

Early Learning Centre (ELC) fee policy

CatholicCare Diocese of Broken Bay is a not for profit agency of the Catholic Diocese of Broken Bay and fees are required to be paid for all children enrolled in our Children's Services. Fees are set as low as possible while taking into consideration costs associated with employing professionally trained and qualified teaching staff and the resources needed to provide quality programs for children.

Fees

A fee schedule is found in your enrolment pack.

Setting of fees

A budget is devised for the ELC based on current funding available and the costs of providing a quality service. As noted above, we try to keep the fees as low as possible. However, there are times, due to rising costs or change in funding, that fees need to be raised. When this is the case we will advise you in writing prior to any increase taking effect.

Holding deposit

A holding deposit of two weeks fees is payable for all families enrolling at the beginning of each year for the school year. If a parent subsequently chooses not to take the placement, the deposit is non-refundable.

Administration fee

New families enrolling in the service will be charged a yearly \$25 administration fee.

Overdue fees

If fees are overdue by more than two weeks the Coordinator will request immediate payment to ensure the child's enrolment is not cancelled. If there are outstanding fees by more than two weeks after receiving invoice parents will receive an overdue notice. Parents should advise the Coordinator at the earliest possible opportunity if they are experiencing difficulty in paying fees.

Late pickup fees

Children must be collected no later than the advertised closing time. An immediate late fee of \$10.00 will be charged and \$1 for every minute thereafter.

Casual child care days

Vacancies permitting, extra days might be available to families on a casual basis, charged in addition to your permanent booking. Please see the Coordinator if you require any extra days. Please note, a different rate of fees apply for any additional days after the first 3 days. This is due to the funding being limited to 2 or 3 day positions.

Note: Permanent bookings cannot be swapped for casual days.

Withdrawal or change of enrolment

Enrolments are allocated on a termly basis. If you wish to withdraw your child, you will still be obliged to pay the remaining term's fees.

Holidays and public holidays

The Early Learning Centres, operate on a termly basis. Term times are similar to the Catholic Schools, except will generally operate for full weeks without Staff Development Days. Fees apply for the term time days your child is permanently booked into the service. This includes days when children are away on holidays, public holidays that fall within term time and days when children are away due to ill health.

Invoices and receipts

Enrolments, fees, statements and invoices are managed within our Child Care Management Software, HubWorks.

Invoices are emailed to families every fortnight. Fees are to be paid fortnightly by using the methods outlined in the Payment Methods below. Dates for the fee period are printed on the statements. Families can also pay further in advance if they wish, for example monthly or termly, however these must be paid in advance.

Receipts can be accessed via your individual HubWorks log in. Families can speak to their Coordinator if they are unsure of their HubWorks log in.

Payment method

Payments can be made using one of the following options:

BPAY®

BPAY is our preferred method of payment. It is a fast, safe and easy way to pay your account. Your BPAY reference number is found on your fee statement.

Direct Debit

We can debit your nominated account or credit card (Visa or MasterCard) for any fees on the due date. Please submit your details via your online HubWorks log in, under Enrolment Information. Please speak to your Coordinator if you do not have your log in details.

Child Care Benefit (CCB)

The Early Learning Centre has on staff, a *Registered Carer*. This means that eligible families may be able to claim a small amount by taking their Early Learning Centre fee receipts to Centrelink. The Early Learning Centre cannot claim this money on behalf of parents. Please contact Centrelink for more information.

Note: Families attending the ELC are not eligible to claim the 50% Child Care Rebate.