



Fee Schedule

FEE STRUCTURE: Current as at 1 January 2024

Enrolment Fee ELC & OSHC	Paid once per year per child	\$50.00
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Early Learning Centre Morning Session	7.00am – 12.30pm	\$65.00
Early Learning Centre Afternoon Session	12.30pm – 6.00pm	\$65.00
Early Learning Centre Full Day Session	7.00am – 6.00pm	\$120.00
Early Years Kindy – Term Time Only	8.30am – 2.30pm	\$100.00
Early Years Kindy - Long Day Session – Term Time Only	7.00am – 6.00pm	\$125.00
ELC Before School Session	7.00am – 8.30am	\$30.00
ELC After School Session	2.30pm – 6.00pm	\$45.00
ELC Vacation Care and Pupil Free Days	7.00am – 6.00pm	\$120.00

OSHC Before School Session	6.30am – 8.30am	\$30.00
OSHC After School Session	2.30pm – 6.00pm	\$45.00
OSHC Vacation Care and Pupil Free Days	6.30am – 6.00pm	\$100.00

Bookings

- Families pay for a place during school Term times (Sacred Heart Thornlie School Terms) and may elect to book a permanent or casual place.
- Vacation Care and Pupil Free Day bookings will be available for families to book as casual days prior to the Vacation Care Period on a first in, first served basis.
- Permanent bookings will be given preference and casual bookings will be subject to availability.
- Families will be required to confirm the chosen enrolment schedule and fee structure by signing a Complying Written Arrangement (CWA) on the enrolment form upon confirmation of your child's enrolment.
- Once a place has been booked, payment is required whether a child attends or not.
- Full fees are required to be paid on absent days if a child is enrolled for care on that day. No refunds apply for missed bookings, including children away due to illness.
- Two weeks' notice is required for cessation of care. Fees will be charged for the final two weeks of care regardless of attendance. CCS can only be applied up until the last attendance so full fees will apply after this day.
- All bookings and cessation of care is to be in writing to either elc@shthorn.wa.edu.au or oshc@shthorn.wa.edu.au

Fee Payable/Accounts

- The Service will determine the required fee level to meet budget prediction for the year.
- The fee schedule and fees payment policy will be fully explained to families during the enrolment induction process.
- Fees payable will be based on either daily or weekly amounts.
- Families will be given a minimum of 14 days' notice of any fee increase.
- The same fee will be charged to all families for equivalent care arrangements.
- A statement of fees will be sent to parents/guardians as per legislative requirements.
- Families are required to remain up to date with fees. A receipt of payment, in accordance with Australian government guidelines, will be provided for each payment on their statement. Failure to uphold the payment plan may result in attendances being reduced or cancelled until fees are in advance.
- Families are not required to pay fees on public holidays if the holiday falls on their regular booked day.
- Fee payment will be recorded according to Australian government guidelines. Families may also view details about their childcare usage and total fees charged and the fee reductions calculated by through Centrelink via the Child Care Management System.
- Families should contact the Service to advise of their child's inability to attend as soon as this is known. Fees will still be required on days the child would normally attend.



Fee Schedule

Child Care Subsidy (CCS)

- This Service will comply with the Australian Government requirements to be an approved education and care service for the purposes of Child Care Subsidy (CCS), reporting requirements and any other requirements for claiming and administering CCS will be maintained by the Service.
- It is the enrolling parent/guardian's responsibility to register for CCS through your MyGov account, provide their projected annual income, activity levels and the name of the Service.
- All fees are charged at the full rate. Each family's eligibility for CCS is then calculated and the Service is then forwarded these funds. Deductions may then be made to each individual family's accounts.
- Any changes in a family's financial circumstances may result in changes or cancellation of CCS. It is the family's responsibility to keep their details on MyGov current and contact the Centrelink office if they wish to dispute assessments or discuss it further.
- Families will only be eligible for CCS if child care attendance records are accurately completed and signed by the parent/guardian or other responsible adult, and other eligibility requirements are met.
- Families are entitled to 42 absence days for each registered child in each financial year. CCS is applied for these days provided that the child would normally have attended on that day, and fees have been charged.
- Additional absences can be claimed when the first 42 days have been used. Supporting documentation may be required for approval of additional absences.
- All documentation pertaining to CCS will be kept for the specified period of time and made available to department representatives upon request.

Payment of Fees

- Fees are payable from the agreed commencement date and must remain up to date
- All fees are charged one week in arrears and are due to be paid to the service on the Friday following the invoice.
- Fees are to be paid by direct debit (Debit Success) under the terms and conditions outlined in the Sacred Heart Primary School Thornlie Direct Debit Request Agreement.

Overdue Fees/Financial Hardship

- Parents/guardians with overdue fees will be encouraged, by the Nominated Supervisor to discuss any difficulties they may have in meeting payments. A payment plan will be implemented if necessary. If this is not done, or the agreed arrangements are not kept, the matter may result in cancellation of the child's booking.

Late Collection Charge

- The Service reserves the right to implement a late collection charge when parents/ guardians have not collected their child/ren from the Service before closing time. This charge will be set at a level determined by the Service and based on the Service's need to recoup expenses incurred in employee overtime wages.
- The current fee for late collection is \$2 per child per minute. In the case of late collection after a morning or Early Years Kindy session, the full day rate and session hours will be applied.
- Where a parent/ guardian is continually and regularly late arriving at the Service to collect their child, the Nominated Supervisor will discuss other childcare options with the family. If further incidents of late collection occur, the families booking may be ceased.

Further information can be found in the service Payment of Fees Policy.