

## **PAYMENT OF FEES POLICY**

Fees must be paid **AM** on the first day of your child's attendance for the week.

Child Care Assistance is available. A form must be completed and lodged with Centre Link prior to child's commencement date at the Centre. Otherwise full fees must be paid and when notification of your assessment has been received from Centre Link then fees will be adjusted accordingly.

Fees maybe paid monthly, or by the term in advance. **FULL FEES** are payable in advance for every day of your child's enrolment including public holidays, sick days and parent holidays but excluding the 2 weeks over Christmas when the Centre is closed.

A receipt will be issued for fees paid which will include child's name, date of payment and amount, this complies with the government child care assistant scheme.

An enrolment fee of \$50.00 is required when lodging an enrolment application form.

Our terminating policy is two weeks written notice must be given otherwise **2 WEEKS FEES** will be accounted to you.

The Centre is open all year, including all school holiday periods.

**OVERDUE FEES.** Any parent who is one week or more in arrears and has not reached an agreement with the Director to make good such arrears, must make an appointment with the Director to discuss the situation immediately or the child's place will be jeopardised.

A budget based on the number of children attending the centre and running costs used as the basis for fees.

**DISHONoured CHEQUES.** Should this unfortunate incidence occur we regret a charge of \$15 per cheque will be payable and parents will be charged accordingly.