

# FEES AND CHARGES

## Cancellation of enrolment or Alteration of Care Requirements

**Collard Childcare & Kindergarten require 4 weeks written notice for the following reasons.**

1. Cancelling your child's enrolment with Collard Family Kindergarten
2. Reducing days of care

## Changes to Daily Fees Charges

Collard Childcare & Kindergarten will review their daily fees charges every 6-12 months. Fees may be increased by 3%-5%. Families will be notified 4 weeks prior to any fee increase.

## Cancellation of Care or CCS

In order to receive all CCS payments up until the last day of attendance, your child will need to attend their last day. Centrelink will make these payments up until the last attended day. If your child does not attend the last day you will not receive payments for this day and any absences leading up to this day.

## Payment of Accounts

Fees are charged for the current week of care. A statement is available every fortnight to each family through their Xplor App. For any enquiries about your account please contact the office manager who can assist you further.

## Child Care Subsidy (CCS)

All families will need to confirm their details using your Centrelink online account through the my.gov.au website. For further information about the CCS please visit [www.education.gov.au/childcare](http://www.education.gov.au/childcare) or contact Centrelink on 13 61 50

## Flexible Session Times

To help minimise your out of pocket costs after your CCS (Child Care Subsidy) has come in you can choose either a 9, 10 or 11 hour session for the day

We offer flexible hours so you don't have to pay as much for childcare at the end of each week.

*\*Updated July 2022*



# FEES AND CHARGES

## Accepting a place and paying a 1 week bond fee

The bond fee amount will be 1 week at full fee for the number of days your child attend care,

Eg: If your child will be attending 3 days per week you will need to pay the full fee for the 3 days.

Collard Childcare & Kindergarten Families are required to pay a bond upon accepting their enrolment offer.

Bonds are refunded subject to no outstanding fees and receiving your intention to cease care in writing with **4 weeks notice**.

Your bond will go back into your designated bank account.

## Enrolment Fee

A non refundable **\$30 enrolment fee** is taken at the time you enrol your child within our service

This fee covers admin costs and secures your place within Collard Childcare Kindergarten

## Sick Days

When your child is absent due illness or holidays please call or email the centre. Your normal daily rate still applies to your account.

## Public Holidays

Families are required to pay their normal daily fees for public holidays.

## Holidays

You can take up to 2 weeks holiday leave per year, you are entitled to this once you have been with Collard's Childcare and Kindergarten for 12 months. You will be entitled **to 50% off the daily fee** eg: if your daily fee is \$120/day your new daily fee is \$60/day then CCS will be applied to the \$60/day. You will have to pay the out of pocket fee based on this discounted rate. We will require **2 weeks written notice** of your intention to take holiday leave.

## Swap Days / Make up days

Collard's childcare don't offer swap days if your child is ill or on holidays

## Casual Days

Collard's Childcare & Kindergarten does offer casual days if your child holds a permanent place within our centre.

Please contact the centre to check availability or apply for a casual day through the Xplor App.

## Absences for Families with Child Care Subsidy (CCS)

Families who are eligible for CCS are allocated 42 allowable absence days which include public Holidays per child each financial year.

These absent days can be for any reason and do not require any proof of absence.

*\*Updated July 2022*



**Collard's Childcare  
& Kindergarten**  
Educating tomorrow's Leaders