

FEES AND CHARGES

Cancellation of enrolment or Alteration of Care Requirements

Collard's Childcare & Kindergarten requires 4 weeks written notice for the following:

1. Cancelling your child's enrolment with Collard's Childcare & Kindergarten
2. Reducing or changing your days of care

Changes to Daily Fees Charges

Collard's 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 (Child Care Subsidy)

To ensure you receive all CCS payments up until the last day of attendance, your child must 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 administration (9115 0786 or admin@collardkinder.com.au) who can assist you further.

A dishonor fee of \$20 will apply for direct debit transactions where there are insufficient funds to cover the fees.

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 or contact Centrelink on 13 61 50

Flexible Session Times

To help minimise your out of pocket costs, after your CCS 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 May 2024*



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Accepting a place and paying a 1 week bond fee

The bond fee amount is \$250.00 and is payable upon accepting a placement at Collard Childcare & Kindergarten. 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's Childcare Kindergarten.

Sick Days

When your child is absent due illness or going to be on holidays please advise us through the Xplor App. 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 6 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

Swap days are not offered at Collard's Childcare & Kindergarten unless approved by the management team.

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 May 2024*



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