



Payment of Fees Policy

Quality Area 7: Leadership and service management

Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community.

Standard 7.2: There is a commitment to continuous improvement.

Standard 7.3: Administrative systems enable the effective management of a quality Service.

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- Fees are charged at full days only (no matter what the attendance hours are)
 - An amount equal to *two weeks fees* are required to be paid in advance at time of enrolment.
 - All payments are to be made via Direct Deposit (EFT into Nurture and Nature's Bank Account) or by Credit Card or EFTPOS. We prefer no cash.
 - Payment of fees are to be kept two (2) weeks in advance and are due on invoice.
 - **Fee subsidy, such as CCB will be estimated in advance on statements. It will be reconciled on the statements as we receive the information from relevant department. You will be liable for any short fall in payments.**

Instructions and responsibilities;

- Receipts will be sent out on receipt of payment
- Any concerns regarding fees, reconciliation or a payment plan should be made to the Director.
- Any concerns regarding fees made to Educators should be directed to the Nominated Supervisor
- Non-payment of fees for two weeks, with no arrangements made will result in your child's place being reallocated to the next child on the waiting list
- Fees are charged for each day that the child is enrolled, not on actual attendance
- Fees are charged when your child is absent due to sickness or other reasons. Make up days are limited to availability and only up to 3 where applicable each year.
- Fees will be charged for statutory holidays excluding Christmas and New Year and other Public Holidays during the period the centre is closed for Christmas Break.
- No fees will be charged when the Service is closed over the Christmas period
- A Late Fee is incurred when a child, for any reason, is collected after hours. **\$15.00** for each **15 minute** block from closing time to pick up
- Fees will be increased as decided by the Licensee. There will be a minimum of four weeks' notice of an increase to families

- The Service will keep families informed of any changes in regulations regarding fee subsidy and have information on services available that may be of assistance to them

This policy was made with consideration to Education and Care Services National Regulations and Department of Education, Employment and Workplace Relations.

Date that the policy was last updated or revised: May 2016.

Signature of Director: _____

Nurture and Nature Private Preschool