

FEES AND HOURS OF OPERATION POLICY

Policy Statement:

The McKay Children's Centre Inc. is a not-for-profit approved Centre which offers Kindergarten, Childcare and Outside of School Hours (OSHC) services. The Centre is managed by the DECD approved Director with support from the Governing Council. The Governing Council is comprised of parents/caregivers who use the Centre and other interested community members. Fees are set by the Governing Council and reviewed annually or as required. Please take the time to fully read and understand the Fees and Hours of Operation Policy to ensure you are aware of your financial obligations to the Centre.

Procedure:

Childcare and OSHC Service

As a non-profit community based service, prompt payment of your fees is required to cover operating costs and childcare staff wages. Fees are set by the Centre's Governing Council and approved by the Commonwealth Department of Education, Employment and Work Relations (DEEWR). Childcare Subsidy is available to all those who utilise the Centre, it is your responsibility to notify Centrelink of your financial details and keep these continually updated. Centrelink in turn shall notify us of your Childcare Subsidy and will pay this direct to the Centre. Childcare Subsidy is available to reduce Childcare (including Kindergarten lunch) and OSHC fees, but not Kindergarten fees paid each term.

On enrolment in the childcare program from July 2nd 2018, families will need to pay 2 weeks fees at the full rate of \$90.00 a day to match their booking until the family has attended for 2 weeks and a claim has been placed within the childcare management system as the Centre will not know what the family's subsidy rate will be. This practice has been recommended by the Commonwealth authority and is a standard industry practice.

It is of the utmost importance that Kindy, Childcare and OSHC parents sign the attendance register. The attendance record is important because it is a requirement of the Commonwealth Government in order for the Centre to claim any subsidy for each child. In the case of an emergency it gives us a list of who exactly is present at the Centre.

Once an offer of a place is made and a start date agreed, any changes to this date will be charged at the full rate and will not attract CCS as this is treated as an absence at the start of care by Centrelink. Centrelink do not pay subsidies if your child is absent at the start or end of care. In the case of end of care, Centrelink will back date any subsidy to when your child last attended. Please be mindful of this if your circumstances change and you need to change bookings. Please also be mindful of the Centre as staffing contracts are set according to required ratios under National Law. Frequent changes in bookings can be detrimental to the viability of the not-for-profit community based service.

Childcare and OSHC Hours of Operation

Childcare is available after 7.30 a.m. and before 5.30 p.m. Monday to Friday, excluding public holidays for a maximum of 50 weeks per year. Sessions available are:

- Morning Session - 7.30 a.m. - 12.15 p.m.
- Afternoon Session - 12.30 p.m. - 5.30 p.m.
- Full Day - 7.30 a.m. - 5.30 p.m.
- Before Kindy Care - 7.30 a.m. - 8.40 a.m.

Penola Outside of School Hours Service (OSHC) operates during term time from 3.15p.m. - 5.30p.m. Penola OSHC does not operate on School closure days and in school holidays. The service is available to all children attending Penola Primary School and Mary Mackillop Memorial School. Vacation Care is offered when staffing allows on a feasibility basis. Families are asked to register their interest in order to assess community need and viability. When offered at \$65/day eligible for CCS. This is reviewed on a term by term basis.

Kindergarten children can be booked in to child care or OSHC before and after kindergarten care, depending on age, if there are spaces available.

Kindy Hours of Operation

Kindy operates in school terms on Tuesday, Wednesday and Thursdays. Children attend in a 5 day fortnight, 3 days one week, two days the next. It is possible to apply for childcare on non-kindergarten days. Please speak with the bookings officer or the Centre Director if you have a request for childcare or OSHC. **The Kindy day starts at 8.45am and ends at 3.00pm.** The lunch care childcare program for kindy children runs from 12.00 to 12.30pm. This is to help families so that they don't have to collect their children at lunch time as kindy in South Australia is constructed around ½ day sessions. McKay Children's Centre encourages long day sessions, in line with local Penola schools and the timing of school bus runs. A phone call if you are running late is appreciated and a late or early fee may be charged if you are persistently early dropping off or persistently late picking up your child. It is a legal requirement that a kindy aged child needs to be in the care of a qualified educator at all times.

Childcare Fees (as at 1st January 2020)

\$53.00 – Session – Over 3 & Under 3 (Half Day)

\$90.00 - Full Day – Over 3 & Under 3 (Full Day)

\$450.00 per week – Over 3 & under 3

\$10.00- Before Kindy Care

\$24.00 – After Kindy Care

\$21.00 – 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)

Fees listed are before the application of any Commonwealth subsidy.

OSHC FEES

\$10.00- Before School Care

\$24 .00 – After School Care

KINDERGARTEN FEES (AS AT 1st JANUARY 2020)

\$100.00 per term for 5 full day sessions of Kindergarten per fortnight

\$5.00 per lunchtime programme every day child attends kindy and stays for lunch

The Kindergarten term fee does not attract Centrelink payments but the lunch care fee does as lunch care is provided by the childcare staff.

CHILDCARE FEE CHARGING POLICY

The minimum charge for childcare is one session (i.e. half day). If care continues into a second session, an additional full session fee or a late fee will be charged.

CHILDCARE AND OSHC LATE FEE

A late pick up fee will be charged if a parent/caregiver fails to collect their child before the Centre end of session time or if they arrive early for an afternoon session. A penalty fee of \$21 will be charged for every 15 minutes late (or part thereof).

CHILDCARE CANCELLATION/ABSENT POLICY

A cancelled booking is a booking that is no longer required, whereas an absence is a booking that would have been attended if not for some unforeseeable reason e.g. sickness of child/parent or holiday.

Fees are not charged for public holidays and Centre holiday closures.

NOTIFICATION OF CHANGES;

A change of notification form (located in blue folder in Centre foyer) or email is required to make changes to bookings or request extra days, i.e.:

- notify Centre of planned absence to qualify for "holding fee day"
- changes to permanent bookings
- requests for extra care (casual or permanent)

PERMANENT AND CASUAL BOOKINGS for OSHC and Childcare

CANCELLATION/ABSENT	NOTICE GIVEN	ACTION by STAFF	CHARGE
Cancellation (Casual)	10 working days	Changes of notification form or email	No fee
Absent	Phone call before 8.30 am on the day or leave a message on the Centre message bank	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	Change of notification form or email.	50% Holding Fee (with 50% CCS)
Planned absence (permanent) after 10 allowable days used			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.

KINDERGARTEN SERVICE

As a non-profit organisation your prompt payment of Kindergarten fees is requested to pay operating costs for the Centre and children's consumables. If your child is to be absent from Kindergarten for a particular reason a courtesy phone call would be appreciated.

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/guardian 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/caregivers in an effort 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, EFTPOS, cheque or cash. If paying by cheque or cash the payment will be placed in an envelope clearly marked with the name of child and amount enclosed. Cheques are to be made payable to McKay Children's Centre Inc. It is not necessary to write separate cheques for Childcare, Kindergarten and OSHC, but please write the split up on the back of the cheque. This envelope can be placed in the **FEES BOX** in the office. Cash will only be accepted by a staff member in the office (during office hours) who shall then issue a receipt. Therefore no responsibility is taken for any monies misplaced if not receipted. Alternatively you can pay fees over the Internet or via the EFTPOS machine in the office when the office is staffed.

Internet Banking Details:

Account Name: McKay Children's Centre Inc.

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 – Care to be refused, a child on waiting list then becomes eligible to gain this vacant position.

Week 5 – Letter be sent to parent with account threatening legal action if not paid within 14 days.

Week 6 - Overdue account sent.

Week 7 - Legal action taken with Debt Collector. Any costs involved in recovery of fees will be passed onto the debtor.

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

Policy Reference Number: ELM-7

Review Frequency: Annual (or as required)

Last Reviewed: June 2020

Next Review: November 2022