



St Andrew's Little Saints

Early Learning & Outside School Hours Care



2018 SCHEDULE OF FEES

Effective 1st January 2018

LITTLE SAINTS

Six weeks – School Age Long Day Care, Kindy & OSHC

<u>Long Day Care</u>	<u>Hours of Operation</u>	<u>Daily Fee</u>
Babies	7.00am – 6.00pm	\$106
Toddlers	7.00am – 6.00pm	\$106
Senior Toddlers & Pre-Kindy (Under 3 years)	7.00am – 6.00pm	\$105
Pre-Kindy & Kindy (Over 3 years)	7.00am – 6.00pm	\$101

Outside School Hours Care

Before School Care	7.00am – 8.30am	\$18
After School Care	3pm – 6pm	\$30
Vacation Care	7am – 6pm	\$55

**Please note: all fees include meals (excluding Before School Care and Vacation Care).*

**Casual days will incur an additional \$2 fee.*

**Excursions and incursions will be offered during vacation care periods. Additional costs will be applicable.*

WAITING LIST AND BOND PAYMENTS

Waitlist Application Fee	\$30 per family	<i>Not refundable</i>
Bond Payment <i>(not applicable to OSHC)</i>	Two weeks full fees	<i>Refundable when finalising enrolment provided that two weeks' notice (10 working days, not during closures) is provided.</i>

CCB, CCR & DISCOUNTS

Health Care Card	Kindy children only	<i>A copy of health care card must be provided.</i>
Child Care Benefit	Available to all eligible families – income tested	<i>Check with Centrelink for eligibility criteria.</i>
Child Care Rebate	Available to all eligible families – not income tested	<i>Check with Centrelink for eligibility criteria.</i>

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FEES & CHARGES

Additional Information

Waiting List

- To be offered a placement at Little Saints ELC, a Waiting List Application Form must be completed and a \$30 non-refundable administration fee is payable.
- Waiting List Forms are organised in application date order in the child's year of birth.
- Once a position becomes available, management start with the oldest application form in the correct age group. Each form is checked in turn to determine Priority One Access, and all families will be contacted in order of application date. Once Priority One parents have been contacted, the procedure begins again with Priority Two Access and so on.
- Little Saints ELC was established to provide Long Day Care for children of staff of St. Andrews Anglican College and for this reason will receive Priority of Access over other working families.

Enrolment Process & Fee Payment

THE ENROLMENT BOND

- Upon acceptance of a position the Parent/s shall pay to the Centre an Enrolment Bond of the equivalent of two weeks full fees.
- The Enrolment Bond shall be refundable provided that the Parent/s give two weeks' notice in writing of their intention to cancel the child's enrolment and if no fees or other amounts are due to the Centre at the time when the Child leaves the Centre. If such notice is not given, the Enrolment Bond will be forfeited. If any fees or other amounts are outstanding, the Centre may draw on the Enrolment Bond to the extent necessary to pay such outstanding fees or amount.
- All children are required to attend a minimum of two days per week.

PAYMENT OF FEES

- The Parent/s agree that they shall pay all the fees, levies and charges of the Centre within 5 days of the issue date of any fee statement.
- No deduction will be made to the fees payable for any enrolled days during which the Child is absent from the Centre because of illness, family holidays etc.
- If the Parent/s fail to sign the daily attendance records both at the commencement and at the end of each enrolment day they shall be personally responsible for payment of the full fees payable for that day.
- The Parent/s shall pay all costs and expenses (including legal fees and outlays on an indemnity basis) incurred in relation to the recovery of fees, levies, charges and other amounts of any nature due by the Parent/s in respect of the Child's enrolment at the Centre.
- The fees are subject to increases from time to time which will be determined by the Principal taking into account the Consumer Price Index applicable at the time and any increases in the cost of providing care to children.
- The College's preferred method of payment is by the Payment Portal, B-Pay, Credit Card, or Cheque. Visa, Mastercard, Amex and Diners all attract a surcharge.

WITHDRAWAL

- If the Child is to leave the Centre, the Parent/s agree to give 10 business days' written notice to the Centre and such notice may not be given at any time when the Centre is closed for any reason. Should the Parent/s purport to give notice during a time when the Centre is closed, the notice period shall be deemed to commence from the first day on which the Centre is open and able to accept children for care.
- If the Parent/s fail to comply with above, the Parent/s will pay to the Centre or forfeit (as the case may be) two weeks' fees and charges in lieu of notice, unless the Director in his/her sole discretion agrees to waive payment of those fees and charges wholly or partially.

VARIATION OF ENROLMENT

- If the Parent/s wishes to vary a Child's enrolment, they must provide two weeks' written notice to the Director of such intention.
- If the Parent/s fail to give the notice to the Director, or implement the variation before the two week notice period has elapsed, the Parent/s will pay or forfeit (as the case may be) to the Centre two weeks' fees and charges in lieu of notice, unless the Director in his/her sole discretion agrees to waive payment of those fees and charges wholly or partially.

Families also need to contact the Family Assistance Office (Centrelink) to have their eligibility for Child Care Benefit and Child Care Rebate assessed. If these details are available, we will complete the child's formal enrolment. Should a family still need to access this information, we will complete an informal enrolment until these details are finalised, and families will be charged at full fees until a formal enrolment can be created. Fee payments are required by Friday for the current week of attendance.

Priorities for Filling Vacancies (Information provided by DEEWR)

The Priority of Access Guidelines must be used by approved services to allocate available child care places where there are more families requiring care than places available. When filling vacant places, a service must fill them according to the following priorities:

Priority 1: a child at risk of serious abuse or neglect

Priority 2: a child of a single parent who satisfies, or of parents who both satisfy,

the work, training, study test

Priority 3: any other child.

Within these main Priority categories, priority is given to children in:

- *Aboriginal and Torres Strait Islander families*
- *Families which include a disabled person*
- *Families on a low income or on income support*
- *Families from a non-English speaking background*
- *Socially isolated families*
- *Single parent families.*

Note: Where a service is funded by an employer to provide child care solely or primarily for the children of the employer's employees, the service may give priority to those children. Requiring a child to vacate a place under the Priority of Access Guidelines a child care service may require a Priority 3 child only to vacate a place to make room for a higher priority child.

The service can only do so if:

- *the person liable for the payment of the child care fees was notified when the child first entered care that the service followed this policy, and*
- *The service gives the person at least 14 days notice of the requirement for the child to vacate the place.*

Employer Sponsored Places

Where a child care service has places sponsored by an employer, the service may require those places to be vacated for the employee's children.