



The collection of fees for each child who attends the service provides the financial base from which it operates. Fee income enables the service to offer a quality program for children in accordance with the *Education and Care Services National Law and Regulations 2012* and to provide adequate resources for children's use. Fees are reviewed biannually in June and December. At least 2 weeks' notice will be provided before any changes take effect. **Further information can be found in the service Fee Collection Policy.**

FEE STRUCTURE: Current as at 1 January 2021

Early Learning Centre Morning Session	7.00am – 12.30pm	\$56.00
Early Learning Centre Afternoon Session	12.30pm – 6.00pm	\$56.00
Early Learning Centre Full Day Session	7.00am – 6.00pm	\$107.00
3 Year Old Kindy Session	8.30am – 2.30pm	\$93.00
3 Year Old Kindy Long Day Session	7.00am – 6.00pm	\$117.00
Before School Session	7.00am – 8.30am	\$25.00
After School Session	2.30pm – 6.00pm	\$40.00
ELC Vacation Care and Pupil Free Days	7.00am – 6.00pm	As per Morning/ Afternoon or Full Day sessions above
Enrolment Fee	Paid once per year per child	\$30.00

Before School Session	6.30am – 8.30am	\$25.00
After School Session	2.30pm – 6.00pm	\$40.00
OSHC Vacation Care and Pupil Free Days	6.30am – 6.00pm	\$90.00

ENROLMENT AND BOOKING

- It is the family's responsibility to apply for Child Care Subsidy (CCS). Families will be charged full fees upon enrolment if they are not currently registered for CCS.
- Families eligible for CCS and who have paid full fees prior to notification will receive a credit through the Childcare Management System (CCMS) once CCS notification has been received. Full fees will also be charged if Child Care Subsidy is suspended for any reason.
- Child Care Subsidy eligibility applies only if attendance records are accurately completed and signed by the responsible person and all other eligibility requirements are met.
- Permanent and part time bookings will be given preference and casual bookings will be subject to availability.
- 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 and holidays if a child is enrolled for care on the day they occur.
- Two (2) weeks' notice is required for all cancellations including holidays and cessation of care. Families will be charged for non-attendance on pre booked days which do not comply with this timeline.
- Cancellations must be submitted in writing in the Centre or by email to elc@shthorn.wa.edu.au
- 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.
- Whenever possible the parent/guardian should ring the service to advise they will be late to collect their child. A late fee of \$5.00 per 5 minutes or part thereof will be charged if your child/children are not picked up by 6.00 p.m.
- It is a requirement that accounts are paid in full at the end of each school term and vacation period in order to confirm bookings for the following term and vacation periods.

BILLING ARRANGEMENTS AND FEE PAYMENTS

- All fees are charged one week in arrears and are due to be paid to the Centre on the Friday following the invoice.
- Fees are to be paid via Direct Debit through Debit Success
- Parents/guardians are encouraged to discuss payment difficulties and make suitable arrangements to pay with the Nominated Supervisor and School Principal.