



Next Steps Kindy & Northside Christian College Outside School Hours Care



POLICY

Fees Policy

Issued by:	Next Steps Kindy & Northside Christian College Outside School Hours Care
Issue Date:	September 2019
Approved by:	Next Steps Kindy Board and College Board
Location:	Kindy and OSHC Data Base
Review Date:	September 2021

Reference

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011: Regulations 168 (2n), 172*
- *National Quality Standard: Quality Area 7 – Standard 7.1.2*

Purpose

The purpose of this policy to ensure parents have up to date information about the paying of fees at NSK and NCC OSHC services.

Scope

Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Policy Statement

The following outlines how fees can be paid. Fees must be paid on the first morning your child attends the service for the week:

- Current fees are displayed on the Next Steps Kindy and Northside Christian College websites.
- Next Steps Kindy Fees must be paid 2 weeks in advance.
- NCC OSHC fees are due and payable on the Friday of each week.
- Fees can be paid weekly, fortnightly or monthly in advance by direct deposit or credit.
- Fees are payable in advance for every day that your child is enrolled at the service. This includes pupil free days, sick days and family holidays but excludes periods when the service is closed.
- Child Care Subsidy is available to all families who are Australian Residents. To find out their eligibility, families must contact the Family Assistance Office.
- Child Care Benefits can be received as:
 - A reduction of fees through the service.
 - A lump sum payment to families at the end of the financial year that the Service is used in.

A statement will be issued for all fees. This will include the child/children's full name/s, date of care, date of payment, amount, etc. If the incorrect amount is paid, change will not be given but will be credited to the families account.

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks written notice is required from the ending/terminating party. If this does not occur, 2 weeks fees will be billed to you.



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For Next Steps Kindy an administration fee of \$25 per child is required when lodging an enrolment form. This fee is non-refundable. At enrolment, a \$200 deposit is payable and is credited to the parent's account.

A late fee of \$15 per 15 minutes, or part thereof, per child, will be charged for any child collected later than the Service's required leaving time.

Overdue Fees

Any family who is one or more weeks late with their fees will receive a Friendly Fee Reminder. Families can make appointments to speak with the approved provider or nominated supervisor regarding payments if there is a need to do so. Continually not paying fees will put your child/ren's place/s in the Service in jeopardy.

Responsibilities

Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Be aware and act in accordance with NSK and NCC OSHC fees policy
- Communicate with families up to date information regarding changes to enrolment or fees

Employees

Employees of NSK and NCC OSHC have the following role and responsibilities:

- Be aware and act in accordance with NSK and NCC OSHC fees policy

Families

Families of NSK and NCC OSHC have the following role and responsibilities:

- Be aware of and act in accordance with NSK and NCC OSHC's Fees Policy
- Advise the service of any changes regarding enrolment or payment of fees
- Advise the service in writing if you wish to terminate your enrolment.

Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that:

- Copies of this policy and any related procedures are readily accessible to and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.