

Fee Schedule and Terms of Trade

Hours

7.30am to 5.30pm, Monday to Friday, except for public holidays when we are closed.

Fees

	First 20 hours	Subsequent hours
Under 3	\$6.50 per hour - No charge for notified absences	\$6.50 per hour - No charge for notified absences
Over 3	No charge	\$6.50 per hour - normal charges for absences
\$10 per hour for one off bookings (to be paid on the day of attendance)		

These fees include all of our Centre services (NB: An absence fee for WINZ customers is charged, and is covered by the subsidy). We do not charge for public holidays.

Terms of Trade

- Regular accounts can be paid weekly, fortnightly or monthly by arrangement.
- Payments can be made by automatic payment, internet banking, cash or Eftpos
- Families are asked to inform us of absences by 7.45am at the latest on the day of the absence so that other children can be offered the space. Messages can be left at any time on the Centre's 24-hour answer phone or texted to the Centre's cell phone. Notification of absences can also be emailed.
- The full charge may apply if you do not let us know that your child will be absent.
- If a child is sent home early because of sickness, we do not charge from when they are collected.
- If a child arrives late or leaves early, the usual charge will apply unless we have been notified beforehand.
- When children attend for longer than their booked hours, the extra time will be charged at their usual rate.
- A child's booking is for the actual time agreed to, not just the length of time booked. For example, a booking of 9.00am-3.00pm, is not 8.45am-2.45pm or 9.30am-3.30pm. We are required to maintain certain adult to child ratios, so staff rosters are based on children's booked hours.
- If you want your child to come earlier or stay later than their booked hours, please check with the office first so we can ensure we have the space and staff on duty to accommodate the change.
- Permanent changes to bookings can be made, so please discuss your needs with us.
- If children are not collected by 5.30pm, a late fee of \$1 per minute may be charged.
- Families receiving WINZ assistance are responsible for any amounts not paid by WINZ, regardless of the circumstances.
- Parents whose fees are not paid within two weeks of the account date may lose their child's place at the Centre, and will be responsible for any legal or debt collection costs incurred in recovering the amount owed.
- A child's learning portfolio will not be released until the account is paid in full.
- A fee of 10% per month may be charged on overdue accounts.
- Any problems with your account can be discussed with Abby by phone or at the Centre.