# FEES The daily fees from July 2017 are: Nursery Room $112.00 Dreamtime (Toddler) Room $105.00 Preschool Room $101.00 The fees are subject to change after consultation with the Management Committee. CHILD CARE BENEFIT Child Care Benefit and The Child Care Rebate are available at the centre to assist families with fee payments. Forms are distributed on enrolment and must be filled out by families and taken to your nearest Centrelink Office for processing or you can phone the Family Assistance Office on 13 6150 or go online AS FEES & SUBSIDIES ARE SUBJECT TO INCOME LEVELS WE MAY NOT BE ABLE TO CALCULATE YOUR EXACT FEE UNTIL WE RECEIVE NOTIFICATION FROM Centrelink The Family Assistance Office operates through Centrelink and is responsible for payment of Child Care Benefit. You can choose two options: 1. To pay reduced fees. The Child Care Benefit / gap will be paid to the centre directly or 2. To claim the Child Care Benefit as a lump sum payment at the end of the financial year. This means you will be charged full fees at the centre. Payment of new claim forms will only be granted for children with up to date immunisation records. If you have any questions about Child Care Benefit please speak to the Director at your enrolment meeting. The centre claims family’s child care benefit ( CCB) and or Child Care Rebate (CCR) through the online Child Care Management System (CCMS). Families must be registered with the CCMS before the child starts their care at the centre. If your child/ren are not registered you will be required to pay full fees until registration occurs. Families are responsible for providing the correct information on the child/ren’s enrolment form. The Child Care Rebate is available to all families and can also be claimed weekly through the CCMS at the centre. Further information is available in your information pack. The centre’s Customer Reference Number (CRN) is: 555 002 344J CCB Approval ID is: 1- 631- 3480 Organisation ID is: 1- 61G - 37 PAYMENT OF FEES On enrolment at the centre a Security Deposit for your child must be paid. The fee is $50 per day with a minimum payment of $100 due by the child’s enrolment meeting. For example 5 days = $250. However should a family change their mind about accepting the offered placement the holding deposit is non-refundable. No offer of placement will be deemed accepted by the centre management until the holding deposit has been paid. This Security Deposit is refundable upon your child withdrawing from the Centre or it can be transferred into the next year of care or to siblings attending the centre. If a family's fees falls behind by 2 weeks or more the family will be asked to pay these outstanding fees immediately or their child's position may be withdrawn and an account sent for any fees outstanding. If fees remain outstanding by more then one month this matter will be placed into the hands of our debt collector. Please ensure your fees are up to date to avoid losing your child’s position. All childcare fees will be paid by Direct Debt by EDebit through your bank account or Credit Card. Please note payments by credit card will occur an additional fee. Any bank fees accrued because of overdrawn accounts will not be paid by the centre. All families are responsible for ensuring enough money is in the account ready for your child care fees payment. A receipt will be issued each time a payment is made and a statement of account is issued monthly. Fees are charged for any days that your child is absent. For example holidays or sick days. Fees are not charged for Public Holidays or closure periods. Families experiencing difficulty in paying fees should contact the Director immediately. Please do not wait for your child's place to be reviewed. Feel free to contact the Administrative Assistant between 7:30am – 4:30pm Monday to Wednesday and Friday to inquire about your family’s account. LATE FEE Opening and closing times for the Centre are very strict due to licensing and staffing regulations. On the first occasion a child/ren is picked up after 6:00pm a written warning will be given to the family in question. On subsequent occasions a late fee will be charged: $10.00 within the first five minutes, $20.00 within the next five minutes and $20.00 for each five minute block after. For example two minutes late will cost $10.00 or seven minutes late will cost $30.00. This fee will be charged each time your child is left at the centre after 6:00pm. This fee is not included in the Child Care Benefit Scheme. It is the responsibility of the parent to notify the Centre if he/she will be late and to organise alternative arrangements to have their child/ren collected by 6.00pm. NOTICE OF WITHDRAWAL OF A CHILD FROM OUR CENTRE Four weeks notice must be given in writing if you are withdrawing your child from the centre or reducing your child’s days of enrolment. The centre has a form to be completed for this purpose. Please discuss this matter with either the Director or the Administrative Assistant to arrange for this procedure to occur and finalise payment of fees. ALLOWABLE ABSENCES Child Care Benefit is paid for up to 42 Allowable Absence Days per financial year across all approved long day care services, family day care, in-home care services and specialised outside school hours care services. Each child receives a new set of 42 Allowable Absences at the beginning of each financial year. Allowable Absence days can be taken for any reason (provided the day being claimed as an absence is a day on which care would have otherwise been provided). If a family is using another approved service, it is your responsibility to inform the other service of any allowable absence taken. A statement will be sent out quarterly showing the number of absences, dates and tallies and the total of Allowable Absences for the year are also shown on the account statements sent out to parents. Child Care Benefit is also payable to absences taken for the following reasons: illness (with a medical certificate, rostered days off, rotating shifts, temporary closure of a school or pupil-free day, public holidays, periods of local emergency, shared care arrangements due to a court order, consent order or parenting order and attendance at preschool. Absence days taken for the above reasons are called approved absence days. There is no limit on the number of approved absence days a child’s family may claim providing they are taken for those specified reason stated above. If families are taking an Approved Absence day, then supporting evidence, for example a doctor’s certificate or court order must be provided to the centre.