



Fee Policy

September 2014

Preschool		Occasional Care	
Term fee - full or part of term	\$70.00	Standard Fee	\$5.00
ATSI Families early entry – full or part of term	\$60.00	Family with Health Care Card Concession	\$1.50
Lunch care - per session	\$5.00		

Preschool Fees

Fees reflect the actual cost of items and services being provided to each child in the preschool program. Charges for specific activities such as excursions and consumable items, such as catering for events and concerts, may not be included in the preschool fee. These will be clearly identified as separate to the preschool fee and are optional.

No child shall be excluded from the departmental funded preschool program operated at the centre, because of the inability of a parent or legal guardian to contribute financially to the preschool fee.

The Director may:

- Allow payment by instalments, ensuring that the arrangements are in writing, and are negotiated between the individual parents or legal guardian and the director
- Waive or reduce the fee
- Refund the fee

Occasional Care Fees

Fees are charged on a sessional basis and payment is to be made on the day of care, unless there are exceptional circumstances.

Income evidence must be sighted at least once in a 12 month period. Copies are not to be retained by the Centre. A family's financial information including income levels shall be managed in a confidential manner at all times.

The fee level applicable at the start of a term will apply for the whole term. In the instances that the level changes during a term, then the lower level will apply for the whole term for reporting purposes.

Revision description	Next review
New Policy	August 2016



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Sibling Fees

Families with more than one child enrolled receive a 50% reduction of the fee for the second and any subsequent children attending in the same term.

Non-Attendance

Fees will be charged for all booked sessions including those not booked unless the place is filled from the current waiting list.

The DECD Occasional Care program is not an approved service for Child Care Benefit (CCB). Therefore families accessing the service cannot claim CCB or Child Care Tax Rebate (CCTR).

Payment of Fees

Week of Term	Action	Who
1	Fee envelope and invoice placed in pigeon holes for each family	Teacher/ECW
4	Fees due	
5	Reminder fee letter and note for any unpaid lunch care	
6	Outstanding fee letter	Director or delegate
7	Notice of discontinuation of lunch care	Director

Roles

- The director shall provide session information to the teacher(s) and treasurer
- The treasurer shall record and receipt fee payments and provide a monthly update to the Governing Council which will approve all activities at the centre (see Treasurer's Guidelines).
- Partnership Agreements will be completed by groups operating in the Ardtornish Children's Centre (see Services & Programs Partnership Agreement)
- The Finance Officer will provide information about direct debits to the treasurer.

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