

Fees

as of 1 January 2023



Age	Daily Fee	Holiday Fee	Half Day Fee	Casual Day Fee
6 months to 3 years	\$130	\$87	\$70	\$140
3 years to 5 years	\$125	\$84	\$67	\$135
Preschool	\$108			

Additional Fees

Commencement Fee (Payable at the time of the enrolment interview)	\$50
Late fees	\$5 per child for every 5 minutes after 6pm.

Inclusions

- ▶ Morning tea, afternoon tea and lunch prepared by a qualified cook using a whole foods menu. Meals are nutrient rich and tailored for the cultural and dietary needs of your child including any intolerances or allergies.
- ▶ Nappies and related consumables such as wipes and cream as well as sunscreen
- ▶ A contemporary educational program which:
 - ▷ caters for all areas of a child's development including cognitive, physical, social, emotional and spiritual
 - ▷ is based on our curriculum covering social and emotional learning, literacy, numeracy, STEM, arts and expression, movement and spirituality
 - ▷ is influenced by contemporary pedagogical practices such as the Reggio Emilia approach, inquiry and play based learning
 - ▷ is individualised to cater for children's unique interests and needs
- ▶ Access to co-located school facilities as an integral part of the learning program from 6 months through to Preschool. Additional learning opportunities within the school are included as part of the Preschool program.
- ▶ Resources and equipment which actively support children's learning

Important information

- ▶ Families are fully responsible for the payment of all fees
- ▶ Alive Catholic Early Learning does not charge for public holidays. The Centre is not open on public holidays and fees do not apply if any usual days of attendance fall on one of these days.
- ▶ The Centre is open 50 weeks of the year with a minimum 10 day break over the Christmas/New Year period
- ▶ Fees are reviewed at a minimum of once per year at the end of the calendar year. Any increase in fee will be communicated with you in accordance to Government regulations (at least 14 days notice)

Additional information

Fees

- ▶ A non-refundable commencement fee of \$50 is required to be paid at the time of the enrolment interview.
- ▶ The Centre closes promptly each day by which time all children must be collected. Families are requested to notify the Centre if they are running late. A late fee of \$5 per 5 minute increments will be charged after 1 minute past closing time to cover staff overtime costs. If by closure time staff have not been able to contact the family, listed emergency contacts will be called and if this is unsuccessful, the Police will be called.
- ▶ The Head of Early Learning may vary conditions relating to fees in response to the needs of individual families (in consultation with the Alive General Manager Operations).
- ▶ Families can apply for Child Care Subsidy (CCS) to reduce their out of pocket costs. CCS is determined and paid by the Government and is subject to their requirements. Please see CCS information below for more details.
- ▶ Until CCS has been approved and has commenced, families are required to make full payment of any fees accrued.

Attendance and withdrawal

- ▶ Each child must be enrolled for a minimum of two days per week.
- ▶ Attendance is charged on a daily basis.
- ▶ Limited casual days may be available for the provision of emergency care depending on individual need and availability.
- ▶ Casual days will be charged at the applicable casual day rate and will be in addition to any permanent bookings i.e., you cannot swap your permanent day for a casual day at another time during the week.
- ▶ Casual days can be requested through the Xplor app or by contacting the Centre Administrator before close of business the day before the booking is required. Casual day bookings will be confirmed via email or phone prior to acceptance.
- ▶ As part of the orientation process half day sessions are able to be negotiated. All other sessions are charged at a full day rate.
- ▶ 28 days notice in writing is required if withdrawing a child from the Centre. If no notice of withdrawal is provided, two weeks' fees will be charged in lieu of notice and this may not attract any Child Care Subsidy (CCS) in which you would be liable for the full costs.

Absences

- ▶ Fees apply on booked days when the child does not attend due to illness and holidays. A child's enrolment continues at the Centre on the days of absence and therefore fees will still be charged.
 - ▷ Each financial year the Family Assistance Office (Centrelink) will pay CCS entitlements for the first 42 days of absences. These days can be used for any reason, and they must be used before any additional absences can be claimed. In extreme cases i.e., pandemic, the Government may temporarily increase the amount of days.
 - ▷ Additional absence days may be claimed after the allocation of 42 days is exhausted. These can only be claimed if the family is able to provide evidence to demonstrate the absence has occurred under permitted circumstances.
 - ▷ A holiday discount is available for up to four weeks per calendar year (20 business days). To claim this discount, you must provide two weeks written notice in advance

and fee payments must be up to date. Children taking part in the Centre based preschool program are not eligible for a holiday discount during term time.

Fee payments

- ▶ Direct debit is the preferred payment method.
 - ▷ Fees can be paid either weekly or fortnightly.
 - ▷ In the case of a declined payment, the full payment must be made within 3 working days of the default.
 - ▷ In case of a defaulted payment, any additional fees will be charged to the family.
- ▶ EFTPOS/Credit Card payments can be made in person. Payments can also be made directly through the Xplor app.
- ▶ CCS statements will be issued fortnightly with the remaining gap fee debited from the nominated account (if using the direct debit service)
- ▶ If families pay more than the fee requirement at the time, change will not be given but will be credited to the families account.
- ▶ Families should be aware that their bookings will be cancelled should fee payments fall 5 working days in arrears, unless approved alternative arrangements have been negotiated between the family and the Centre.
- ▶ A process for debt collection will be used to recover any outstanding account balances and the costs associated with debt collection will also be the responsibility of the family.

Child Care Subsidy (CCS)

- ▶ CCS is available to all families who are Australian Residents, meet family eligibility requirements, and their child meets immunisation requirements. Entitlement is determined by an activity test which determines the number of hours of subsidised care to which families are entitled. CCS can be accessed through Services Australia (Centrelink). For more information please see: <https://www.dese.gov.au/early-childhood/get-help-fees>
- ▶ A Complying Written Agreement needs to be completed to access CCS in addition to providing proof of immunisation and residency. CCS will not be approved until these are completed.
- ▶ Families are responsible for notifying Centrelink of any changes to their family income or hours of care as these may affect the level of entitlements received. This includes providing up-to-date immunisation records and end of financial year information as CCS entitlements will cease if families do not comply in accordance with Centrelink guidelines.
- ▶ Families who are experiencing financial stress or who need additional support as the child is vulnerable or at risk, can apply for the Additional Child Care Subsidy through Centrelink
- ▶ Families are responsible for approving the CCS within the MyGov portal upon commencement of the enrolment and must complete this within the first 7 days. The child's enrolment may be suspended if CCS has not been approved and the full fees are not paid on time.

Preschool Fee (Universal Access)

- ▶ Alive Catholic Early Learning must be nominated as the centre for preschool on the Universal Access form.
- ▶ Your child must attend during the hours of 8.30am to 4pm only. If your child continually attends outside of these hours, fees will revert back to the daily fee rate.
- ▶ The preschool fee can be allocated to the eligible child for the maximum of two days per week (during school terms only).
- ▶ Any additional days will be charged at the daily fee rate.
- ▶ If your child attends the Centre during the school holidays (on the days they were booked using the Preschool fee) these will be charged at the casual day rate (subject to availability).
- ▶ Preschool is available for a maximum of one year prior to the commencement of school.
- ▶ Families must submit a request for the Preschool fee to be applied via email to the Centre Administrator.