

SWiCh Inc Child Care Centre
Monash Student Association Clayton

Policy: Administration

Reviewed December 2006

Policy Statement: Child Care is available to Monash University students and when available to staff members. The weekly fee is calculated to cover the cost of providing a stimulating age appropriate program for the children, the purchasing of equipment and payment of staff salaries, maintenance and registrations. In addition to the weekly fee, parents are asked to pay an equipment levy twice a year to provide for the large quantities of art and craft materials needed and to contribute to the replacement of toys and puzzles. The centre also receives a substantial allocation of funds from the Monash Student Association which enables the fees to be kept to a minimum.

The Monash Student Council review fees and charges and approve the yearly budget.

Permanent Care - Booked Hours

Permanent care is available for full day care 8.30am -5.30pm, or recognised sessions being 8.30am-1.00pm or 1.00pm - 5.30pm.

Holiday Closure

SWiCh is open from January through to December, closing late December to late January. As the centre receives Childcare Benefit it has to abide by the guidelines of the scheme namely that the centre only closes for public holidays and four weeks holiday closure. As SWiCh opens on all public holidays that the University opens, the centre can use these days to make up for the additional closure days at Christmas and a staff development day in the July vacation week. Parents will be given ample notice of these additional closure days.

Monash University students will be given priority over staff member's children. Bookings for the following year will take place at the end of November; families already attending the centre will be given first priority. Siblings of current children will be given priority over new families.

Cessation of Permanent Care

Parents are required to give two weeks notice when they wish to leave the centre. Childcare Benefit cannot be paid for the final two weeks if the child does not attend care.

Procedures

Commencement

On commencement of care a new family record must be added to the database. Details of Childcare Benefit must be recorded accurately. Where the Childcare Benefit assessment is still being processed, the full fee may be charged. If the full fee is paid then the account will be credited when the assessment is finalised.

Paying Fees

Invoices are distributed fortnightly.

Fees can be paid directly to the director or, if the office is unattended, the correct amount can be placed in an envelope and paid to the permanent room staff. Staff are unable to give change. If payment is paid to the room staff parents and staff are required to verify this by recording it in the fee-taking book. Confirmation of such payment will be shown on your invoice.

Visa and mastercard payments can be directly debited from parents credit account each fortnight.

Parents can also choose to pay by credit when the office is attended.

Forms of Payment Accepted

Cash, cheques (made payable to the MSA), visa, and mastercard are all considered acceptable forms of payment. Salary sacrifice is an option for staff members.

Late Fine

The centre closes strictly at 5.30. Late fee is calculated at \$1.00 per minute. Parents will be issued with an account immediately payable within one week.

Parents with Outstanding Fees

Parents with outstanding fees will be given a "Statement of Account" and a reminder letter for the amount outstanding.

If parents are having difficulties with payment they are required to make an appointment to see the director. If after two weeks no correspondence has been made with the director the matter will be passed on to the MSA finance department. If no attempt is made by the parent to pay the fees then care will no longer be available for the child. Re-enrolment cannot proceed until the previous amount is paid. The family will also be placed on the waiting list and not given priority placement.

SWiCh Parent Committee

A new committee is elected each year in March / April. All parents are given the opportunity to be part of this committee. The role of the committee is to:

- meet approximately every six weeks
- assist the Childcare Director and the Centre Staff in the planning of events at the centre
- to contribute to policy development for the centre
- to be used to seek advice, opinions about various issues that may be raised
- to organise and participate in fundraising activities
- to help with the accreditation process of the centre.

The committee consists of:

- SWiCh Director
- One SWiCh Staff Representative
- Minimum of two maximum of six parent representatives
- One MSA student representative

Fundraising

The SWiCh Parent Committee will organise any fundraising activities for the centre. The funds raised will be used directly to enhance the program for the children.