

UKI OOSH - Fees

POLICY STATEMENT:

We aim to provide a quality service that is affordable. Fee levels will be set by management each year on completion of an annual budget and according to the Centre's required income.

PROCEDURE:

Setting Fees

Fees are to be set on an annual basis by the Management Committee, based on the annual budget and ensuring that the required income will be received to run the service efficiently.

Fees will be reviewed each term based on attendance and the centre's ability to meet its running costs. Parents will be given at least two weeks' notice of any changes in the fees.

Fee Payment

Casual bookings

All casual bookings need to be paid on the day. Please see point 2 in the next section.

Permanent bookings

1. Fees must be made at the beginning of term and be paid by week 3 or the permanent bookings will revert to the casual price
2. Fees can be made directly to the Co-ordinator or staff member, who logs the payment in the diary as a first record. The Coordinator then records it on the family record in the system and the parent will see it in the next statement.
3. Internet transfers are also encouraged with payment information on the invoice. Once the internet transfer has been done a notification email must be sent to the coordinator; ukioosh@gmail.com.
4. A dated receipt will be provided for each payment if requested.
5. All records will be kept confidential and stored appropriately.
6. Parents may access particulars of their fees by arrangement with the Co-ordinator.
7. Parents who book their children in permanently, must pay for the whole term in advance, by the end of week 3.

Fundraising payments

1. If your child comes permanently or you plan to use the OOSH Centre regularly on a casual basis, you are required to pay a fundraising levy of \$20 per term.
2. An invoice will be given to the parent by week 3 of the term.
3. Payment is required immediately.

4. The payment will be logged in the diary and also in a receipt book and a receipt will be given to the parent immediately.
5. If the child registers to and volunteers to participate in one of the fund-raising activities the \$20 funding levy will be refunded.

Parent Entitlements for Fee Assistance

. The centre is approved to offer Child Care Benefit to eligible families. This benefit is paid to the centre unless otherwise instructed by the parent. Parents and carers should receive all necessary documents and be informed of how to make their application to the Department of Education, Employment and Workplace Relations (DEEWR).

. Families cannot be offered CCB until assessments are completed.

. The Co-ordinator will ensure that all necessary forms are available and notices posted to inform parents of the availability of CCB.

. All documentation pertaining to CCB should be kept for the specified time and made available to Commonwealth Departmental Officers on request.

Overdue Fees

. Parents are encouraged to discuss any difficulties that they may have in paying fees with the Co-ordinator, who will discuss and make suitable arrangements as well as informing them of other avenues for financial support when required.

. If no previous arrangements have been made regarding overdue fees, the centre will:

After 1 week overdue: Co-ordinator to verbally remind parent/guardian of overdue fees.

After 2 weeks overdue: A copy of the overdue invoice with a notification for parents/guardians to discuss any problems they may be having in paying fees with the Co-ordinator and informing them that bookings for their child/ren will not be accepted if suitable arrangement cannot be made within the next week to pay the fees.

After 3 weeks overdue: Personally approach the parent/guardian and make an appointment to discuss the problem and remind them that bookings will not be accepted for their child/ren if arrangements cannot be made.

After 4 weeks overdue: if no arrangements have been made to pay the fees, or the agreement made has not been kept, bookings for their child/ren will not be accepted by the centre.

If the above procedures are not effective, details or unpaid fees should be referred to the Management Committee to commence debt recovery procedures.

Late Fees

Any parent/guardian who collects their child/ren after 6.00pm will be charged a late fee as set by the Management Committee. The fee is \$1.00 per minute.

Parents/guardians must advise the centre when they will be late to collect their child/ren.

If a parent/guardian continues to collect their child/ren after 6.00pm, the Co-ordinator will need to discuss other options with them, and suitable arrangements made or bookings for the child/ren will no longer be accepted.

DATE ENDORSED

February 2014

DATE FOR REVIEW & EVALUATION

February 2017