



PAYMENT OF FEES INFORMATION

Parent Handbook 2020

Our Centre's operation is dependent on maintaining fees. Please read the following information carefully.

- Fees are payable in advance for everyday that your child has been booked into the Service. This includes sick days and absent days.
- Fees are required to be paid weekly either by EFTPOS, Cheque or Bank Transfer.
- Invoices are emailed weekly every Monday.
- A late fee of \$5 for every 5 minutes or part thereof will be charged directly onto your account for each child who remains at the Centre after 6pm.
- Child Care Subsidy (CCS) is available to all families who are Australian Residents. To find out their eligibility, families must contact the Family Assistance Office on 13 61 50.
- Child Care Subsidy can be received as:
 - A reduction of fees through the service.

Should you wish to end your child's place at the Service, or should management make the decision to terminate your child's place, **2 weeks written notice** is required from the ending/terminating party. If this does not occur, 2 weeks fees will be billed to you.

Overdue Fees:

Anyone experiencing difficulties in meeting their fee payments will be referred to the School Principal who will make mutually agreeable repayment arrangements. If your fees are more than three weeks overdue and you have not made arrangements to pay, or have not kept to arrangements made, your child's place can be cancelled.

Any child not attending the Centre for more than one week without notifying the Supervisor in writing, of the reason, shall be regarded as having withdrawn, and the place will be cancelled. Parents/Guardians should notify the Centre if their child will not be attending during their booked time, as soon as possible.