



## TORRENS VALLEY CHILDREN'S CENTRE INC FINANCIAL POLICY AND FEE STRUCTURE

**UPDATED 01/07/2018**

The TVCC is a non-profit Government centre which offers both preschool and childcare services. The Centre is managed by a Governing Council (preschool) and Management Committee (child care) comprised of parents who use the services. The fees are determined and reviewed by the Management Committee, at least annually, to ensure continuing viability of the centre.

### CHILD CARE SERVICE

#### Hours of Operation

Childcare is available between 7.00am and 6.30pm, Monday to Friday, 50 weeks per year

- Morning Session: 7.00am to 12.45pm
- Afternoon Session: 12.45pm to 6.30pm
- Day Session: 7.00am to 6.30pm (max of 10 hours per day)

#### Fees

- \$432.50 per week (full time care)
- \$ 86.50 per day
- \$ 51.00 per session (Morning Session)
- \$ 45.00 per session (Afternoon Session, including After Kindy Care)
- \$ 12.50 Before Kindergarten Care 7.00am – 9.00am
- \$ 12.00 After Pre Entry/Kindy Morning Session Care till 12.45pm
- \$ 2.50 per day Nappy Charge (for children in full time nappies – (non subsidised) \$1.25 per half day)
- \$ 1.00 per week per family for Materials and Services Levy (non subsidised)

The minimum charge for childcare is **one session**.

#### Late Pick Up Fee/Charges

A **late pick-up fee** will be charged if a parent fails to collect their child before the end of the session time (6.30pm). A penalty will be imposed of **\$30.00 per 15 minute block** until the child is collected (no child care subsidy is payable on this fee).

For a morning session if a parent fails to collect their child before 12.45pm they will be charged for the afternoon session also (full day fee). Late pick up from the morning sessions can affect staffing and National Quality Standard (NQS) regulations and licensing requirements.

#### Financial Assistance to Families

- **Childcare Subsidy** is available to all families upon application to Centrelink – **Families and parents line Ph 136150**  
An assessment will be made based on family income to establish a level of entitlement. All users are encouraged to apply on enrolment. Full fees will be charged until CCS is formalized.

##### Parent Responsibility for Child Care Subsidy

- Parents need to sign daily attendance records at TVCC
- It is the parent's responsibility to notify the Centrelink of any changes that might affect their CCS

### Recommended Closure Days

When deemed necessary by the Management Committee, DECD or other regulatory bodies the Centre may close for a period of time (ie: Catastrophic Fire Rated days, Infectious Disease outbreak (Swine Flu) etc), in any circumstance that is deemed unsafe for children and staff to attend the centre. During these times 50% fees will be charged to account holders. Child Care Subsidy will be paid as usual using an absent day.

Fees are NOT charged for:

- ✚ Public holidays
- ✚ Child care student/child free days (one per year)
- ✚ Christmas Closure – 2 weeks over the Christmas/New Year period.

### Withdrawal/Absences

- Permanent Bookings – 2 weeks' notice of cancellation in writing (please ask for a "Notification of Change" form) is required when withdrawing your child from a permanent booking

In accordance with Commonwealth Childcare Subsidy guidelines, CCS is paid in certain circumstances when a family is charged for care that their child does not attend. The circumstances are categorised into two groups – allowable absence days and approved absence days.

— Allowable absence days - CCS is paid for up to 42 allowable absence days for each child per financial year and can be taken for any reason.

— Approved Absence days – Once the first 42 Absences have been used CCS is paid by additional absences for the following reasons: illness (with a medical certificate), non-immunisation, rostered days off, rotating shift work, temporary closure of a school/pupil-free day, shared care arrangements, attendance at preschool and exceptional circumstances. There is no limit on the number of approved absence days.

### Holding Fee (from 1 day to a number of weeks)

Should you wish to retain your regular booking while your child is on holidays or away for any other reason, a reduction of 50% of the regular fee will be charged provided that two (2) weeks' notice is given in writing (Notification of Change form). This allows you to retain your permanent booking and allows us to adjust staff rosters and booking requests from other parents. This retainer fee helps the service remain financially viable.

### Finishing Child Care

When your child is finishing care with us, for any reason we require two weeks' notice (see above), which means they can continue to attend their usual session for two weeks from the date of cancellation advice. To be eligible for payment of Child Care Subsidy your child **must attend their last session/booking**. If they do not attend, the full charge for this session will be charge to you and no subsidy will be paid. Your child's last session cannot be marked as an absent attendance.

### Payment of Accounts:

Fees will be billed weekly in arrears and all accounts must be brought to a nil balance each week. Payment may be made by cheque, cash or internet transfer. Place cash or cheque in envelope, placed in the light-blue Payment Box at front office with clearly marked name of the child and amount enclosed. Bank details as follows:

Account Name:	Torrens Valley Childrens Centre
BSB:	105-067
Account No.	025-490-440
Remittance:	Family Name

### Non-payment of Fees

When the above actions have been taken and accounts remain outstanding our Centre employs the services of a Debt Collection Agency to recover costs. Any debt collection fees will be payable by the family/. If you are having difficulties paying fees, please see the Director or Clerical Officer before fees are too far behind. All matters will be handled in the strictest confidence.

## PRESCHOOL SERVICE

### Hours of operation:

- Terms 1 & 2 - 9.00am to 3.00pm Tuesday and Wednesday
- Terms 3 & 4 – 9.00am to 3.00pm Tuesday, Wednesday and Thursday

### Fees:

- \$160.00 per term (full time – 2 or 3 full days per week)
- \$80.00 per term (part time – 1 day per week)
- \$40.00 per term: 1 x ½ day early entry (this program only available where capacity exists)
- \$80.00 per term: 2 x ½ days early entry per week (as above)
- \$10.00 per term: Materials & Services Levy (in lieu of fundraising)

### Pre-entry:

Pre-entry sessions will only be offered where staffing capacity exists to do so. Fees will be set prior to commencement of program.

There is No Government subsidy for preschool sessions.

### Payment of Accounts:

Accounts are generated in the first two weeks of each term. Payments are required by the end of each term. Payments for the whole year may be made at any time. Bank details as follows;

Account Name:	Torrens Valley Children's Centre
BSB	105:067
Account No.	025 490 440
Remittance	Family name

- A reminder letter will be given if payment has not been made by the end of week 8 of the term.
- If payment remains outstanding at the end of a term, telephone/personal contact will be made with the family.

As a non-profit service, your fee contributions help us to cover costs associated with the operation of the program. If you are experiencing financial difficulty, please see Jayne or Gayle to arrange an alternative method of payment. All matters will be handled in the strictest confidence.

