

BUILDING A SAFE AND CARING COMMUNITY



**ENCOUNTER**  
LUTHERAN COLLEGE ■

**EARLY LEARNING CENTRE  
2021 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

The Application for Enrolment incurs a non-refundable fee of \$50.00 per student. If paid when entering the College at Early Learning it will not be charged again when moving into Foundation. The Application for Enrolment does not secure a place at the College, however, begins the process for you to become part of the Encounter community.

## ENROLMENT DEPOSIT

To secure and confirm your enrolment, a \$300 deposit is required and will be credited to your fee account once the student commences in Foundation to Year 12. The deposit becomes non-refundable in the event the enrolment is cancelled, with or without notice.

## 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	\$ 18.50
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) is a subsidy provided by the Commonwealth Government to assist families with childcare fees with approved services.

Families can apply for Child Care Subsidy through their MyGov accounts and it is necessary for the assessment to be completed in either MyGov or the Centrelink Express app.

Full fees will be charged if you do not have an approved assessment, please apply prior to commencing at the Early Learning Centre.

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

**NB. CCS is not paid past the last physical day in care where no future bookings exist. This also applies to the end of the year prior to your child beginning school the following year. Hence full fees apply if a child is absent prior to and including the last day booked.**

## ALLOWABLE ABSENCES

Allowable absences occur when a service can charge a fee for care and claim Child Care Subsidy when a child is not present. All families are eligible for 42 days of allowable absences per year. All absences are charged to the family's account, to be able to claim the Child Care Subsidy for the absence parents must sign the attendance sheet. The staff are always concerned about your child's welfare please let the Centre know the reason for an absence.

## 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.

## 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

## 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.

## PENALTIES

Accounts not paid by the agreed payment arrangement are then in default and become due and payable in full within 14 days.

A \$10.00 fee will be added to your account on each occasion your payment dishonours.

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 Board 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.