

Payment of Fees Policy

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service

National Education and Care Regulations

Education and Care Services National Law (WA) Act 2012	
168	Education and care service must have policies and procedures

Related Policies

Arrival and Departure Policy Enrolment Policy Debt Collection Policy Governance Policy	Orientation Policy Privacy and Confidentiality Policy Termination of Enrolment Policy
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PURPOSE

For parents to gain a clear understanding of Regional Early Education and Development Inc. (REED) fee structure ensuring children's fees are paid on time and that there are consequences for failure to pay fees on time.

SCOPE

This policy applies to families and management of REED Services.

IMPLEMENTATION

The fee structure of REED includes:

General Fees

- Fees are charged daily and the net amount families pay varies depending on the Child Care Subsidy (which replaces the current Child Care Benefit and Child Care Rebate from 2nd July 2018). The Child Care Subsidy will be paid directly to REED.
- Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child include:
 1. The age of the child (must be 13 years or under and not attending secondary school)
 2. The child meeting immunisation requirements
 3. The individual, or their partners, meeting the residency requirements
- Families level of Child Care Subsidy will be determined by:
 1. Combined family income
 2. Activity level of parents
 3. Type of child care Service
- Fees must be kept in advance of a child's attendance.
- Fees are to be paid fortnightly through a direct debit system. If families wish to pay fees on a weekly or monthly basis, it is a requirement that the family pays a minimum of two weeks in advance and are not in arrears.
- Fees are payable for every day that a child is enrolled at a REED Service. This includes pupil free days, sick days, public holidays and family holidays but excludes periods when the Service is closed
- Fees are charged as full days only (no matter what the attendance hours are)
- Casual days may be offered to families if available within the Service's license

Payment of fees

- Fees are set up using REED's direct debit system.
- Families will be issued with a fee statement on a fortnightly basis in accordance with the fee payment and Regulatory requirements.
- A dishonour fee of \$20.00 will apply for direct debit transactions where there are insufficient funds to cover the fees.

Financial Difficulties

- If a family is experiencing financial difficulties, a suitable payment plan may be arranged with authorisation of the General Manager.

Failure to Pay

- If a family fails to pay the required fees on time, a reminder letter will be issued after one week and then again after two weeks, where the fees are still outstanding. A child's position will be terminated if payment has not been made after the three weeks, to which the family will receive a final letter terminating the child's position. At this time REED will initiate its debt collection procedure, following privacy and conditional requirements.

Late Fees

- REED Services are not licensed or insured to have children on the premises after hours. This is a breach of the Education and Care Regulations.
- It is unacceptable to pick children up late from the Service. A late fee will apply where children are not picked up by closing time. Currently, a fee of \$15.00 per 10 minutes block per child and part thereof will occur.
- A review of the child's enrolment will occur where families are consistently late.

Change of Fees

- The REED Board will determine and set the fees annually to meet the sustainability and viability of the organisation.
- Fees are subject to change at any time provided a minimum of four weeks written notice is given to all families.

Termination of Enrolment

- Parents are to provide two weeks written notice of their intention to withdraw a child from a REED Service.
- If termination from the Service is required without notification, families will lose their Child Care Subsidy resulting in the payment of full fees to be charged.

Responsibility of Management

- The Finance Manager is responsible for the billing of fees and management of outstanding debts.
- Should families wish to discuss fees, they will need to speak to the Finance Manager who can be contacted by phone: (08) 6832 3825 or email: admin@reed.wa.org.au

Source

- Kearns, K. (2017). *The Business of Child Care* (4th Ed.).
- Guide to the National Quality Standard. (2017).
- Revised National Quality Standard. (2018).

Review

Policy Reviewed	Modifications	Next Review Date
February 2020	<ul style="list-style-type: none"> • Minor reformatting • Sources updated 	February 2021
January 2019	Policy developed by REED management	January 2020