



## PARENTS FEES POLICY

4 September 2023

	Under 3 years	Over 3 years
2 days	\$180	\$117
3 days	\$270	\$176
4 days	\$339	\$234
5 days	\$365	\$263



### ENROLMENT/WITHDRAWAL

Childsteps operates as a full day childcare centre and does not offer short days or sessions. Minimum booking is 2 days per week. Minimum times are 6.5 hours per day. Once a child is enrolled and confirmation of a start date is given, all booked sessions will be charged, regardless of whether a child attends or not.

An \$80.00 non-refundable enrolment fee is charged at the time of enrolment and a \$200.00 bond which contributes to the last week of fees. If a booking is made and confirmed and it is decided not to proceed with the enrolment, the \$200.00 bond is non-refundable.

Two week's written notice is required if your child is leaving the Centre.

### PAYMENTS

Fees are to be paid by direct debit authority each Friday for the following week. To run a high-quality childcare setting it is essential that fees are paid on time. If an account falls into arrears parents will be advised and requested to bring the account up-to-date within 7 days. If payment remains outstanding, we may be unable to continue to hold a place for your child. Any outstanding debt will be referred to a debt collection agency and any associated collection costs incurred by Childsteps in recovering any outstanding amount will be payable by parent/guardian.

### WORK AND INCOME SUBSIDY

WINZ childcare subsidies are available for fee assistance depending on the level of your total family income. Please talk to the Manager about this. This subsidy is only part payment for fees and parents must meet the balance. Full fees will be charged until the centre receives the WINZ subsidy. This may take 3-4 weeks. It is the responsibility of the Parent/caregiver to advise Work and Income of any changes to enrolment.

### EXTRA DAYS

We do not swap days of attendance for any other day. If you require an extra day, please enquire at reception and your child may attend if there is a vacancy on that day. This will be considered an additional day and will be charged to your account.

### FEE INCREASE

Fees will be reviewed each year on 1 August and parents will be given one month's notice of any fee changes.

### FAMILY DISCOUNT

Where there are two or more children from the same family attending fulltime at the Centre, a discount of 10% is applied to the oldest child.

### HOLIDAY / STATUTORY HOLIDAYS / SICK DAYS / ABSENCES / EMERGENCY CLOSURES

Full fees apply for statutory holidays, emergency closures, absences and sick days. We recognise that holidays are important, and we offer 50% off fees for three weeks per calendar year. Children receiving 50% or more of their fees paid for through WINZ subsidies will be entitled to a discount up to the value of their weekly charge. There are no fees payable if the Centre is closed between Christmas and New Year. Statutory days are charged out at the normal daily rate not the discounted weekly fee which means when statutory days occur, they are charged out at the full rate subsequently reverting the weekly discounted fee to the four day rate. Absences longer than three consecutive weeks impact our funding and we are unable to guarantee continuity of enrolment after this time.

#### The conditions for the holiday discount are:

- Written notice is required two weeks in advance of the holiday.
- Holidays cannot accumulate from one calendar year to the next.
- Holidays cannot be applied to statutory days.
- Applies to standard weekly bookings ie. if your child is booked for three days per week then you will be eligible for three weeks of three days.

We have one professional development day each year where the Centre is closed and for which parent fees are applicable.

### LATE FEES

For children who are picked up after the Centre's specified closing time, a late fee of \$1.00 per minute shall be charged and added to the following week's account.

### 20 HOURS SUBSIDY

Childsteps Early Learning Centre offers the 20 Hours Subsidy to children aged 3-6 years. Please note it is optional for early childhood centres to provide this initiative and we reserve the right to revoke this initiative, if it becomes unsustainable.

Six hours of the subsidy is used each day a child attends and up to 20 hours per week. If your child is enrolled at more than one centre, parents must attest the number of hours they are using at each centre.

Childsteps Early Learning Centre does not request an optional or voluntary charge as part of our offering the Government's 20 Hours Subsidy. However, from time to time, we may request additional costs to cover things like non-regular excursions etc.