

FEES

PRINCIPLE

Fees are bench marked against regional children's services and the ongoing service sustainability. Fees for services are set within the limits of the Greater Shepparton City Council budget and funding authorities.

GUIDELINES

Children's Services will ensure:

1. The *Fees* policy is to be made available to all families, with payment of fees to be in accordance with (*Appendix 8.1–Greater Shepparton City Council Children's Services Schedule of Fees*).
2. *Appendix 8.1 - Greater Shepparton City Council Children's Services Schedule of Fees* is to be reviewed annually, separate to the *Fees* policy.
3. Communication regarding fees and accounts will be discussed in accordance with privacy requirements, cultural inclusiveness and support of family's individual requirements.
4. Unpaid debts will be referred to the Council's Debt Collection Agency. All fees incurred will be the responsibility of the debtor.
5. If fees are not paid by the due date and no payment plan has been established, services will be ceased for all Council Services that the family is using (Long Day Care, Occasional Care).
6. If families are experiencing difficulties with fees they should contact Early Years Services on 58329783.
7. Where agencies pay the fee for a client, the Child Care Subsidy is not available and the full childcare fee will be charged. (*Appendix 8.2 - Agency Payment Agreement (APA) Letter*) needs to be completed, prior to the commencement or continuation of care.
8. Where a family is seeking an agency payment and care is being used, the family will be responsible for the debt until such time the agency completes the APA.

Late Fees

The Service Leader may apply a late fee after reminders and discussions have been had with families. A late fee of \$2.00 per minute per child can be charged to parent/guardians who arrive to collect their child/ren after the service closing time or booked care time.

Grievances

The Grievance Procedure of the service will be followed in all instances of dispute or dissatisfaction concerning the setting of fees. Refer to the *Concerns and Complaints* policy.

Long Day Care

Occasional Care (Not applicable to NVOC)

1. Quarterly Childcare Management System (CCMS) statements will be distributed to Long Day Care families, which include details required in accordance with the Family Assistance Law.
2. Long day care families to have Child Care Subsidy (CCS) in place prior to commencing education and care, if being supported with Additional Child Care Subsidy (ACCS).
3. Payment for occasional care must be made on arrival on the day care is provided or can be paid in advance. Fees will be charged for all late cancellations which include sessional care.

Four-Year-Old Kindergarten

Three-Year-Old Kindergarten

1. Unfunded children will be charged the relevant Department of Education and Training (DET) per capita subsidy, the service fees and no Kinder Fee Subsidy (KFS) will be offered.
2. Charges are allocated pro-rata for late enrolments

Long Day Care Children Attending Kindergarten

1. Parents/Guardians of children attending the funded kindergarten program in a Greater Shepparton City Council Long Day Care Service will pay fees according to their total utilisation of the services available. This policy applies to Arthur Dickmann Children's Centre, Frank R Pullar Children's Centre, Nancy Vibert Children's Centre and Mooroopna Children's & Family Centre.
2. A child attending the kindergarten program and long day care on the same day (before and/or after kindergarten care), the relevant daily long day care fee is payable. The kindergarten term fee will then be calculated on a pro-rata basis in this instance.
3. In the event a casual long day care place is utilised on a child's kindergarten day, the long day care fee is charged and there is no refund on the Kindergarten term fee for that day.

Related Policies

- Enrolment and Orientation
- Concerns and Complaints
- Child Care Subsidy Governance Policy – Greater Shepparton City Council
- Fraud and Corruption Control Policy (IC020/1484) - Greater Shepparton City Council

National Quality Standards –7.1.2

Education and Care Services National Regulations – 168(2) (n)

Children’s Services Regulations 2020 – 112(2)(n) – Occasional Care (Rural)

Sources and Reference Tools

- Management – Early Years Services, Greater Shepparton City Council
- *DET – Kindergarten Funding Guide*
<https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>
- *Child Care Provider Handbook*
- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law 2010*
- *Children’s Services Regulations 2020*
- *Guide to the National Quality Standards*
- *Family Assistance Law*
- Australian Government Department of Education - <https://www.education.gov.au/early-childhood/provider-obligations/changes-gap-fee-payments-july-2023>

Reviewed: October 2021

Next review due: October 2023

July 2023 changes made to policy to the Family Day Care section due to Legislative changes to the Child Care Subsidy (gap fee) payment

Updated 09/2023 - removing reference to Family Day Care due to cease of Family Day Care operations

Updated 12/2023 – removing reference to Aqua moves due to cease of operation