

FEE POLICY

Policy

The Centre aims to provide a quality child care service to all families, and fees are set accordingly. Parents will be offered care according to the Priority of Access Guidelines.

Procedure

- Fees are payable for all days booked, including any absences due to illness, holidays or public holidays.
- Fees will be charged for Public Holidays, holidays and any absences due to sick days or any other exclusions (please note our Centre is closed on Public Holidays).
- Families will not be charged during the centre closure between Christmas Eve and New Year.

Fee Schedule- MercyCare Catherine McAuley Wembley (effective 1st July 2016)

Daily	\$137	Before School	\$25
Weekly	\$630	After School	\$40
Sessional	\$88 \$88		

Payment of Accounts

- Fees must be paid two (2) weeks in advance at all times.
- Our preferred payment method of payment is via direct debit utilizing Ezidebit.
- Fees are to be paid via Direct Debit which is taken fortnightly on a Tuesday. The Direct Debit Form is attached for you to complete and return to the MercyCare Early Learning Centers.
- If there are any changes to the Direct Debit details, please provide the updates to the Manager/ Coordinator as soon as possible by the Friday prior to the next Direct Debit to avoid financial institution failed transactions charges.
- Late payment fees – a fee of \$1.50 per minute will apply after the centre closes, with a minimum charge of \$7.50 if you are to be late for any reason, please contact the educators at the Centre.
- Statements are issued fortnightly .
- Please note that payments via valid credit cards (Visa/MasterCard) will incur a merchant fee of 1.87%.
- We will pass on failed transaction fee for any declined or dishonored payments. In the case of declined payments, the full declined amount must be paid prior to the date of next payment.
- Repeated incidences of declined or dishonored payments may result in termination of care.
- Families will be given 2 weeks' notice for any increase to fees.

Withdrawal of Children

- Two (2) weeks' notice must be provided if you withdraw or cancel days for your child or children. Full fees will be charged for a two-week period if your child does not attend during this notice period.

Acknowledgement of Fee

By signing this form, I confirm that I have read and agree to the conditions outlined in the Fee Policy and that I am responsible for the payment of this this account. I agree to maintain as per MercyCare Early Learning services Fee Policy (which is 2 weeks in advance at all times). I understand that failure to maintain my account as per the fee policy may result in , MercyCare Early Learning Service considering my child's/children's' place/s vacant and, this may be offered to another child.

If I leave Mercy Early Learning Centre with a debt, I understand that MercyCare Early Learning Centre will place my unpaid account to a debt collection agency and I will be liable for all debt collection fees. This may impact on my personal credit rating.

x	x
Print Name	Signature
x	/ /
Address	Date: dd-mm-yy