

LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER

Policy No. 3.15

POLICY TITLE: PAYMENT OF FEES CHILD CARE CENTRE

File Reference No: D.7
Date Adopted: 11th August, 2004
Minute No: 9118
Last Updated: New Policy

OBJECTIVES

For Council to charge child care fees at an affordable price for families in the Liverpool Plains Shire area and implement a fee payment system to meet accountability requirements.

Taking into consideration capital and expected expenditure, a budget and fees will be set annually in accordance with Council's annual financial management plan.

POLICY STATEMENT

Council will set child care fees at an affordable price for families in the Liverpool Plains Shire area, taking into consideration the costs of providing a high quality service of this type, meeting all requirements as set by:

- The Department of Community Services in relation to the 'licensing',
- The Federal Department of Family and Community Services and the Family Assistance Office in relation to 'financial funding' and the administration of 'Child Care Benefit',
- The Accreditation Council in relation to 'quality assurance',
- Ongoing and budget commitments as set and reviewed annually by the centre's management and the Liverpool Plains Shire Council.

Fee charges will be reviewed annually or as needed to meet requirements set by any of the above governing bodies.

GUIDELINES FOR FEE COLLECTION

- Fees and Charges will be set annually and families will be advised through notices displayed at the centre, newsletters and within parent information booklets issued from the Child Care Centre.
- Families will be advised that fees are to be paid weekly for permanent bookings, Parents are encouraged to pay fees one week in advance to ensure that fees are kept up to date at all times.
- Casual places must be paid for on day of attendance.
- Failure to keep fees paid up to date will result in a child's enrolment to be cancelled. In cases of extreme difficulty to pay, parents will be asked to sign and the centre will implement a payment plan to recover fees.
- Once a permanent day has been booked, the fee for that day must be paid for whether the child attends or not, (due to illness, holidays, public holidays or for any other reason) we base our budget / staff on booked places.
- The Child Care Centre will encourage parents to notify staff if their child will not be attending on a particular booked day. If the centre is fully booked, staff will attempt to sell a child's place to another client requiring casual care.
- Parents are required to give the Child Care Centre two weeks notice to cancel a permanent booking or be charged two weeks fees in lieu of this notice.
- The Child Care Centre will use a computer software program ('Childcare for Windows – PC Pro) which will meet accountability requirements for Child Care Benefit, to record all attendances, fees charged and fee payments collected for each individual child.
- It will be each parent's responsibility to ensure that their children are signed in and out on the centre register each day upon arrival and departure to meet funding and auditing requirements. Centre staff will keep a separate roll of attendance and record of absences.
- Parents must provide the Child Care Centre with written evidence of registration with the Family Assistance Office for Child Care Benefit prior to it being applied to their child's fees. Authorised Child Care Centre staff may apply a child's Child Care Benefit percentage on phone confirmation from The Family Assistance Office, details of which are to be recorded in the centres Family Assistance phone record book.

CONFIDENTIALITY

Fee payments and information received from the Family Assistance Office in relation to children and families are to be treated as confidential and all reasonable steps are to be taken to maintain confidentiality of this information.