

## **PAYMENT OF FEES AND CHILD CARE SUBSIDY**

### **Child Care Subsidy (CCS)**

Child Care subsidy (CCS) is an Australian Government payment that can assist eligible families with the costs of childcare at an approved or registered care provider. [Kids on Meridian] is an approved/registered care provider.

Approved care is childcare that meets certain standards and requirements and is approved by the Australian Government. Approved care providers must hold a licence to operate, have qualified and trained staff, be open certain hours and meet health, safety, and other quality standards. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers.

Registered care is childcare provided for work-related purposes, including training, and studying, maternity leave, sick leave or voluntary work, and the work-related purpose must have occurred at some time during the week in which the registered care was used. Registered care is provided by individuals registered with the Department of Human Services.

The amount payable is set by the Australian Government. Further details are available at: [www.humanservices.gov.au](http://www.humanservices.gov.au) More information about the New Child Care Package can be found at: [www.education.gov.au](http://www.education.gov.au)

### **CCS Will Not Be Paid**

If your child is absent from care the government may still pay CCS. The childcare subsidy will be paid for up to 42 absences per financial year. Every time your child does not attend, even if they are not sick (on holidays for example) an absence will be recorded. Your weekly statement will identify how many absences have been recorded for your child. Once your child has recorded over the 42 absences no Child Care Subsidy will be paid by the Australian Government. If your child attends a doctor or seeks medical advice when they are not well, you can provide a medical certificate which will be marked as evidence and then this period will not come off your 42 allowable absences and be recorded as an additional absence.

If you have enrolled your child at the service and they do not attend on first booked day Child Care Subsidy will not be paid by Centrelink. This means that if your child is booked for a Monday, Wednesday and Thursday and you do not attend on the Monday Child Care Subsidy will not be applied by Centrelink for that day and you will be charged full fees.

If you are leaving care and have given 2 weeks' notice in writing to the service your child MUST attend and be signed in and out on their final day. This is an Australian Government legislation and Centrelink will not pay Child Care Subsidy if the child does not attend on their final day and all previous absences from when they last attended the service. This is strictly enforced by Centrelink and is out of the control of the service. Families that fail to sign in and out on their child's last day will be charged full fees and left with a substantial debt including the last day and previous absences.

Any outstanding balance owing will be deducted via Direct Debit.

## **Payment of fees**

Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians via a weekly statement which is emailed to families and indicates the amount that will be charged per week. All fees are to be paid in advance. The first fees must be received in full prior to the child commencing at the service.

Parents/guardians experiencing difficulty in paying fees are requested to contact the management team to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will be complied with at all times in relation to a family's financial/personal circumstances.

## **Unpaid fees**

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date and will include information on a range of support options available for the family.
- Where payment is still not received, families will be invited to attend a meeting to discuss the range of support options available and establish a payment plan.
- Failure to attend the meeting and continued non-payment may result in a second and final letter notifying parents/guardians that the child's place at the service may be withdrawn unless payment is made or a payment plan is entered into within a specified period of time. This letter will also include information on a range of support options available for the family.
- The Management will continue to offer support and will reserve the right to employ the services of a debt collector where additional recovery fees will be incurred.
- If a decision is made to withdraw the child's place at the service, the parents/guardians will be provided.
- No further enrolments of children from the parents/guardians will be accepted until all outstanding fees have been paid.

In the event that your account is not paid within the trading terms provided, the following conditions shall apply:

- (a) In the event that you fail to pay the whole amount due within 14 days of being requested to do so by us in writing, we shall be at liberty to instruct a collection agency and/or solicitors to recover the monies outstanding, and you shall be liable for any costs, charges, commissions and expenses reasonably and properly payable by our office to such collection agency and/or solicitors relating to the recovery of such sum;
- (b) Any monies recoverable by our office from you pursuant to sub-clause (a) shall be added to the amount otherwise due and shall be recoverable as a liquidated debt.

## **3 and 4 Year Old Kindergarten Enrolment**

Families at our service are given first preference for places in our funded 3 and 4 year old kindergarten programs. There is no additional fee for attending the program that is run by our Early Childhood Teachers. If your child is enrolled to do kindergarten at our service government funding through the Department of Education and Training is paid to the service to implement the program. After commencing the program if you decide to take an offer of a place at another kindergarten program for example a council kindergarten after you have accepted a place at our service you are required to give 4 weeks' notice and pay an administration fee of \$100 to process the withdrawal for the kindergarten systems

I have read and understood the information regarding my obligation relating to the payment of fees, Child Care Subsidy, and the attendance on my child's first and final day of care.

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date