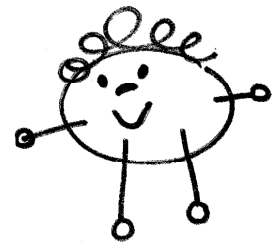


Clare Valley Children's Centre

Inchiquin Road
CLARE SA 5453
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Fee & Bookings Policy and Parent Agreement July 2011 (Child Care)

Policy Statement:

The Clare Valley Children's Centre provides a quality child care service at an affordable price to parents eligible to attend under the Commonwealth Government Priority of Access Guidelines. Fee levels are set by the Management Committee, according to the Centre's required income, in order to provide quality child care.

Hours of Operation:

Childcare is available between 7:00am and 6:00pm, Monday to Friday, for a minimum of 50 weeks of the year.
The Centre is closed on Public Holidays.

Fee Policy

Fees for Child Care:

The Finance Sub-committee will determine the required fee to meet budget predictions. The Sub-committee's recommendation is presented to the Management Committee for final determination.

The fees will be reviewed annually or at a time deemed necessary by the Management Committee.

Session & Fees for Childcare:

Full Day (includes breakfast, fruit, lunch, cheese & biscuits and afternoon tea)	7.00 am to 6pm	\$68.00
Morning Session (includes breakfast, fruit and lunch)	7.00 am to 12.30pm	\$37.25
Afternoon Session (includes cheese & biscuits and afternoon tea)	12.30pm to 6pm	\$34.75
Short Day Session (Mon and Fri only) (includes lunch, cheese & biscuits and afternoon tea).	9.30am to 3pm	\$47.50

The following sessions are available for children who go between Kindy and Childcare.

Before Kindy (Mon thru Fri) (includes breakfast)	7.00 am to 8.45 am	\$14.40
After Kindy (full day) Care (Mon thru Thurs) (includes cheese & biscuits and afternoon tea)	3.00 pm to 6pm	\$26.35
After Morning Kindy-Care (Mon thru Thurs) (includes cheese & biscuits and afternoon tea)	11.30am to 6pm	\$45.45
After Morning Kindy-Care (Mon only) (includes cheese & biscuits and afternoon tea)	11.30am to 3pm	\$32.45
After pre entry session (Fri only) (includes, lunch, and afternoon tea)	10.45am to 3pm	\$37.85
After pre entry session (Fri only) (includes lunch, cheese & biscuits and afternoon tea)	10.45am to 6pm	\$50.85

Breakfast is served from 7:00am to 7:30am

Payment of Fees:

- All parents enrolling will be required to sign a fee agreement and pay a bond.
- The **bond** is set at \$300 per family and will need to be paid before care commences.
- The bond will be refunded upon payment of final account.
- Fees are to be paid to the Clare Valley Children's Centre one week in arrears using:
Bpay (Savings or Cheque Accounts),
EFTPOS, Credit Card (in person or by phone, \$1.00 fee applies), cheque or cash.
Weekly debit to credit card. (\$1-00 fee applies).
- A receipt will be provided for each payment.
- Details of an individual's account are confidential and are stored appropriately. Individual families may access their account records at any time. Fee details are available in writing on request.

Fee Agreement Cont:

Overdue Accounts:

Parents/guardians with overdue fees are encouraged to discuss any difficulties they may have in meeting payments with the Director and negotiate suitable arrangements to pay. If this is not done, or other arrangements are not kept, the following procedures will apply:

1. Written communication requesting payment, a reminder of the fee agreement and requesting contact for payment arrangements as soon as possible.
2. Second notice advising payment is required within 7 days or bookings will be cancelled unless arrangements are made.
3. Third notice stating bookings have been cancelled until payment is made or payment terms agreed upon.
4. A debt collector may be engaged to recoup remaining fees.

If bookings are cancelled they will only be reinstated once payment in full has been made and arrangements are made for future accounts to be paid either via Centrepay, Credit Card direct debit, or regular weekly account payment in full.

Fees for Late Collection/Early Arrival of Children:

The late & early collection fee is \$ 1.00 per minute. To maintain licensing regulations, it is essential that booked times be adhered to. The following procedure will be followed if you are late picking up or leaving your child early.

1st Occurrence – Green warning note in pocket

2nd Occurrence – Orange warning note in pocket

3rd Occurrence – Red note in pocket advising of a \$1 per minute/per child, charged to your account.

Subsequent late pickups/early arrivals will be charged each time at the rate of \$1 per minute.

Booking Conditions

Permanent Booking Conditions

Parents are requested to advise the Centre of their child's inability to attend as soon as this is known.

Changes to bookings:

No fee is charged if at least one month's notice is given.

Cancellation of Bookings

A 50% fee will be charged if at least one full week's notice of cancellation is given

No fee is charged if at least one month's notice is given.

Cancellation of care:

One Month's notice in writing is required when a child is to be withdrawn from care. Bond will be refunded upon finalisation of account.

Absence due to illness:

No fee is charged if a child is absent due to illness and the Centre is **notified by 12:00 pm the day prior** to booked care and a medical certificate is provided by 5pm Friday of the week the illness occurred. (Absences when a child is sick but no certificate is provided will be charged full fee.)

Other absences:

All other absences will be charged full fee. (Please refer to Allowable Absence Days under Child Care Benefit in the Parent Handbook)

Casual Booking Conditions

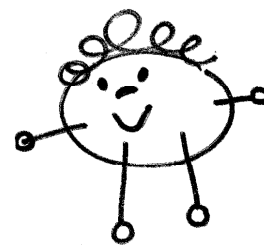
Casual bookings are those offered to children on a week to week basis. Conditions of these bookings are:

- Bookings cut-off will be Thursday the week prior before 6.00pm. Any bookings made after the cut-off time will attract a \$2-00 fee per booking.
- Once accepted casual bookings will be treated as a permanent booking regarding absences (refer above).
- Bond will be refunded upon finalisation of account.

Clare Valley Children's Centre

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Parent Agreement:

I agree to abide by the Clare Valley Children's Centre current fee agreement, and acknowledge that I will be notified of any changes to the agreement by the Centre newsletter or a specific notice.

I am aware that a copy of the current agreement is available to me from the Admin Office of the Clare Valley Children's Centre at any time upon request.

I/We.....have read the Fees & Bookings Policy and Parent Agreement July 2011 and agree to abide by it.

Signed.....(parent/guardian)

Signed.....(parent/guardian)

Date.....

NB both parents/partners to sign in a two parent/partner home.