



Mobile: 0401 739 629

Email: aclubforkids1@gmail.com

Fees Policy

A Club For Kids sets fees in accordance with its annual budget in order to meet the income required to develop and maintain a quality service for children and families. We strive to ensure that our service is affordable and accessible to families in our community. A Club For Kids ratifies the budget annually, or as necessary, and monitors it carefully throughout the year.

Child Care Subsidy

Most Australian families are eligible to receive Child Care Subsidy. Families who are eligible for the Federal Government's Child Care Assistance subsidy will only be required to pay the daily gap fee applicable to their financial circumstances. To have CCS applied to their account, families must first register with the Family Assistance Office.

A Club For Kids will advise families on where to find more information relating to Additional Child Care Subsidy, Jobs Education and Training, and Grandparents Child Care Benefit as necessary.

Bookings and cancellations

Each family is expected to make bookings in advance, for the care sessions required. Bookings will only be accepted when families have completed the service's Enrolment Form in full.

BSC - 24 Hours notice is to be given by email, text, phone call or cancelling on booking website or full charges will incur.

ASC - 24 Hours notice is to be given by email, text, phone call or cancelling on booking website or full charges will incur.

VAC - 7 Days notice is to be given by email, text, phone call or cancelling on booking website or full charges will incur

Absences

BSC & ASC - Fees are charged when less than 24 hour notice has been given for absences.

VAC - Fees are charged when less than 7 days notice has been given for absences.

The service will provide families with information about approved and allowable absences and will adhere to the Child Care Management System (CCMS) in relation to absences



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Service closure

No fee is charged when the service is closed for Public Holidays or over the Christmas/New Year period. Fees will only be charged for the days your child attends holiday care.

Payment of Fees

Fees must be paid once Invoiced, within the stated due date. Families will be provided with a statement of fees charged by the service that will be provided to all families (Regulation 168).

Failure to pay unpaid fees may result in debt recovery action being taken or a court order being issued and discontinuation of care for the child unless the family has initiated a repayment schedule for the unpaid fees with that has been agreed on by the Nominated Supervisor or Director. A Club For Kids has the right to discontinue care if the agreement fails.

Fees are to be paid using Direct Debit or paid in advance organised with the manager or nominated supervisor.

Late collection fee

The service operates from 6:30 am- 9:00 am before school and 2:45 pm – 6:00 pm after school. Holiday Care opens from 6:30 am until 6:00 pm. The Staff are unable to accept children in the service outside of these hours. Should children be present after the closing time, a late fee of \$25.00 for the first 10 Minutes then \$2 per minute after.

The hours and days of operation of the service will be displayed prominently within the service (Regulation 173).

In circumstances that are beyond the control of families, for example, weather and traffic accidents, which may result in them arriving late to collect their child, the Nominated Supervisor will have discretion to decide if families will be charged the late fee.

Families who are continually late collecting their children, without a valid reason, may jeopardise their child's place at the service. Should this be the case, the Nominated Supervisor will meet with the family to discuss this.

Method of Payment

Payment must be made into A Club For Kids bank account or via direct debit with EziDebit.





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Families will be given a minimum of fourteen days notice of any changes to the way in which fees are collected (Regulation 172).

Increase of fees

The fees are set by the Approved Provider in order to meet the budget for each financial year. There will be ongoing monitoring of the budget and, should it be necessary to amend fees, families will be given a minimum of fourteen days notice of any fee increase (Regulation 172).

Acknowledgement of responsibility to pay fees

Families are required to read and sign the Enrolment Form which includes the Fees schedule and acceptance of the Services terms and conditions.

No notice fee

If a child does not show up for their booked place at the service and no notice of cancellation is given a \$10 no notice fee will be incurred to the child's account. Notice can be given by phone, text, email or cancelling on the child's booking account.





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