



Melrose Rural Care

FEES POLICY

CONSIDERATIONS:

- Philosophy** • access and equity for all families
- Legislation** • Child Care Act 1972 (Cth); Children's Services Act 1998 (SA); and Regulations.
- DECS RURAL CARE** • Rural Care Fee Policy
- Children need** • consistent, quality childcare, which their parents can afford
- Parents need** • advice about fee levels
- affordable fees
- clear instructions about payment of fees
- information about avenues of financial support.
- Staff Need** • the payment of fees not to impact negatively on the care provided to children
- clear information to give to parents.
- Management needs** • sufficient fee income to ensure quality service
- fee payments to be up to date
- monies collected safely and deposited in a bank account.

POLICY STATEMENT

The MELC aims to provide a quality child care service to families.

Hours of Operation

The Rural Care Program operates to provide up to 10 hrs of care per day, five days per week for 50 weeks per year.

The session times for each service are as follows:

<u>Child Care</u>
Fees: \$6.30 per hour without Child Care Benefit
Child Care is available on all days, Monday - Friday from 8:00am to 6:00pm (See fees schedule as of 25 th January 2010 (Full Day Bookings take priority over half days).
Morning (8am – 1pm) session = \$31.50 (full fee rate)
Afternoon (1pm – 6pm) session = \$31.50 (full fee rate)
Day 8-6pm = \$63
Out of school hours care
Before School session (8am-9am) \$4.80
After School session (3pm-6pm) \$14.40
Vacation Care
\$24 for a five-hour session.
\$48 for a ten-hour session.

Fees will increase annually due to CPI or when DECS Rural Care fee structure changes.

HOW POLICY WILL BE IMPLEMENTED

1. Procedure

The care program operates on a 'user pays' basis. DECS will give two (2) weeks notice of any fee changes, unless circumstances beyond its control occur e.g. Government changes in direction, policy or the Government itself changes. The fee structure for this program is determined by State Office of DECS and Dept. of Family and Community Services.

Enquiries to Rural Project officer ph: 8226 0044.

2. Payment of Accounts

Rural care fees will be paid to the centre either in person (between 8am –6pm) or by post. A receipt will be issued at this time. If the account is not paid within the 1 week of the issue date, your child's booking **will be suspended until the account has been paid.**

A friendly reminder will be issued at the end of the term if fees have not been paid.

3. Bond

A 2 week bond is required in advance for families wishing to book care. The amount of bond is calculated as per the family's booking

Eg. 2 days / week booking: Bond = equivalent of four days' fees

These monies are retained on trust by the program and when all outstanding money is paid after cancelling the booking, the bond will be refunded. If an alternative payment plan is negotiated, then the bond amount must reflect this arrangement

4. Late Fee (Rural Care)

To maintain staff ratios for licensing, it is essential that booked times are adhered to. There may be room for flexibility, however late collection of children incurs staff costs, **which** will need to be passed on to the parents concerned.

If parents are late picking up children between the hours of 9:00am & 5:00pm they will then be charged for another hours care.

If parents are going to be late for picking up children after 6:00pm they are advised to ring the emergency contact person to pick up the child & the centre, to advise staff who will be picking up the child.

A late fee will be incurred where a child is left at the centre after closing time. The fee will be \$10 for every 5 minutes or part thereof.

5. Withdrawal Notification

For efficient management of the centre a minimum of two (2) weeks written notice is needed when withdrawing your child from a regular booking

6. Absences

CCB is paid for up to 30 allowable absences per child (not per child care service) each financial year. Allowable absences that **count** towards the 30 day limit include:

- Illness without a medical certificate

- *Holidays of annual leave*
- *Other casual absences as required*

*Absences that **do not count** (Approved Absences) towards the 30 day limit include:*

- *Illness with a medical certificate*
- *Rotating shift or rostered days off work (supporting documentation will be required from family);*
- *Attendance at a preschool service;*
- *Pupil free days;*
- *Public holidays.*
- *Periods of local emergency*
- *Court ordered shared custody*

Please note:

- *There is no limit on approved absence days;*
- *Approved absences only apply to children in care with a permanent booking, not casual bookings*
- *Family/guardian must sign the attendance record for each absence day, confirming the type of absence*

7. Casual and Emergency Care

*Fees will be paid weekly to the Melrose Rural Care on the receipt of invoice. A receipt will be issued at this time. If the account is not paid within the 4 weeks of the issue date, your child's booking **will be suspended until the account has been paid.***

8. Confidentiality

All information regarding children and their families is confidential.

9. Bills

All bills will be sent to the school where a copy will be kept, bills will then be mailed out to families.

Signed :.....
Director

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Review...../10