



INFORMATION ABOUT FEES:

Thank you for enrolling your child in our Early Learning Centre. The Centre is an Approved Childcare Service which is accredited by the National Childcare Accreditation Council (NCAC). This means that all eligible families will be able to apply for Child Care Benefit (CCB) either as a fee reduction or as a lump sum payment. To find out more about CCB, contact or visit your nearest Family Assistance Office (FAO); or call **13 61 50**. You will need to provide the Centre with a Customer Reference Number (CRN) and the correct dates of birth for both you and your child; in order for the FAO to determine your eligibility for CCB and/or the Childcare Tax Rebate. Please ask Wendy if you need help to understand any of the above.

The Centre caters to children from 2 years of age. Within the Centre we run a Junior Kindy and 2 Kindergarten Programs. There are qualified teachers who run both the Kindergarten 1 & 2 Programs for at least 40 weeks of the year. During school holidays and at other times when we have less than 24 children in care, in total we **may** operate from one room only. Our operating hours are from 7:00 am till 5:30 pm. for 50 weeks per year.

The Centre will close for two weeks over the Christmas period for which no fees will be charged.

Our fees as of the 10th of January, 2018 have been set as follows:

Room	Daily	Weekly	Hourly
Kindergarten (subsidised by Queensland Kindergarten Funding)	\$87.50	\$390.00	\$14.10 (with a minimum of six hours at a time.)
Junior Kindy	\$90.00	\$396.00	\$14.70 (with a minimum of six hours at a time.)

- **Application Fee:** This is a non-refundable fee per family for the processing of the enrolment details. Bookings will not be finalised until this is paid.
- **Fees for Absences:** The Centre must follow the Childcare Management System (CCMS) under which CCB for eligible children is paid for up to 42 Allowable Absences per financial year (including public holidays). **Fees are payable for public holidays and for days on which your child is absent** if it is one of their Booked Days. If your child's absences exceed the 42 day limit, then you will be obliged to pay **full fees** to the Centre unless you are able to prove the absence/s was/were for an Approved Reason, i.e. The child was sick and you are able to provide the Centre with a Medical Certificate.
- **A Holiday Holding Fee of 50%** of your child's normal Booking will apply for holidays taken other than the four weeks for which we are closed at Christmas time. The Holding Fee of 50% ensures that your child's place in our Centre will be kept. Please be aware that under CCB each financial year, each child is permitted to have 42 Allowable Absence days (including public holidays) for which CCB will be paid.

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- Holidays are considered to be an 'Allowable Absence' as long as you have not exceeded the 42 limit. The CCB component of holidays in excess of the 42 day limit will not be applicable and you will be charged the whole 50% of your child's normal booking. The Holiday Holding Fee is not applicable to illness.

You must fill out a Holiday Holding Form 2 weeks prior to any holidays taken or full fees will be charged. (This includes school holiday periods)

- **A Late Fee** may be applicable if a child is not collected on time (see Centre Fees Policy)
- **Withdrawal of Child:** 2 weeks' notice is required in writing. Fees will be charged up to the end of the two weeks from the date at which notice was received in writing, whether or not the child has attended the Service during those 2 weeks. **CCB will not be paid** if the child does not attend their first or last day of Care, and full fees will be applicable. **(This is a policy of the Family Assistance Office in relation to Child Care Benefit)**

Fees are subject to change at the discretion of the Licensee. Parents/Guardians will be notified in writing, at least 2 weeks prior to any changes in fees.

Fees may be paid at the Centre to the Director or another authorised member of staff and at the College office. Payment options include: Eftpos, cash, cheque or credit card. Credit card payments will also be accepted over the phone. The Centre also has Direct Deposit, Credit Card Deductions and Centre Pay options available. Please see the Director for details

If you require further information, please do not hesitate to call the Centre on
(07) 4722 9218.