

## Early Learning Centre

Please see below for a basic outline of our frequently asked questions regarding fees. For more information on our Fee structure and guidelines, please refer to our Fee Policy. Alternatively, you can speak to the ELC Director at any time.

## Fee Charges

Session	Time Period	Fee
Morning	8:30am-12:30pm	\$37 before CCB/CCR
Full Day	8:30am-4:30pm	\$72 before CCB/CCR

CCB = Child Care Benefit, CCR = Child Care Rebate

## Payment of Fees

Fees are payable within 7 days after the account being issued.

Accounts will be issued during the week following care. Payments can be made to the school office via the following options:

1. Cash or cheque
2. Credit card/EFTPOS

Alternatively, a direct deposit can be made into the services' bank account. Scheduled credit card payment plans can also be set up with the service director. Information regarding these options are available on our Payment Commitment Form.

## Holidays

Written confirmation of holidays must be presented to the ELC Director before holidays are taken. If the child is absent for 2 consecutive weeks or more, a discount of 50% off the gap fee will apply.

## Late Collection

If OSHC is in operation and has vacancies (and the child is at least 4 years of age), an ELC staff member will escort the child to OSHC and the account holder will be charged the appropriate OSHC fee for that session.

If OSHC is not available (or the child is not yet 4) and a guardian is late to pick up a child, an extra charge will occur on the account.

For the first 15 minutes (4:30–4:45), a flat fee of \$15 will apply at any stage during this time frame. If the child is collected any time after 4:45, the account holder will be charged \$1 per minute.

## Late Fees

We understand that sometimes life has unexpected circumstances occur. Please speak to the ELC Director if you are having trouble paying your fees.

Failure to settle accounts promptly will result in a friendly, written reminder from the ELC director.

If a family is failing to make payments after three reminders, they will be prohibited from using the service until the account has been settled. A letter from the Director will be sent to confirm this, and a copy will be kept on file.