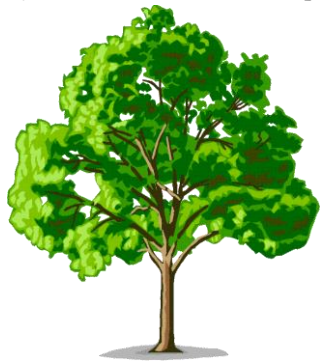


Oak Tree



*The Early Childhood
Learning Centre*

FEES POLICY

All figures include GST

2 - 3 year old children

	Per Day	Full Time (5 days)
Full day 8.00-5.00pm	\$ 40.00	\$185.00
Morning Sessions 8.00-12.15pm	\$22.00	\$110.00
Afternoon Sessions 12.30-4.45pm	\$22.00	\$110.00
Short Day 8.00-3.00	\$32.00	\$160.00

3 - 5 year old children

	Per Day	Full Time (5 days)
Full day 8.00-5.00pm	\$ 22.00	\$100.00
Morning Sessions 8.00-12.15pm	FREE	FREE
Afternoon Sessions 12.30-4.45pm	FREE	FREE
School Day 9.00-3.00	FREE up to 3 days \$15.00 4 th day \$25.00 5 th day	\$40.00
Short Day 8.00-3.00	\$6.00 per day up to 3 days \$21.00 4 th day \$31.00 5 th day	\$70.00

Your child must be booked for a minimum of 2 days

Booking Fee

- A non-refundable booking fee of \$25.00 is payable when enrolling your child to secure their position. This fee covers administration set up costs including your child's portfolio folder and stationery costs.

Enrolment/Withdrawal

- Once a child is enrolled and confirmation of a start date is given, all booked sessions will be charged, regardless of whether a child attends or not.
- Two weeks written notice is required if your child is leaving the Centre. Fees are payable during this notice period.

Payments

- Automatic payment and internet banking are our preferred methods of payment. However EFTPOS is also accepted. Our bank account details are: The Oak Tree Early Childhood Learning Centre 12-3209-0309045-00 please remember to put your child's name or reference number with the payment.
- Fees are to be paid at least 1 week in advance. Failure to keep fees up to date may result in a child's enrolment being forfeited and the debt being passed on to a debt collection agency, for which the parent will be responsible for any associated costs incurred.
- WINZ childcare subsidies are available for fee assistance depending on the level of your total family income. Please talk to staff regarding this. This subsidy is only part payment for fees and parents must meet the balance. Full fees will be charged until the Centre receives the WINZ subsidy.

Family Discount

- Where there are 2 or more children from the same family attending full time at the Centre, a discount of 5% off the second child's fees is available.

Holidays/Statutory Holidays/Sick Days/Absences

- Fees are charged when your child is absent due to sickness or other reasons.
- Fees will be charged for statutory holidays except for the 4 Christmas/New Year statutory days.
- No fees will be charged when the Centre is closed over the Christmas period.
- Where a child is absent for a consecutive period of 1 week or more (outside of the Christmas holiday period) a holding fee of 50% of the child's normal weekly fee is payable provided that at least 2 weeks written notice is given of the absence. This discount is offered for up to 3 weeks per year.

Late Fees

- For children who are picked up after the Centre's specified closing time, a late fee of \$1 per minute shall be payable directly to the staff member on duty.

Effective from 9th June 2014