



2:10.1 FEES POLICY

Created: June 2016

The Fees policy documents all important aspects of paying fees, including sick days, holidays, statutory days, 20 ECE hours, subsidies.

Standard Terms

- Our Fees Policy forms part of your Enrolment Form and Agreement.
- All fees are inclusive of GST.
- Fees must be paid through automatic payment, direct credit or cash.
- Enrolments are for a minimum of 2 days per week.
- Fees are payable for all absences other than what is outlined below.
- We will be closed on the days between Christmas and the New Year. There will be no charge for the time that we are closed.
- On enrolling your child a one off payment of \$30.00 is charged as an administration fee.

What Your Fees Include:

Let's Grow will provide all meals snack. We will also provide all drinks throughout the day. Sleeping linen, including laundry services. Wipes & sunscreen.

Absences:

Where a child is absent for more than 2 weeks without notice, they may be withdrawn from our register. Please notify the Centre Manager in advance if this might occur. We will endeavour to provide assistance where we can. Fees are required to be paid in full for all absences, including absences longer than 2 weeks in order to hold your child's place. Places cannot be held indefinitely and this will need to be negotiated with the Centre Manager.

Statutory Holidays:

We are closed all Statutory Holidays. There is no charge for any days that we are closed.

Withdrawals:

Two weeks' notice is required if you wish to withdraw your child from the Centre. No refunds are given.

Late Pick-up Charges:

Parents will be charged a late fee for any late pick up. The rate for late pick ups within our licence hours of 7.30am-6pm is \$0.50 per minute, this cost is to cover an additional staff person to stay back and care for your child. Late pick ups outside of our licencing hours will incur a late pick up charge of \$1.00 per minute, this cost is to cover two additional staff members to remain at the centre which is the regulatory requirement. Payments will be receipted and documented accordingly.

Payment of Fees :

Fees must be paid on time. This is necessary for us to maintain a high quality service. Where fees remain unpaid for more than 2 weeks, we cannot guarantee a place your child, and may need to be withdrawn, unless an alternative arrangement has been negotiated. Please do not hesitate to contact the Centre Manager as soon as possible if you cannot meet your obligations under this Fees Policy – we are more than happy to discuss your situation.

The Centre reserves the right to use debt collection services to recover costs should this be necessary. As the child's legal guardian you are responsible for all fees that occur with any debt collection.

Our fees are reviewed every year in order to keep on top of changing costs and inflation.

The centre reserves the right to change the fee rates and policies and irrespective of previously published or quoted prices, the new rates and policies will apply from the notified date.

20 Hours ECE:

- Eligibility starts when a child turns 3 and ends when they start attending school. As children must be enrolled in school by their 6th birthday, the last day that can be claimed as 20 Hours ECE is the day before a child's 6th birthday.
- Parents need to have signed the 20 Hours ECE attestation on their child's enrolment form before it can be claimed. 20 Hours ECE can only be claimed from the day a parent has completed and signed the attestation, it cannot be claimed retrospectively.
- Parents must be able to choose how they allocate 20 Hours ECE for their child, up to the maximum of 6 hours per day and 20 hours per week.
- There is a minimum daily booking for over 3's of 6.5 hours per day.
- The '20 Hours ECE' subsidy has been calculated to cover the 'standard level of care' for example the standard requires centres to have only 50% of their staff qualified; we consistently operate at 90-100%, in addition we have quality low ratios and provide nutritious meals and quality resources therefore charge a small daily fee for the time outside of the 20 Hours ECE to help cover these additional costs.

WINZ Childcare Subsidies:

- Parents may apply for a WINZ subsidy if they qualify for this.
- All fees must be paid in full while waiting for confirmation of your subsidies.
- WINZ can pay all or a portion of your fees if you qualify. We will be happy to give you more information on your entitlements and how to apply for them.