



Yenu Allowah Aboriginal Child and Family Centre

P: 02 8805 4800

E: eazzopardi@yenuallowah.org.au

Fee Schedule & Payment Procedures **Yenu Allowah Aboriginal Child and Family Centre**

Statement

Yenu Allowah Aboriginal Child and Family Centre is operated by Yenu Allowah Aboriginal Corporation, a not for profit organisation.

The annual budget of Yenu Allowah Aboriginal Corporation is set to ensure that service provision meets the agreed high standard at as reasonable a cost as possible. Procedures for the payment of parent fees and charges are set to avoid the impact of debts.

Fee increases are kept to a minimum. When necessary, families will be given at least 6 weeks' notice of a fee increase.

Types of Care and Applicable Fees

Permanent Places – These places reoccur on the same days and can be from 1 to 5 days per week over a whole year. To alter your child's attendance for the remainder of the term please contact Yenu Allowah's Centre Manager by completing a change of booking form with 10 days' notice required.

Emergency/On the Day Booking: If you require an extra day's booking we will do our best to accommodate you, although a position cannot be guaranteed at late notice or if a vacancy is not available. If account fees are in arrears, no additional days can be offered.

Fee Schedule

Fee Schedule 2015	
Full Day fee	\$73.00
6hr Daily fee	\$69.00
Public Holidays	Not chargeable
Change of booked days	10 operational days' notice
Notice period to exit/leave the service	10 operational days' notice

Please Note:

If a child is unable to attend on a booked day due to an appointment e.g. doctor, dentist, the daily fee will still be charged.



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To change your child's booked days, please complete a Change of Booking Form and lodge this with 10 working days' notice. A change of booking form does not apply for one-off appointments; **it is intended as a long term change to your booked days.**

A change in notification of a child's attendance for a prolonged absence e.g. holiday must be lodged with 10 working days' notice. We will endeavor to provide your required days on your return from a long term absence but if the service is operating at capacity then we cannot guarantee a place being available on your required days.

Full fees are required to be paid during the absence if the child's place is to be retained.

Signing in and out

For the safety of children, we require each child to be signed in and out each day by an authorised person. We will only allow those people you nominate on your Enrolment Form to collect your child. Parents/Guardians are asked to advise staff of any non-attendance before the day so that we can plan effectively and ensure children's safety.

Bond Payment

No bond payment is required.

Fees & Payments

Accounts are issued on a fortnightly basis, to the address nominated by you on your Enrolment Form. We will ask you to pay 2 weeks in advance.

It is required that fees are paid by the first day of attendance in the **current week** in which they are due. Failure to do so could result in arrears in your account, so please speak to the Centre Manager if you are experiencing difficulties.

No additional days can be approved if the family's account is in arrears. If a family is in arrears we may also reduce scheduled days

Families are sent a **Fee Statement** in the **first week of each month** (for the previous month) either via email or mail.

In the event that there are fees outstanding the case may be referred to a debt collection agency, the fees associated with engaging a debt collection agency will be the responsibility of the person owing the monies to the centre.

Child Care Management System (CCMS) / Child Care Subsidy (CCS)

Child Care Subsidy (CCS) is a payment from the Australian Government that helps you with the cost of child care. Instead of paying full fees to Yenu Allowah, part of your fees will be paid from the government directly to Yenu Allowah (we invoice the government for this share of the fee rather than invoicing you).



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Eligibility requirements depend on a number of factors including your family's financial situation and is subject to an activity test.

Yenu Allowah Aboriginal Corporation has applied to be an Approved Care Provider from 1 July 2015 and parents who wish to claim CCS can register with the Family Assistance Office located at Centrelink and Medicare offices or online at www.humanservices.gov.au/onlineservices.

Fees will be charged at the full fee amount until notification of CCS entitlements has been received from Centrelink.

Under the Child Care Management System (CCMS), it is the family's responsibility for registering and receiving a Customer Reference Number (CRN) for both child and parents to claim Child Care Subsidy.

To support the administration of CCS, families are required by the Australian Government to provide Yenu Allowah with the date of birth and CRN for both child and parents on the Yenu Allowah enrolment form.

Late Fees

If a child is collected after the service closes a late fee applies of **\$15.00 for the first 15 minutes** and then \$10.00 for every 10 minutes the child is not collected. Two staff are required to remain with a child at all times and significant overtime rates apply.

If the parent (s) and/or their emergency contacts are not contactable within 30 minutes of closing the police will be notified to collect the child.

Non-payment of Fees

If fees are late by **two weeks** a final letter is given with two weeks fees payable and the **date** on which the child's place will be withdrawn.

If families are experiencing financial hardship they must notify the service immediately, in writing. Any supporting documentation will assist in the assessment of whether the family qualifies for special fee assistance. This decision will be made by the Centre Manager.



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Yenu Allowah Early Learning Service Care Fee Policy Agreement

I/We have read and agree to this Fees Schedule and Payment Procedures:

Child's name

Parent/Guardian One Signature

Parent/Guardian Two Signature

Print Name

Print Name

Date

Date

A signed copy to be attached to the enrolment form