

Camp Gan Izzy-Payment of Fees Policy

National Regulations

Regs	160	Child enrolment records
	161	Authorisations to be kept in enrolment record

Aim

To ensure that services are paid.

To ensure that parents agree with the Payment fee Policy.

Related Policies

Enrolment Policy

Who is affected by this policy?

Child

Families

Management

Implementation

Fee payment

As per Parent Information Booklet - fees are to be paid in advance on the first day of the child's weekly attendance in a weekly or daily base.

Weekly or daily fees are payable to the centre online, by Credit Card (Visa or Mastercard), by cheque or in cash.

Discount and subsidies

Discounts and subsidies may be applied on a case by case basis.

Notice of discontinuation of attendance

When a parent/guardian wish to discontinue and terminate a child care place at the centre it is required to provide written notice to the Centre Supervisor.

Rates

The rates are provided online and in the centre on a booklet.

A provision of a statement is available online and in the centre.

I have read, understood and accept this fee policy, and agree to comply with it.

Parent Date

Guardian Date

Supervisor Date

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Families
- Interested Parties

Reviewed: 05 – 01 – 2017

Date for next review: 05 – 01 – 2018