



FEE POLICY (From July 1 2017)

Standard Fees

Hours per day		2 Days	3 Days	4 Days	5 Days
6 hours	Short Day	\$95.00	\$140.00	\$175.00	\$205.00
8 hours	Medium day	\$125.00	\$185.00	\$235.00	\$265.00
10 hours	Long Day	\$145.00	\$215.00	\$265.00	\$295.00

20 Hours ECE (For children over 3 years old taking up 20 Hours ECE)

Hours per day		2 Days	3 Days	4 Days	5 Days
10.00am – 4.00pm	Super Saver	\$50.00	\$70.00	\$90.00	\$105.00
6 hours	Flexi day	\$65.00	\$95.00	\$115.00	\$135.00
8 Hours	Flexi Day	\$85.00	\$125.00	\$155.00	\$175.00
10 hours	Long Day	\$95.00	\$140.00	\$175.00	\$195.00

- Super Saver Fees have a fixed start & finish time each day which must be adhered to.
- Bookings - a minimum of 2 days per week and at least 6 hours per day is required.
- 3 meals provided per day. (Parents will need to provide their own baby formula)
- 10% Discount for 2 or more children from the same family.
- 20 Hour ECE fees includes the 20 hour ECE subsidy.
- For the smooth running of the centre, it is very important that your fees are kept at least one week in advance.

Administration Enrolment Fee: An enrolment fee of \$20 is payable upon enrolment. This is non refundable and is used for administration costs, and your child's hard copy portfolio.

Fee Payment: All fees are to be paid weekly in advance by internet banking. We do not provide eftpos or credit card facilities at the centre.

Late Pick Up: Please pick up your child by 5.30pm. There is a late pick up fee of \$15.00 for the first 15 minutes (or part thereof) and \$15.00 for every 15 minutes after that. As a courtesy please call us if you are running late.

Absent Rule: If your child is enrolled on a day where they are absent, either on holiday, sick or it is a public holiday (excluding your 2 weeks fee holiday) normal fees apply. The centre is closed for all public holidays and normal fees apply.

Work and Income: WINZ can provide qualifying families with a childcare subsidy to help pay for your fees. We can provide you with the application form, and help you complete it if required.



Child Exiting: If a parent/guardian wishes to exit a child from Secret Garden ELC, they must provide 2 weeks notice in writing. If notice period is less than 2 weeks, fees will be charged in lieu of the notice period.

Holidays: Your child is entitled to a 2 week fee holiday per calendar year. This represents 2 weeks of your child's enrolled hours (for example if they attend 3 days per week, they will have 6 days holiday, if they attend full time, they will have 10 days holiday)

Extra Days/Swap Days: No swapped or substituted enrolment days can be made for absences on normal enrolled days, public holidays, general holidays or sickness. Any extra casual days you wish to attend will be charged as an extra day. Casual days are dependent on availability.

20 Hours ECE: 20 Hours ECE is available at Secret Garden ELC for all children aged 3-5 years provided the Attestation Form has been completed in full prior to your child becoming entitled to the subsidy. 20 Hours ECE is a maximum of 6 hours per day and up to 20 hours per week. For the hours of care that are fully attested under 20 Hours ECE only optional charges may be requested (This is for children who attend less than 20 hours per week). Optional charges at Secret Garden ELC are outlined in your enrolment form. The optional charge allows us to provide additional resources and activities above the minimum government requirements for your child's benefit.

I agree to the above policy

Name: _____

Signature: _____ Date: _____