OSHC fees are generated each week.

Invoices will be emailed to parents/guardians to provide the most up to date information possible in a timely manner. Fees are billed weekly in arrears due to Centrelink reporting requirements. All accounts must be brought to a nil balance each fortnight. Payment may be made by direct debit, EFT or EFTPOS. Cash can no longer be accepted for the payment of fees.

Internet Banking Details:

- **For Childcare & OSHC payments, please use:**

Account Name: McKay Children's Centre Childcare Incorporated

BSB: 633-000

Account No: 198832685

Email: info.mckay725@schools.sa.edu.au

- **For Kindergarten payments, please use:**

Account Name: McKay Children's Centre

BSB: 633-000

Account No: 159183425

Email: info.mckay725@schools.sa.edu.au

Please note: If you are having difficulties paying fees, please see the Director before fees are too far behind. All matters will be handled in the strictest confidence.

CENTRE'S OVERDUE FEES POLICY

Week 1 - Normal account be sent.

Week 2 - Normal account be sent.

Week 3 – Invoice printed and overdue reminder stamp will be placed on account.

Week 4 – Letter sent to the parent reminding them of requirement to make regular payments and the amount outstanding.

Week 5 – Letter sent requesting a payment plan be agreed and parent given notice that care will be suspended if no payment made or no payment agreement reached.

Week 6 - Overdue account sent.

Week 7 – Care to be suspended as per week 5 notice

Following this, If no payments are made to reduce the outstanding debt, care will be cancelled and the child's space filled from our waiting list.

At times, Director discretion can be used to make decisions on a case by case basis.

For any questions regarding the above information please do not hesitate to ask either the Director or the Administration Officer.

WORKING TOWARDS A FINANCIALLY SUSTAINABLE BUSINESS

Several measures and changes have been implemented and will continue to be implemented to help reduce our operating expenses and improve our cash flow.

- We will continue to move towards more efficient practices, using automation for some administrative processes.
- Operating hours and utilisation will continue to be monitored to ensure viability of each service.
- Available grants will be applied to supplement the running costs of the service.
- The business structure of McKay Children's Centre Childcare Incorporated childcare will be reviewed regularly to ensure it remains the best model for the provision of child care.

WHAT YOU NEED TO KNOW ABOUT CHILD CARE SUBSIDY (CCS)

- CCS eligible families are guaranteed at least 72 hours of subsidised child care per fortnight (3 days per week), regardless of activity levels.
- Families can get 100 hours of subsidised child care each fortnight for each child if they:
 - are caring for an Aboriginal and/or Torres Strait Islander child
 - have more than 48 hours each fortnight of recognised participation
 - have an exemption or experience exceptional circumstances, or
 - receive Additional Child Care Subsidy (ACCS) child wellbeing, temporary financial hardship or grandparent payments
- If a child is booked in to start on a particular date but does not attend on that day, no CCS will be paid until the child physically attends a session of care, unless additional reasons apply. The subsidy is not back dated.
- Similarly, child care is taken to have permanently ceased providing care for a child on the day the child last physically attends a session of care under an enrolment. This means that absences submitted after a child last physically attends a session of care are not eligible for CCS, unless additional reasons apply e.g. 2 weeks fees in lieu of 2 weeks' notice to cease care will not be eligible for subsidy.
- Upon enrolment for childcare a fee agreement is signed as well as a complying written arrangement confirmed and signed.
- If care is not used for 14 continuous weeks, CCS system enrolment ceases. The child must be re-enrolled into the CSS by the service, and the guardian must reconfirm the care arrangement with Centrelink to enable the subsidy to be paid from recommencement.
- A Statement of Entitlement is emailed each week with invoices.

CLOSURES OR REDUCED OPERATING HOURS

- Where there is a CCS-declared period of emergency, closure days are charged at 50% of the current fee, and CCS is claimable on these days. If the day is upgraded to catastrophic on the day, McKay Children's Centre Childcare Incorporated may be directed to close earlier or not to open then full fees will be charged and CCS is claimable.

- If McKay Children's Centre Childcare Incorporated is directed to close early in the day due to unforeseen circumstances e.g. extreme weather events, power outage, then full fees will be charged and CCS is claimable. If there is 1 or more days notice that the centre will not be opening due to an unforeseeable event, closure days are charged at 50% of the current fee and CCS is claimable on these days
- During pandemics such as COVID-19 and or state declared emergencies, McKay Children's Centre Childcare Incorporated will follow government directives in regard to operating and charging of fees.
- Christmas/New Year 2 week closure - no charge.
- Public Holidays - no charge.
- Bookings affected by reduced operating hours due to staffing will have an amended fee.

ADDITIONAL CHILD CARE SUBSIDY (ACCS)

If you are eligible for CCS, you may get extra help with the cost of approved childcare.

- There are four different payments under ACCS.
 - ACCS (child wellbeing) – to help children who are at risk of serious abuse or neglect. The service is involved in determining children who may require additional support who are at risk of harm.
 - ACCS (grandparent) – to help grandparents on income support who are the principal caregiver of their grandchildren. Families are required to contact Centrelink directly regarding this payment.
 - ACCS (temporary financial hardship) – to help families experiencing financial hardship. Families are required to contact Centrelink directly regarding this payment.
 - ACCS (transition to work) – to help low-income families transitioning from income support to work. Families are required to contact Centrelink directly regarding this payment.

If you have any questions regarding the subsidy or your circumstances have changed, your income has increased or decreased please contact Services Australia - Child Care Subsidy

Phone 136150

[Child Care Subsidy - Services Australia](#)