



## Fees, Charges, Hours of Attendance

The fees are set by the Board of Management, balancing the need to provide an affordable quality service and at the same time remain economically viable.

In setting fees the Board of Management will examine the current budget, likely future financial liabilities and receive advice from the Treasurer and Manager.

Current fees charged are displayed in the foyer.

Increases and changes to fees will be communicated to families as soon as possible.

Fees are to be paid a week in advance or as agreed by centre.

Fees are to be paid by our preferred option of Ezidebit (direct debit). Centrepay options are available for families receiving payments from the Family Assistance Office. See admin for more information.

Fees can be paid to any staff member, who will document cash payments in fees book – child's name, amount, staff signature & parent signature. Computer statements will be issued weekly reflecting payments made.

Fees paid after 10am on Friday may not show on following weeks account due to time of processing. Internet bank transfers may take 2 – 3 days to appear on the Centre's account and will be processed after that time.

Accounts are accurate as at 10am on date printed/emailed (usually a Friday)

If fees are not kept current the following action will be taken:

1. Letter from the Director/Management Committee at two weeks
2. Suspension at three weeks unless payment plan is made stating payment schedule until debt repaid.
3. If not the child will be withdrawn and matter placed in hands of our solicitor.

**N.B.** Enrolment Deposit of \$200 to be paid by all families prior to commencement.

Public Holidays are **NOT** paid for and make up days are not available.

If you are experiencing any difficulty in paying fees please see the Director or admin assistant before problems arise.

Internet payment (direct credit) of fees is our preferred payment option - please talk to admin assistant.

The cost of extra-curricular activities such as excursion, visitors etc. will be added to child's fees on previous week of activity. Advance notification and cost of these activities will be given.

In extenuating circumstances, Preschool (8:45am – 3:15pm) children may use extended hours facility. Prior arrangements must be made so that staffing/licensing requirements are met. Preapproved extended preschool bookings will incur a charge of \$8 per hour.

Additional fees will be charged for inappropriate or extended usage of hours at the Centre at the rate of \$30 per 15 minutes or part thereof.

*Also see the Fees Policy for detailed information.*

### HOURS OF ATTENDANCE

Long day Care children may attend the service between the hours of 7:30 pm and 5:30 pm and Preschool children may attend the service from 8:45am -3:15pm

**These hours are to be strictly adhered to or financial penalties will apply**