

BUILDING A SAFE AND CARING COMMUNITY



EARLY LEARNING CENTRE 2020 FEE SCHEDULE

It has been Encounter's focus to ensure that the fees are kept at an affordable level while endeavoring to provide quality facilities and resources for the students who attend the College. While maintaining reasonable tuition fees, we continue to develop dynamic and contemporary facilities which are of significant importance.

APPLICATION FEE

A \$50.00 per student non-refundable fee must accompany the Application for Enrolment Form. This fee does not in any way guarantee that a place will be subsequently offered.

BOND

A bond will be invoiced which represents your first week of bookings. The bond is due and payable prior to the first day of attendance at the Centre. The bond is credited to your final account when you cancel care.

FEE SUMMARY

Day	8.00am – 3.00pm	\$ 86.00
Day + After School Care	8.00am – 5.00pm	\$104.00
After School Care	3.00pm – 5.00pm	\$ 18.5 0
Holiday Care Program	8.00am – 5.00pm	\$ 62.00
Holiday Care Program – Incursion/Excursion	8.00am – 5.00pm	\$ 76.00

CHILD CARE SUBSIDY

Child Care Subsidy (CCS) application is through your myGov account. You can do your assessment by clicking on the following link [do your assessment through myGov](#) or through the Express Plus Centrelink mobile app.

Full fees apply if you do not have an approved assessment. Please arrange prior to commencing at the Early Learning Centre.

It is a legal requirement when receiving CCS to sign your child in and out each day they are booked at the Centre including absent days.

PAYMENT ARRANGEMENTS

All Parents/Guardians are to complete a Direct Debit Payment Plan, this occurs upon confirmation of enrolment.

Fees are billed weekly and are to be paid weekly through the Direct Debit Payment Plan.

LATE COLLECTION FEE

Families are expected to collect their children by 3.00pm. Children not collected by this time will be signed into the afterschool program and charged accordingly. A late fee of \$1.00 per minute will be charged after 5.00pm and charged to the family account.

LATE BOOKING FEE - HOLIDAY CARE

A late booking fee of \$20 will be incurred for holiday care bookings made after the due date on the relevant holiday care booking form.

Any changes and cancellations must be made 7 days prior to the first day of Holiday Care. Any changes to bookings made with less than 7 days' notice before the commencement date or during the Holiday Care period will result in the full fee being charged.

6. BOOKINGS

On enrolment, parents are required to nominate the permanent days requested for their child. The days will be confirmed prior to commencement. If you wish to change these days please fill in a 'Notification of Changes' form. We are unable to swap days.

Two weeks' notice in writing is necessary to alter or cancel your permanent booking which may include afterschool care. Fees will be charged as usual within the two week period.

Please be aware that if the child does not attend during the notice period CCS cannot be claimed and full fees will apply.

24 hours 'notice is required to alter or cancel a casual booking.

PENALTIES

Accounts not paid by the agreed payment arrangement are then in default and become due and payable by the end of the month in full.

An Administration Fee of \$20.00 will be added to your account on a monthly basis for the duration that the account remains in default.

Should your Direct Debit dishonor a fee \$10.00 will be added to your account.

In the event that the account defaults continuously, debt collection processes may be engaged for recovery purposes. All associated recovery costs incurred will be added to your account.

The College Council reserves the right to terminate an enrolment when an account remains in continual default, however such a termination process will normally take place only after negotiations have ceased or where there is no cooperation from parents/guardians in respect to the payment of the outstanding account. Parents will be charged the replacement cost of lost/damaged College property and resources.