



## FEE POLICY- SAINTS ACADEMY PORT STEPHENS

### POLICY STATEMENT

Our service sets fees in accordance with its annual budget in order to meet the income required to develop and maintain quality services for children and families.

Fees will be reviewed as required throughout the year & families will be notified in writing of any changes to fees.

We want to ensure all families are aware of fees and other payments throughout the year. Prompt payment of fees allows us to plan with certainty. We have a commitment to ensuring our fees are as affordable as possible and that all families have access to subsidies that are available to reduce fees.

### IMPLEMENTATION

1. Term 4 2023 Saints Academy Port Stephens fees are \$30.00 per session of the After School Program, \$19.80 per session of Before School Care and \$75.00 per session of the Vacation Program. Fees should be paid on or before the child's first day of attendance.
2. Payment of fees is to be by automated direct debit initiated by Saints Academy or direct credit initiated by families. Cash and cheques will not be accepted to provide greater security.
3. Payments made by automated direct debit to a credit card will incur the following surcharges: Visa/Mastercard 2.35% The surcharges will be charged by Debit Success.
4. Payments made by automated direct debit to a bank account, Building Society or Credit Union that are dishonoured will incur a dishonour fee of \$19.95 (incl GST). The dishonour fee will be charged by Debit Success
5. Families will receive a weekly statement. Fees must be paid at least 2 weeks in advance of care.
6. Child Care Subsidy
  - Most Australian families are eligible to receive Child Care Subsidy. Families who are eligible for the Federal Government's Child Care 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 Centrelink
  - The service will provide families with information relating to the Childcare Safety Net which supports eligible families facing financial hardship, grandparents, children at risk and people studying and training to gain employment.
7. Children can access 42 absent days in each financial year before Centrelink will stop paying CCS. Absences covered by a medical certificate will not count towards these 42 allowable absences.
8. Fees are payable for the days a student is booked into the Academy, including days when the child is absent due to sickness or holidays. Before School & After School Fees are payable for the SPCC term dates. These services will be closed during the term breaks where payment is not required. Vacation Care fees will be payable for any bookings for Vacation Care services as offered by the Service during term breaks.
9. The Service is closed on public holidays and fees are not payable.
10. Cost of excursions may be added to your Academy account. Written permission from parents will be collected prior to the cost being added.



11. Additional fees will be incurred if a child is collected after 6:00pm. If this occurs a \$20 fee will apply for the first 10 minutes and \$2 per minute after that. The charge will be added to your account.
12. A written reminder will be given in the event of fees being in arrears.
13. A family who is four weeks or more behind in the payment of fees, may be asked to vacate the position or the enrolment may be withdrawn. Normal debt-recovery procedures will be followed and costs added to family accounts. Parent statements including name and address will be provided to the debt collection agency.
14. For changes or cancellations of permanent bookings, 2 weeks written notice is required.
15. Casual days will be available dependent on availability. 24 hours' notice is required to cancel a casual booking.
16. At the end of a family enrolment if there is a balance remaining on the family account at the end of the care period any balances under \$1 will be written off (credit or debit).
17. At the end of a family enrolment any fees in credit over \$1 can be donated to the Academy to go towards purchases or refunded to the parent.  
If the fees are to be refunded, parents will be asked to provide bank account details (emailed to the Academy on an email address registered in the child's enrolment).  
If there is a direct debit set up the fees will be refunded to the account being debited for fee payments to ensure funds are returned to the parent paying the fees.

*This policy links to the following:*

*National Quality Standards: 7.3.1, 7.3.2*

*Education and Care Service National Regulations 2011: 168 (n), 172*

*Child Care Provider Handbook February 2022*

*A New Tax System (Family Assistance) Act 1999*