

# Fee Policy

COMPLIANCE		
NQF	<b>NQS</b>	
	Standard / Element	Description
	QA 7.1.2	Management systems - Systems are in place to manage risk and enable the effective management and operation of a quality service.
	<b>NATIONAL &amp; LAW REGULATIONS</b>	
	Law	Description
	Regulations	Description
OTHER STAKEHOLDER	<b>EYLF</b>	
	EYLF Outcome	Key component
Other Policy Relationships	Act / Regulation / Standard	Description
<b>KEY DATES</b>		
Date of ratification	29/06/2025	
Date for review	29/06/2028	



## Policy Review

This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools by

- Management
- Employees
- Families
- Interested Parties

### 1. FOUNDATIONAL CHRISTIAN PRINCIPLES

St Philip's Christian Education (SPCE) provides quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practices. St Philip's Christian Education's core values of Christ First, Serve One Another, Strive for Excellence, Do What is Right and Build Community are a reflection of our 'faith expressing itself in love' (Galations 6:5). Our faith permeates through all that we do and underpins the foundation of our lives. It is out of a demonstration of this faith that students will have the opportunity to discover the wonderful privilege of having a genuine relationship with God through His love as we seek to meet their needs in education.

### 2. GENERAL STATEMENT

St Philip's Christian Education is committed to ensuring our fees are as affordable as possible and that all families have access to subsidies that are available to reduce fees. For individual centre fees please contact the centre directly.

### 3. OBJECTIVES

**The objectives** of St Philip's Christian Education under this policy are for parents to fully understand fee payment procedures and requirements, and pay their child care fees on time and to ensure compliance with legislative requirements

### 3. SCOPE

#### Enrolment

Upon accepting a position, a non-refundable enrolment acceptance fee of \$100 is payable (for applicable families). If the deposit is paid and the child does not attend, the deposit is forfeited.

#### Fees

Our childcare fees are outlined in our fee schedule which is available from each centre. We will advise eligible families if we can access any Government funding which may reduce the fees they're required to pay. This may include, for example, Start Strong Fee Relief or reduced cost kindergarten or preschool programs funded by the State Government.

Please note our fees may change from time to time. We will notify families in writing at least 14 days before we change our fees or the way in which we collect them.

Fees must be paid on time and:

- two weeks in advance
- weekly, fortnightly or monthly in advance by automated direct debit initiated by the centre or by direct credit. Cash and cheques are not accepted.
- on the first morning you child attends the service for the week or earlier

- in advance for every day that your child is enrolled at the service. This includes sick days, family holidays and public holidays (centre is closed, these days are counted towards the 42 allowable absences)
- Fees are not payable for the 4 weeks over the Christmas and New Year break period (centre is closed)

Fees may also be payable during any period when the service closes in response to a local emergency eg fire/flood. Potential emergencies which may affect our service are considered in our service risk assessment for potential emergencies and covered in our emergency response procedures (refer Emergency Management and Evacuation Policy.)

Payments made by automated direct debit to a credit card will incur the following surcharges:

- Visa/Mastercard 2.85% (charged by Debit Success)
- Dishonoured payments will be charged a dishonour fee \$19.95 by Debit Success.

### Child Care Subsidy

Child Care Subsidy is available to families who are Australian Residents if the child meets immunisation requirements and parents meet eligibility requirements. Combined family income is used to determine the subsidy percentage. Income thresholds change each financial year. Current thresholds and full eligibility requirements are available from the Department of Human Services website. See <https://www.servicesaustralia.gov.au/child-care-subsidy>

Your family income	Child Care Subsidy percentage
\$0 to \$85,279	90%
More than \$85,279 to below \$535,279	Between 90% and 0% The percentage goes down by 1% for every \$5,000 of income your family earns above \$85,279
\$535,279 or more	0%

For Narnia Young Parents, Child Care Subsidy and Additional Child Care Subsidy needs to be set up prior to commencing.

Additional Child Care Subsidy (ACCS) may be available to help support:

- families needing help to support their children's safety and wellbeing
- grandparents on income support who are primary child-carers
- families in temporary financial hardship
- families moving to work from income support

Families can claim Child Care Subsidy or Additional Child Care Subsidy online by signing into their MyGov and completing a claim. If eligible, the subsidy will be paid directly to the service on families' behalf and will reduce the fees owed to the centre. This can occur after our service enters families' enrolment information online, and families confirm their enrolment information through their MyGov account. Until Child Care Subsidy details are available, families will be required to pay full fees.

Child Care Subsidy may not be paid by the Government in certain situations and families will be required to pay full fees for the period involved. These include:

- non-attendance for 14 weeks in a row
- for any absent days (after the child's booking commences) prior to the child's first day of physically attending the service.
- for any days in the final attendance period after a child last physically attends the service, before the end date of the booking.
- If immunisation requirements are not up to date.

### **Absences**

Families are entitled to receive Child Care Subsidy for up to 42 days where their child is absent, for example due to illness, public holidays, local emergencies and parental leave. Evidence to support these absences is not required. Additional absence days may be available if they meet the situations outlined in the Family Assistance Law and there is evidence to support these.

### **Statements of Entitlement/Invoice**

Narnia will issue fortnightly Statements which include child/children's full name/s, date of care, date of payment, daily and weekly hours of care, absences, hourly fees and hourly and daily fee totals and the number of hours fees were reduced (eg by Child Care Subsidy) and total reduction amount. (Parents' My Gov accounts will also have how much care families have received and how much Child Care Subsidy has been paid.) This will show the amount of fees payable. If families pay more than the fee amount required at the time, change will not be given but will be credited to the family's account.

### **Late Fees**

Families who collect their child after our licenced hours for closure may be charged a late fee of \$20 for the first 10 minutes and \$2 per minute that they arrive past our closing time. This fee covers the cost of employing the staff required to supervise a child outside our operating hours. It may be waived at the discretion of the Nominated Supervisor.

### **Termination**

When families end a permanent booking at the service, 2 weeks written notice is required.

If families do not provide this notice, full fees will be charged.

The Executive Director may suspend or terminate a child's enrolment when they believe the child's behaviour poses an unacceptable risk to the welfare and safety of other children and educators, in which case the notice period is waived.

Please note children must be signed in and out by parents/guardians on the last scheduled day of their booking for the Child Care Subsidy to apply. If this does not occur families are required to pay full fees as far back to the child's last day of attending.

If there is a balance owing at the end of a child's enrolment balances under \$5 (debit or credit) will be written off.

Any fees over \$5 can be donated to the centre to go towards equipment purchases or refunded to the parent through direct credit to a bank account.

### **Overdue Fees**

A friendly reminder letter will be emailed to any family who is one week late paying their fees. If families are having difficulty making fee payments, they should immediately speak with the nominated supervisor to discuss fee payment arrangements. Information provided by families will be treated as strictly private and confidential.

In cases of non-payment of fees, where the service is unable to contact families about the debt, or families do not meet agreed arrangements for repayment of the debt and ongoing payment of fees, the Executive Director may immediately suspend or terminate the child's place at the service. Families will be advised of this action in writing.

Where families do not meet agreed payment plans, and an outstanding debt remains, the Business Manager may use their discretion to engage a third-party agency to recover the outstanding amount. The cost of this action may be added to the debt owed.

### **Excursions**

Cost of excursions may be added to your fee account. Written permission from parents will be collected prior to the cost being added.

### **Sources**

**Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers.* Sydney: Community Child Care Co-Operative.**  
**Education and Care Services National Law and Regulations**  
**Family Assistance Law**