



Fees Policy

Holy Family Catholic School provides registered Service-based early childhood education and care and caters for children between 3 years to 5 years of age.

Holy Family Catholic School will:

- determine the opening hours and session times for the Service
- determine the fee structure for the Service
- review the fees on a regular basis in conjunction with the budget setting process.

Parents or Guardians of children enrolled at the Service will be notified at least 14 days before making any change that will affect the fees charged or the way in which fees are collected.

As an approved early childhood education and care service, the Australian Government Child Care Subsidy for eligible families whose children attend this service (in order to provide financial assistance towards the cost of a child's care and reduces the cost of the total childcare fees) is paid directly to the Service. Refer to Appendix 2.

The Family Assistance Act provides that a Parent or caregiver is eligible for Child Care Subsidy, where they pay for sessions of care under a Complying Written Arrangement. A Complying Written Arrangement is the ongoing agreement between Holy Family Catholic School as provider and a parent or caregiver, to provide care in return for fees.

FEES PROCEDURE

1. Session Fees

The fee for Long Day Care (6.30am-6pm) is \$105 per day. Preschool is set at \$85 for each day from 8.30am to 4pm. If care is required before the preschool session (6.30am-8.15am), there will be a session cost of \$10. If you require care after preschool (4pm-6pm), there will be a session cost of \$10.

Please note that the session costs are before any Child Care Subsidy, where applicable.

2. Attendance

Each child attends Holy Family Catholic School for a minimum of one (1) day per week, for the number of weeks a Service operates in a calendar year. Attendance is booked and charged on a daily basis.

3. Commencement Fees

Families are required to set up a Direct Debit arrangement to pay their fees otherwise two (2) weeks fees in advance will be required to be paid on your child's first day of attendance at the Service.

Document Control:

Reviewed:	January 2023	Reviewed:	August 2023
-----------	--------------	-----------	-------------

Holy Family Catholic School is not required to hold a place for families who do not pay or maintain their fees.

4. **Notice of withdrawal**

When withdrawing a child from the Service, fourteen (14) days' notice is required. If no notice of withdrawal is received, two weeks' fees will be charged in lieu of notice.

5. **Absence Days**

Fees will apply for booked days when the child does not attend due to illness and holidays. The Service does not operate on public holidays and fees do not apply.

a. **Initial Absence Days**

A child's place is reserved at the Service when they are absent, therefore fees will still apply in the case of absences. Each financial year, the Centrelink will pay a child's Child Care Subsidy (CCS) entitlements for the first 42 absence days. These absences can be for any reason, including public holidays, and the initial 42 days must be used before any additional absences can be claimed. In extreme cases eg pandemic, the Government may temporarily extend these days.

b. **Additional Absence Days**

Families may receive CCS for absence days after the initial 42 days each financial year. For all absences beyond the first 42 absent days, CCS will only be paid if the Parent or caregiver is able to provide evidence to demonstrate the absence has occurred under permitted circumstances.

c. **Public Holidays**

Services are closed on public holidays. Fees do not apply if any of the usual day of attendance fall on a public holiday.

d. **Holidays**

Holiday discount is available for up to four weeks of care per calendar year. The holiday discount is a reduction of \$20 of the daily rate. Full fees apply for all absences that fall on a usual day of attendance unless the family provides notice two weeks in advance to apply the holiday discount on the full fee. Fee payments must be up to date to receive holiday discount. Children taking part in the preschool program are not eligible for a holiday discount during term time.

6. **Additional Casual Days**

If there are suitable vacancies, additional casual days may be booked. Casual days will be charged at the applicable casual day rate and will be in addition to any permanent bookings. Casual days must be booked through the Xplor app.

7. **Late Child Collection Fee**

The Service closes promptly each day by which time all children must be collected. Extra cost will be incurred by the Parent or caregiver at the rate of \$5.00 per five minutes to cover staff overtime costs. This charge will commence at one minute past closure time. The Parent or caregiver is requested to notify the Service if they are running late.

If by closure time staff have not been able to contact the Parent or caregiver the emergency contacts will be called and if this is unsuccessful, SAPOL will be called.

Document Control:

Reviewed:	January 2023	Reviewed:	August 2023
-----------	--------------	-----------	-------------

8. Temporary Financial Hardship Subsidy

The Parent or caregiver who is experiencing financial stress can apply for financial support in the form of Additional Child Care Subsidy through the Department of Human Services.

9. Fee Payments

The following steps will be followed in relation to fee payment:

- a. Families accept full responsibility for the payment of their fees.
- b. Direct debit is the preferred payment method and families are required to set up a direct debit arrangement to pay their fees.
- c. Statements are available each week through the Xplor app and the fee due will be debited from the nominated account.
- d. In the case of a decline payment, the full payment must be made within 3 working days of the default.
- e. If families pay more than the fee requirement at the time, change will not be given but will be credited to the families account.
- f. The Parent or caregiver should be aware that their bookings will be cancelled should fee payments fall 5 working days in arrears, unless approved alternative arrangements have been negotiated between the parent and the Service.

10. Debt Collection

Fees will be charged to the nominated account in the case of defaulted payment.

A process for debt collection will be used to recover any outstanding account balances and the costs associated with debt collection will also be the responsibility of the Parent or caregiver.

11. Child Care Subsidy (CCS)

CCS is available to Australian Residents, with the parent or caregiver meeting eligibility requirements and child immunisation requirements.. Entitlement is determined by an activity test which determines the number of hours of subsidised care to which families are entitled. Child Care Subsidy is accessed through a parent's myGov account.

Centrelink requirements regarding immunisation and residency and a Complying Written Arrangement, need to be met by families to qualify for CCS. Until CCS has been approved and has commenced, the Service will require full payment of the child's fees.

The parent or caregiver must inform the Centrelink of any changes that may affect their assessment including changes to their family income or changes to their hours of care.

Additional Child Care Subsidy

The amount that each family pays will depend on their eligibility to claim Child Care Subsidy from the Australian Government. The Additional Child Care Subsidy provides additional fee assistance to support vulnerable or disadvantaged families and children. For more information regarding the Additional Child Care Subsidy please speak to Centrelink.

12. Basis of Discretion

The Principal may vary conditions relating to fees in response to the needs of individual families.

Document Control:

Reviewed:	January 2023	Reviewed:	August 2023
-----------	--------------	-----------	-------------

13. Preschool Fee (also known as Universal Access)

- a. The preschool service is only available during school term time.
- b. The preschool service does not operate during the school holiday period.
- c. Holy Family Catholic School must be nominated as the Service for preschool.
- d. The preschool fee can be allocated to the eligible child for the maximum of two days per week.

REFERENCES:

- Quality Area 7 – Leadership and Service Management
- Education and Care Services National Regulations (2011) R 168, R 172

Document Control:

Reviewed:	January 2023	Reviewed:	August 2023
-----------	--------------	-----------	-------------