



We deliver a service that is fully inclusive, convenient and community-based with competitively priced fees that reflect the high quality services we offer.

### Fee Structure

Our fees are based on a 10 hour session rate (7:30 am – 5:30 pm) and include all meals, disposable nappies, sunscreen and hats. Child Care Subsidy may be available to offset the cost of the session fee.

Group	Session Fee	Hourly Fee
Nursery	\$118	\$11.80
Pre-Kindy	\$113	\$11.30
Kindy	\$111	\$11.10

The session fees are set by the room placements, not by children's individual ages. Children are transitioned to the next group when they are developmentally ready and when there is a vacancy for them on their enrolled days.

### Enrolment

Please complete the Enrolment Package and become familiar with the routine and facilities at our service before starting with us. We offer orientation visits and play dates free of charge so that you and your child can feel safe and confident in our environment. You will complete a Child Care Agreement. This is an arrangement between yourself and us for routine care of your child. You may request extra casual days, subject to availability. It is important that you keep us informed of any changes to your circumstances.

We charge a non-refundable **enrolment fee** of **\$50**. This fee secures your child a place at our centre. After we receive the enrolment fee, we proceed with your paperwork and service orientation with you and your child.

### Enrolment Bond

We hold a bond equivalent to **two (2) weeks** of your attendance fees. Your bond will be adjusted to reflect any changes in your child's attendance pattern. The bond is capped at \$1000 per family. We recognise family circumstances vary and will make fair and reasonable adjustments to the bond should a family require it.

### Bond Refund

We hold the bond against your account until you exit our services. When we receive your **two weeks' notification to leave** our services, we reconcile your account and reimburse any money which is not owed through outstanding fees.

If you change your mind about your child's enrolment within two weeks of your start date, you will only be refunded 50% of your bond.

### Annual Maintenance Levy

We charge an annual payment of **\$150** per family to help us purchase and maintain equipment and resources to support children's play and learning.

We offer the possibility of a refund to families who participate in working bees and/or other projects and take-home jobs.

### Payment Options

We bill you on a weekly basis and provide statements for your records. You must pay your fees weekly or fortnightly. You can pay via

- EFTPOS
- Direct Debit

We prefer direct debit as it keeps our costs down. We will provide you with the form to activate the debit.

If you are experiencing financial difficulties to meet your payments, please contact your Child Care Centre Director to negotiate a payment plan.

### Holidays and Centre Closures

Our centre closes each year for a short Christmas holiday, usually for around two weeks. The dates vary, but are usually from the Friday before the 25th December to the second week of January. We do not charge fees over this service closure period.

### Late Fee

You will be charged a late fee if your child has not been picked up by 5.30pm. The fee covers the expenses incurred by providing care outside of standard hours. The fee is \$30 for the first quarter of an hour (5.30 – 5.45pm) and \$1 per minute after 5.45pm.

As we are a small centre, we are unable to offer discounts on fees for any holidays or absences that occur outside of these set centre closures. We are also unable to give you replacement days for any absences.

We look forward to you joining our service.

**For further information you can contact us by  
phone: 07 3371 5451**