

Centre Fees Policy

Aim: To ensure all families using our child care service are aware of the centre's fee structure.

Long Day Care Children at Kimberley Kids ELC

Permanent Bookings

- Permanent pre-booked days are to be paid for whether the child attends or not (this includes unforeseen sick days).
- If you decide to swap days during the week, you are still liable to pay for the usual booked day as well as the day you have swapped to.
- If another child has request a day and you know in advance you will be absence, the centre will backfill the day and you will not be charged.

Casual Bookings

- If your child attends casually, then you only pay for those days attended. Casual bookings depend on availability of vacancies within the centre.
- We do not hold places for casual attendances.
- 48 business hours are required to cancel a causal booking with no charge

Holidays

- For holidays booked four weeks in advance during the months of December and January the centre offers a 50% reduction on absent days.
- Application for the discount must be made through the change of care requirements form or via email.

School aged children attending Kimberley Kids OSHC and Kimberley Kids Cable Beach OSHC

Permanent Bookings

- Same policy applies as above for permanent pre-booked days.

Holiday Bookings at Kimberley Kids OSHC

- If you have booked your child in for vacation care and your child is absent, then the absent days are to be paid for.
- If your child is not booked in during the school holidays, then no fees are payable.
- If your child attends during the school holidays, then normal full day rates apply for those days booked.

Payment of Fees

- Fees must be paid weekly, in advance. If you wish to pay fortnightly or monthly, then this too, must be in advance.
- Where payment in advance does not occur, the Centre is not obliged to reserve the child's booking beyond that week.
- Accounts are issued weekly.
- Internet transfer and direct debit to the centre, are the preferred method for payment of fees. Fees can also be paid by Centre-Pay, Cash, credit card or EFTPOS at Kimberley Kids ELC located at 57 Dakas Street.
- The office is open from 8.30am-5.00pm each day. During these hours the Nominated Supervisor or Administration handles fee payments.
- If the office is unattended payments can be made via the EFTPOS machine. Please ensure the receipt has your child's name written on it.
- Fee reminders are emailed on a weekly basis.
- Statements of fees paid and attendance are issued annually in conjunction with end of financial year.

If you have difficulty paying your fees, please discuss the matter with the director, as soon as possible.

Fees

- The centre fees are set out in the parent handbook
- Fees are reviewed annually
- Management informs families prior to any fee increases.
- Fee increases may occur when wage increases occur for staff.

Child Care Subsidy

The Child Care Subsidy is the main way the Government assists families with their child care fees.

There are three factors that determine a family's level of Child Care Subsidy. These are:

- Combined Annual Family Income
- Activity Test– the activity level of both parents
- Service Type– type of child care service and whether the child attends school

The Child Care Subsidy is generally paid directly to service providers to be passed on to families as a fee reduction. Families make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount.

For more information visit the Department of Education and Training Child Care Package website at education.gov.au/eccc or visit the Department of Human Services Child Care Subsidy website humanservices.gov.au/childcaresubsidy.

Number of Hours Per Session for Kimberley Kids Early Learning Centre

Full Day	11
Half Day	5.5
Full Week	55
After School	4

Number of Hours Per Session for Kimberley Kids OSHC

- After School 4
- Vacation Care 10.5

Number of Hours Per Session for Kimberley Kids Cable Beach OSHC

- After School 3.5

Refunding Fees

In the instance in which a family overpays and becomes in credit which they are not able to use, e.g. family has moved or child now attending school, a refund can be issued by way of directly crediting their bank account or credit card (where details have been supplied).