

Fee Payment Policy

Purpose

Fees will apply to any Before School Care, After School Care or Vacation Care sessions.

Aim of Policy

To provide affordable child care to families using Peak Sports and Learning services.

To facilitate the financial viability of Peak Sports and Learning services.

To ensure that families are aware of procedural requirements in relation to fees.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
National Regulations: Regulation 168, 172	Quality Area 6.2, 7.1.2	Enrolment, Orientation and Booking Policy	

Procedures

RATIONALE

Fees payable are to maintain our educator:child ratios, maintain and continually develop the skills of our high quality staff, facilities and resources to ensure that the Centre is able to provide the highest possible quality of care and range of resources to aid the development and growth of children enrolled.

PAYMENT ADVICE

Statement notifications are sent every Monday for the past week to the primary parent email address. Parents/Guardians are able to log into their FullyBooked account and review any relevant charges. Statements will display confirmed attendances and confirm any payments received.

Peak Sports & Learning also accepts term payments in advance. If you wish to pay a School Term upfront, please request from administration and a quotation can be sent.

PAYMENT METHODS

Direct Debit is Peak Sport & Learning's preferred payment option.

DIRECT DEBIT

Direct Debit (nominated account or credit card):

Invoices are sent each Monday and the balance specified will be direct debited from the nominated account or credit card via Ezidebit.

Payment is debited Wednesday weekly.

Clearance time can depend on bank intuition. Payment takes up to 48 hours to clear to our account.

Direct debit transactions are referenced on your bank statement as “Peak Childcare”.

Direct debits incurs transaction fees which are payable by families/carer’s.

Bank Account	<i>Per transaction</i>	\$0.75
Visa/Mastercard	<i>Per transaction</i>	1.87% surcharge
Amex	<i>Per transaction</i>	4.4% surcharge
Dishonour Fee	<i>Per failed transaction</i>	\$14.80

Details to be provided for Direct Debit

All families are to provide current bank or credit card details and will be provided with the Direct Debit agreement.

Bank Account Details Required:

- Account Name
- BSB
- Account Number

Credit Card Details Required:

- Card Number
- Account Name
- Expiry Date

DIRECT BANK TRANSFER

Payment advice sent on Mondays is due by Thursday.

Payment can be made via Direct Bank Transfer to the appropriate Peak centre Westpac Bank Account. Reference of the child’s name or parents name should be left so that it can be matched to the enrolment. If there is no option to leave a reference, the Peak administration team must be contacted to advise the amount and date that payment was made. Bank details on invoice.

CHILD CARE SUBSIDY (CCS)

From 2 July 2018, the Government introduced the new Child Care Subsidy (CCS). Peak Sports and Learning is an approved child care service to pass on Child Care Subsidy reductions provided by the Government. Parents may apply for CCS via Centrelink and complete their assessment in their online MyGov account.

The amount of Child Care Subsidy you can get depends on your circumstances. Factors considered are:

- Your family’s invoice
- The hourly cap based on primary school aged care
- The hours of activity you and your partner do

More information can be found at <https://www.humanservices.gov.au>

It is the parent/carer's responsibility to apply for these subsidies and to ensure they have a current assessment notice. Failure to comply with the Family Assistance office will result in full fees being charged. Please note for CCS to apply parents must supply us with each child's CRN number and a parent's CRN number, this must be filled out on the enrolment forms.

Once Peak Sports & Learning receives an enrolment you need to confirm the enrolment details. You can do this using your Centrelink online account through MyGov in your My Family section.

THIRD PARTY BILLING

Accounts paid by a third party are not eligible to have Child Care Subsidy applied to fees. CCS is only payable for the childcare fees that individuals are genuinely liable to pay.

NON-PAYMENT OF FEES

Accounts more than 3 weeks in arrears will be emailed a letter for final payment reminder.

If an account is more than 1 month overdue, a late fee of \$10 will be charged to the account.

If payment due dates are repeatedly not met, Peak Sports & Learning can request the family move to Direct Debit in order to provide a continuation of service.

If at any stage you experience financial difficulties, please speak to our Directors immediately. Our Centre *may be able to offer* a negotiated payment plan option for families genuinely in need of assistance to ensure the gradual payment of fees generated.

Families who repeatedly fail to make payment on time or are unable to fulfill the payment plan may be denied access to our service until all outstanding fees and charges are paid in full and *may* be required to make payment in full at the commencement of any subsequent session booked in order to avoid future accumulation of debt unless an agreement has been reached with Directors and confirmed in a written document bearing the signature of the enrolling parent/guardian and the Directors.

VACATION CARE

Where fees remain outstanding from a prior Vacation Care period, no school holiday bookings will be made until the account from the previous Vacation Care period is paid in full.

OTHER CHARGES

Overdue Accounts – Accounts more than 1 month overdue will have a \$10 overdue charge added to the account.

Late pick up fees - After 6:00pm a \$20.00 charge will be issued plus an additional \$1 per minute. This charge is added at the end of the week once attendance rolls are finalised.

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2014	June 2018	Directors	Amendments to procedures as needed annually.
2	July 2018	July 2019	Directors	Version Control table introduced. Rewritten and edited to reflect 2018 Child Care Subsidy changes and invoicing changes.
3	July 2019	July 2020	Directors	Amendments with changes to FullyBooked CCMS Software & Third party billing.
4	March 2020	December 2022	Directors	Vacation Care added in non payment of fees. Moved to new document review timeline.