# **PURPOSE**

Prom Coast Centres for Children Inc. (PCCC) is a not for profit organisation funded by the attendance fees and funding from State and Federal Governments.

The PCCC strategic plan identifies the ongoing requirement for strong **governance**.

The PCCC Committee of Management (COM) is responsible for providing responsible financial management of the service, including establishing fees The fees are set at the minimum required to meet the needs of the budget, whilst ensuring the sustainability of the services offered and without compromising the quality of the education and care programs.

##### **PROCEDURE**

**Service Fees**

* The PCCC COM will review the service fees as required. The Committee of Management reserves the right to change fees or the way fees are collected, 14 days’ notice will be given to families prior to any changes being implemented.
* The Centres Director or the COM can authorise Special Variations to the Fees and Payments policy where appropriate. These special variations must be agreed to in writing and a copy placed in the child’s file.
* Current fees and approved methods of payment will be provided to families at the time of enrolment and the fee schedule will be displayed at the centres.
* All discussions regarding the payment of fees with families are to be recorded in case notes.
* Once a Parent/guardian has a confirmed enrolment in the Education & Care program for a particular child, that place is reserved for that child’s use. The place must be paid for regardless of whether the child uses it or not.
* 14 days notice in writing must be given to cancel your bookings. If this is not adhered to, normal fees will be charged for the period. Days cannot be swapped for staffing and placement reasons.
* A Late Collection of Children Charge applies if a child is not collected by the end of the Education & Care program session (including Kindergarten Programs). The reference point for the relevant centre is: clock in the Foster Centre Office or the clock nearest the main doors of the Fish Creek, Toora and Welshpool Centres. Refer to policy *Delivery and Collection of Children*.
* A Casual Booking surcharge will apply to additional Education and Care bookings made outside of regular booked hours in that billing cycle.
* Casual bookings cancelled with less than 24 hours notice will be charged the full casual fee.

**Long Day Care Subsidies & Rebates**

* Child Care Benefit (CCB) is payable to eligible families using Approved Care or Registered Care. It is applied for through the Family Assistance Office.
* Child Care Rebate (CCR) is only payable to eligible families using Approved Care.
* Other subsidies may be available through the Families Assistance Office for families in special circumstances.

**Kindergarten Subsidies & Grants**

* PCCC receives government funding “Per Capita” Grants for children who are at least four years old on 30 April of the year in which they are enrolled to attend the Kindergarten program. This is not sufficient to cover all program expenses and therefore additional term fees are charged.
* Free of Charge 4 year old Kindergarten is available for 15 hours per week for eligible families (concession card holders, triplets etc). This program is provided by the Kindergarten Fee Subsidy scheme. The subsidy is paid direct to PCCC and is applied for on enrolment into the eligible Kindergarten scheme (or at any time of the year that they become eligible).
* Free of Charge 3 year old Kindergarten is available for 15 hours per week for eligible families. This program is provided by the Early Start Kindergarten Grant. The grant is paid direct to PCCC and is applied for on enrolment into the eligible Kindergarten scheme (or at any time of the year that they become eligible). There are two types of Early Start Kindergarten Grant
* Aboriginal Early Start Kindergarten Grant for children identified as being Aboriginal and/or Torres Strait Islander
* the Early Start Kindergarten grant for children known to Child Protection or referred to Child and family services information, referral and support teams (Child FIRST).
* PCCC may require proof of eligibility for Kindergarten funding, subsidies and grants e.g production of Concession Card, Child’s birth certificate.
* PCCC does not receive any government funding for its 3 Year Old Pre-Kindergarten Programs.
* If a child repeats the 4 Year Old Kindergarten year (unless eligible for second year funding) then the family will be charged the equivalent of the current “Per Capita Grant” funding in addition to the term fees. This significantly increases the cost of Kindergarten.

**Approved Care (Education & Care Programs Foster Centre)**

* Fees for the Education & Care programs may substantially be reduced for families by applying to the Family Assistance Office for Approved Child Care Benefit (CCB).
* Child Care Benefit (CCB) should be applied for by the Parent/Guardian prior to enrolment to ensure benefit can be applied to the child's account from the day they start Education and Care. To further reduce fees eligible families can request to the Families Assistance Office for the CCB to be paid directly to PCCC.
* Child Care Benefit (CCB) can only be back paid on new accounts for a total of 4 weeks. Full fees will be charged until the centre receives written or online confirmation of CCB approval.
* Under Child Care Benefit (CCB) rules, a child is entitled to 42 Absences in a financial year and the CCB is still paid. Once you have used all 42 absences, CCB may no longer apply on the days your child is absent from the centre and you will be responsible for paying the full fee rate. Please also note that CCB cannot be claimed on your child’s first or last day of care if your child is absent, if this is the case you will be responsible for paying the full fee rate.
* As an operator of an Approved Care Program PCCC must comply with Family Assistance Law and the Priority of Access Guidelines for enrolments into the Foster Centre Education & Care Programs. Refer to Enrolment and Orientation Policy for details.

**Registered Care (Toora, Welshpool and Fish Creek Kindergartens)**

* Families using the satellite Kindergartens can lodge a claim with the Family Assistance Office for Child Care Benefit as a lump sum reimbursement within 12 months of care being provided. PCCC will provide the signed receipts required at the end of terms 2 and 4 upon request.

**Payment of Fees**

* Fees are billed fortnightly in advance for Education and Care Programs
* Fees are billed termly in advance for Kindergarten (and Pre-Kindergarten) Programs.
* Fees are payable by either Direct Debit or CentrePay.
* Direct debit is available either from:
* Bank, credit union or building society account (Preferred Option)
* VISA/Mastercard.

There is an administration fee for the set-up of the direct debit (once per form).

* In the case of a declined payment, the full declined amount must be paid prior to the date of next payment

**Holiday Leave (Education and Care Programs Foster Centre)**

* The Education and Care Programs at our Foster Centre operate for 50+ weeks a year. Each Program commences when the Centre reopens each year in January and concludes on the last week of service in December. Enrolment fees are payable for this period.
* PCCC understands that families may wish to take a holiday during this time and therefore may not utilize the service for the full year.
* Families using the Education and Care Programs at the Foster Centre may use one of the following options for holidays. The option must be selected upon enrolment and/or re-enrolment and is only applicable to families who are enrolled at the commencement of service each year. Families who enroll during the year are not entitled to Holiday Leave. Fee Payments must be up to date to be entitled to receive Holiday Leave.

**OPTION ONE: Delayed Commencement**

* Families may elect to delay their child’s commencement into the Program until the first week in February, with no charge for the child’s unused place during the month of January.

**OPTION TWO: 2 x 1 Week Block of Holiday Leave**

* Families who utilize the service when the service reopens each year, are entitled to take 2 weeks of free holiday leave (minimum 1 week block) at any time throughout the year; provided the Centre is provided 2 weeks’ notice of their intention to utlise their holiday leave. Any unused holiday leave left at the end of the year is lost – it cannot be rolled over from one year to the next.

Holiday Leave is not applicable to Kindergarten Programs that operate 40 weeks per year with term holidays.

**Overdue Payments**

* Overdue payments can severely impact the ability of PCCC to provide a sustainable, quality service.
* When a payment is declined / missed, PCCC administration staff will contact the parent/guardian to discuss the matter. These discussions will be recorded in the child / children’s case notes.
* The Centres Director of PCCC can authorise the exclusion of a child from a service provided by PCCC due to repeated non-payment of fees. This may result in the loss of the child’s place at the program.
* The Centres Director of PCCC has the authority to refer overdue fees to debt collectors. Court processes require the approval of the Committee of Management.

**Centre Operating Days**

* Kindergarten Programs operate for 40 weeks per year, split into 4 terms. Kindergartens are closed on public holidays.
* Education & Care Programs at the Foster Centre operate for 50+ weeks a year. The Centre is closed on public holidays and between Christmas and New Year. There is no charge for the programs when the Centre is closed.
* Before and After Kinder/School Care only operates during Kinder/School term time. There is no charge for these programs during the holidays and on school pupil free days.

**Related Policies:**

Delivery and Collection of Children

Enrolment and Orientation

**Appendix 1**

Fees and Payments Summary

**Appendix 2**

Fee Schedule & Hours of Operation: Foster

**Appendix 3**

Fee Schedule & Hours of Operation: Fish Creek

**Appendix 4**

Fee Schedule & Hours of Operation: Toora / Welshpool

*Refer to Fees and Payments Policy for full details.*

**General Information**

* Once a child is enrolled in a program fees must be paid regardless of whether a child uses the place or not.
* The preferred payment method for fees is by direct debit.
* 14 days notice in writing is required to alter or cancel your booking.
* Days can not be swapped for staffing and placement reasons.
* The Centres Director of PCCC can authorise the exclusion of a child from a service provided by PCCC due to repeated non-payment of fees. This may result in the loss of the child’s place at the program.
* 14 days notice will be given to families prior to any changes in fees or the way fees are collected.
* Priority of Access rules apply for Kindergarten and Education & Care Programs.

**Kindergarten**

* Fees must be paid at the start of each term.
* You may be asked to prove evidence of eligibility for funding, subsidies and grants. E.g provision of child’s birth certificate, concession card.
* If a child is repeating the funded Kindergarten year (unless eligible for second year funding) families will be charged the equivalent to the “Per Capita Funding” grant, in addition to the term fees. This significantly increases the cost of Kindergarten.
* Kindergarten runs for 40 weeks per year split into 4 terms. The centres are closed on public holidays.

**Education and Care Programs (Approved Care) at Foster Centre**

* Fees must be paid fortnightly in advance for all bookings.
* Child Care Benefit (CCB) should be applied for from the Families Assistance Office prior to enrolment to ensure benefit can be applied to the child’s account from the day they start otherwise full fees will be charged.
* Eligible families can apply to the Families Assistance Office for Child Care Benefit (CCB) to be paid directly to PCCC
* The Casual Surcharge will apply to additional child care bookings made outside of regular booked hours in that billing cycle.
* Education & Care Programs operate for 50 weeks a year. The centre is closed on public holidays and between Christmas and New Year. There is no charge when the centre is closed.
* Before and After Kinder/School Care do not operate during Kinder/School holidays and Pupil Free Days. There is no charge when the program is not operating.

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| **4 Year Old Kindergarten Program***The fees below are the full fees however some families may be eligible for free Kindergarten. Refer to Fees & Payments policy* |
| 15 hours per week | $345 per term ($69 per fortnight) |
| **Hours of Operation**Monday 9 am – 2 pmTuesday 9 am – 2 pmWednesday 9 am – 2 pm |
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| **Education & Care Programs** |
| *The fees shown below are the full fee rates; most families are eligible for Child Care Benefit and /or Child Care Rebate to reduce the out-of-pocket expenses. Refer to Fees & Payments policy.***Hours of Operation**Monday – Friday Morning Session 7.30 -12.30 Afternoon Session 1pm – 6pm |
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| Full Day  | $74 per day |
| Half Day (Morning or Afternoon Session) | $43 per day |
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| Before Kinder/School Care  | $20 per day |
| After Kinder/ School Care  | $28 per day |
| Before & After Kinder/School Care Package | $43 per day |
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| School Holiday Program | $70 per day |

**Additional Charges for all Programs**

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| Casual Booking Surcharge | 10% of applicable rate (rounded down to nearest dollar) |
| Late Collection of Children  (after session end time) | $20 per 15 minutes or part thereof |
| Direct Debit set-up fee (once per form) | $2.20 |

*The fees below are the full fees however some families may be eligible for free Kindergarten or lump sum Child Care Benefit reimbursements on these fees. Refer to Fees & Payments policy*

Fish Creek Registered Care Reference Number (CRN): 321 974 648H

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| **4 Year Old Kindergarten Program** |
| 15 hours per week | $345 per term ($69 per fortnight) |
| **Hours of Operation**Tuesday 9.30 am – 2.30 pmWednesday 9.30 am – 2.30 pmThursday 9.30am – 2.30 pm |

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| **3 Year Old Program** |
| 5 hours per week | $345 per term ($69 per fortnight) |
| **Hours of Operation**Monday 9.30 am – 2.30pm |

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| **Additional Charges for all Programs** |  |
| Late Collection of Children  (after session end time) | $20 per 15 minutes or part thereof |
| Direct Debit set-up fee (once per form) | $2.20 |

*The fees below are the full fees however some families may be eligible for free Kindergarten or lump sum Child Care Benefit reimbursements on these fees. Refer to Fees & Payments policy*

Toora/Welshpool Registered Care Reference Number (CRN): 322 064 160H

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| **4 Year Old Kindergarten Program** |
| 15 hours per week | $345 per term ($69 per fortnight) |
| **Hours of Operation**Program alternates weekly between the 2 towns

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| **Toora** | **Welshpool** |
| Monday 9.15 -2.15 | Monday 9.15 – 2.15 |
| Tuesday 9.15 – 2.15 | Tuesday 9.15 – 2.15 |
| Thursday 9.15 – 2.15 | Thursday 9.15 – 2.15 |

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| **Integrated 3 Year Old Kindergarten Program** |
| 5 hours per week | $345 per term ($69 per fortnight) |
| **Hours of Operation**Program alternates weekly between the 2 towns

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| **Toora** | **Welshpool** |
| Monday 9.15 -2.15 | Monday 9.15 – 2.15 |

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| **Additional Charges for all Programs** |  |
| Late Collection of Children  (after session end time) | $20 per 15 minutes or part thereof |
| Direct Debit set-up fee (once per form) | $2.20 |