



REJOINING POLICY

Policy Statement

To understand this policy it is necessary to appreciate that Pipitea Childcare Centre is not a business selling childcare services with the intent of making a profit. It is a co-operative of parents wishing to spread/share the cost of providing quality childcare for their children.

The share of the Centre costs payable by each contributing family is based on the annual costs of running the Centre divided into twenty-six fortnightly payments. Because costs are fixed they are not reduced when a child is absent from the Centre. Absences may be due to sickness, holiday, while the Centre is closed over Christmas, or for other reasons. Contributions must be maintained during such periods. (Where the absence exceeds the amount of time at which point government funding is withdrawn then this lost income must also be made-up.) When a position is vacant the remaining parents carry the costs associated with that position.

The rejoining policy is intended to provide a disincentive for the temporary withdrawal of a child to avoid payment of fees. It is also intended to provide for the appropriate allocation of ongoing costs in this situation and the additional administrative costs incurred in the re-enrolment process.

This issue will not arise at most times as the Centre normally has positions on its waiting list. When a child is withdrawn from the Centre that position will usually be filled immediately. However the Centre is vulnerable over the Christmas New Year period. Generally parents do not seek placements until after the holiday period/beginning of the school year. Problems may occur at other times depending on circumstance.

A rejoining fee is payable by the parents/caregiver of any child who withdraw the child from the Centre in December and then seek re-admittance anytime in January of the next year. The rejoining fee for full-time attendees will be calculated at the part-time rate. The rejoining fee for part-time attendees will be calculated at the part-time rate plus the difference between the part-time rate and the full-time rate.

Procedure

- Four weeks written notice is required when a child is to be withdrawn from the Centre. (This is part of the parent's contract agreed to on enrolment). Fees remain payable for this period.
- When a child is withdrawn from the Centre the position will be filled immediately from the waiting list. It is not possible to reserve a position in a vacant state.

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- If a parent has formally withdrawn a child in December and then wishes that child to rejoin in the following January, the parent must ask the Office Manager if there is a vacancy. If a vacancy exists the Office Manager will confirm that with the parent and present an invoice for the rejoining fee.
- The rejoining fee will be calculated according to the time that the child will have been absent from the Centre. In the case of a full-time position the fee will be calculated at the part-time rate. In the case of a part-time position the fee will be calculated at a rate equal to the part-time rate increased by an amount equal to the difference between the full-time rate and the part-time rate.
- The invoice must be paid in full before the Office Manager can confirm the re-admittance of the child. The child may not attend the Centre until this is done.

Calculation of the Re-admittance Fee Example

At the time this note was written the fees payable were (daily rate):-

Full-time \$34.00

Part-time \$37.50

Difference 3.50

If a child was withdrawn from the Centre on 22 December and rejoined on 15 January (3 weeks/15days absence) the rejoining fee payable for a full-time position would be:-

15 days at \$35.00 = \$562.50

If the child was attending part-time for 3 days per week the rejoining fee would be:-

9 days at \$41.00 = \$369.00

(Rate is \$37.50 + \$3.50 = \$41.00 per day)

Pipitea Childcare Centre

Related Policies

List

Ratification

Signed: _____

Centre Supervisor

Convenor

Date: _____