

Fees and Bookings Policy and Agreement

Fees as of 10th July 2023 are set at:

| Fee Names | Fee Rates | Session Start | Session End |
|--|-----------|---------------|-------------|
| Permanent - Daily Rate | \$138 | 7am | 6pm |
| Day Term Only - Daily Rate (current families only) | \$143 | 7am | 6pm |
| Casual - Daily Rate | \$148 | 7am | 6pm |
| ELC (Universal Access) - Daily Rate | \$128 | 7am | 6pm |
| Full Time - Weekly Rate | \$670 | 7am | 6pm |

Childcare Subsidy

Childcare Subsidy is the main payment to assist families with the costs of childcare. It is generally paid directly to providers (The Gums Childcare Centre) to be passed on to families as a fee reduction.

Families make a co-contribution to their childcare fees and pay the provider (The Gums Childcare Centre) the difference between the fee charged and the subsidy amount.

To claim Childcare Subsidy

Follow these steps:

1. Sign in to MyGov and go to **Centrelink**.
2. Select **Make a claim or view claim status** from your homepage.
3. Select **Get started** from the Families menu.
4. Select **Childcare Subsidy**.
5. Answer the Eligibility check questions first.
6. Start your claim and answer the questions about your situation.
7. Review and confirm your claim.

Until your child is registered with Centrelink to receive a fee reduction through the Childcare Subsidy, full fees will apply to your account.

Immunisation schedule

Please email the Centre (jackie@thegumscce.com.au) an Immunisation history statement, these can be accessed by:

- ✦ [Medicare online account through myGov](#) (opens in a new window)
- ✦ [Express Plus Medicare mobile app](#) (opens in a new window) through an existing myGov account
- ✦ Contacting the Australian Immunisation Register general enquiries line on 1800 653 809 and requesting a statement be mailed out.

Payment of Fees

At the time of enrolment, all parents will be required to sign a fee agreement. Accounts are available for viewing on the Family Xplor App at any time. Fees are to be paid using EziDebit, these details must be filled out in the Family Xplor App prior to enrolment. Casual / emergency care is to be paid in full prior to the child's first booked day via the Family Xplor App 'Pay Now' function.

Overdue Accounts

Parents / guardians with overdue fees are encouraged to discuss any difficulties they may have in meeting payments with the Director and negotiate suitable arrangements to pay. If this is not done, or other arrangements are not kept, the following procedures will apply;

- ✦ After two weeks overdue – the childcare place may be cancelled, upon the Director's discretion. A debt collector may be engaged to recoup remaining fees.
- ✦ You shall pay for all costs incurred by The Gums Childcare Centre (including costs that The Gums Childcare Centre may be contingently liable for) in any attempt to collect any monies owed by you under this Agreement including debt collection agent costs, repossession costs, location search costs, process server costs and solicitor costs on a solicitor/client basis.

Late Fees

A late fee of \$1 per minute applies when children are collected after 6.00pm.

Centre Closure

- ✦ Fees are payable for all days that the Centre closes due to Catastrophic Fire Ratings or as advised by the CFS.
- ✦ Fees are not charged during the Centre's closure over the Christmas and New Year period.

Universal Access Rate

In the four terms prior to commencing school, children are eligible to receive a discounted ELC rate because of funding the centre receives through the government's Universal Access to Early Childhood Education Agreement. Families will need to sign a separate form available from the office, to access this funding. Fees are to be paid for **all days your child is booked**, including sick days and public holidays.

Permanent Bookings

Parents wishing to make a permanent booking for their child should contact the Director. Fees are to be paid for **all days your child is booked**, including sick days and public holidays.

Two weeks' notice in writing via email is required when you would like to cancel or change a permanent booking.

A holiday rate of 50% reduction of normal fees applies for up to 4 weeks per calendar year. Two weeks' notice for holidays is required in writing.

Term Only Bookings

Where there are vacancies, parents can request school "Term Only" bookings. Fees are to be paid for **all days your child is booked** including sick days and public holidays.

Casual Bookings

Where there are vacancies, parents can request casual bookings up to 14 days in advance. Casual bookings can be requested by phone or email. Forty-eight hours' notice is required if parents wish to cancel a casual booking without charges applying.

Please speak to the Director should you have any questions or concerns regarding our Fees and Bookings Policy and Agreement.

PARENT AGREEMENT:

- I agree to abide by The Gums Childcare current fee agreement and acknowledge that I will be notified of any changes to the agreement.
- I am aware that a copy of the agreement is available from the office upon request.
- I agree to pay for all costs incurred by The Gums Childcare Centre (including costs that The Gums Childcare Centre may be contingently liable for) in any attempt to collect any monies owed by you under this Agreement including debt collection agent costs, repossession costs, location search costs, process server costs and solicitor costs on a solicitor/client basis.

_____ (Print name)

I have read the Fees and Bookings Policy and Agreement and agree to abide by it.

Signed: _____ (Parent / Guardian)

_____ (Print name)

I have read the Fees and Bookings Policy and Agreement and agree to abide by it.

Signed: _____ (Parent / Guardian)