Payment of Fees Policy

Quality Area 7: Leadership and service management

**Standard 7.1:** Effective leadership promotes a positive organisational culture and builds a professional learning community.

**Standard 7.2:** There is a commitment to continuous improvement.

**Standard 7.3:** Administrative systems enable the effective management of a quality Service.

- Fees are charged at full days only (no matter what the attendance hours are)
- An amount equal to two weeks fees are required as a bond. This will be refunded against a final account upon receiving a two week written notice if/when leaving
- Payment of fees is due on invoice. Please talk to the school office for more information on automatic transfers. Any automatic payments made during the week will be shown on the following weeks invoice. If you wish to pay monthly you must pay in advance, not in arrears.
- Fee subsidy, such as CCB or JET will not be allocated in advance on statements. It will be reconciled on the statements as we receive the information from DEEWR

Instructions and responsibilities;

- Receipts will be sent out every six weeks.
- Any concerns regarding fees, reconciliation or a payment plan should be made to the Nominated Supervisor
- Any concerns regarding fees made to Educators should be directed to the Nominated Supervisor
- Advanced payment for two weeks is required before commencement.
- Non-payment of fees for two weeks, with no arrangements made will result in your child’s place being reallocated to the next child on the waiting list
- Non-attendance at the Service without notification will result in your child being removed from the Service roll. You will also be liable for the following two weeks as your notice period
- Should we deem it necessary to involve a debt collection agency to recover fees the full debt collection costs will be added to your account and be payable by you
- Fees are charged for each day that the child is enrolled, not on actual attendance
- Casual days may be offered to families if available within the Service’s license
- Fees are charged when your child is absent due to sickness or other reasons
- Fees will be charged for statutory holidays excluding Christmas and New Year
- No fees will be charged when the Service is closed over the Christmas period
- A Late Fee is incurred when a child, for any reason, is collected after hours. $15.00 for each hour block from closing time to pick up
- Fees will be increased as decided by the Licensee. There will be a minimum of four weeks’ notice of an increase to families

*The Service will keep families informed of any changes in regulations regarding fee subsidy and have information on services available that may be of assistance to them*
This policy was made with consideration to Education and Care Services National Regulations and Department of Education, Employment and Workplace Relations.

Date that the policy was last updated or revised: 27 / 1 / 2016

12/02/2016

Nadiya Khan
Director

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