

New Enrolments

BOND

A Bond of two weeks fees (at full fee rate for the number of days your child will be attending the Centre) is payable upon acceptance of a position. This Bond is applied to your final fee account when your child finishes at the Centre. If your child's days are increased during their time at the Centre, the Bond must be increased accordingly.

The Bond will be forfeited should you decide not to go ahead with the position after the Bond payment has been made.

DAYS

The minimum enrolment is 2 days per week. Enrolment is to include a Monday or a Friday. Any exceptions will be at the discretion of the Director and/or Office Manager to ensure that enrolments can be maintained at 64 children per day.

TWO YEAR OLD PLACEMENTS

Places will be offered for children turning 2 up to the end of March. However, in order to hold a position until their 2nd birthday, it will be necessary to pay half fees at the full fee rate from the commencement of operation in the relevant year.

RE-ENROLMENT

Each year families will be required to complete a re-enrolment form to ensure that all details and information is current.

FEES

The Centre is a non-profit service that relies on the prompt payment of childcare fees to function effectively and at a high standard.

Therefore, **FEES MUST BE MAINTAINED TWO WEEKS IN ADVANCE AT ALL TIMES.** (*this period may be increased and families will be notified accordingly*)

The daily rate for **2018** is \$115. Fees are due and payable from the first day of operation to the final day of operation in December each year. The Enrolment Bond will be applied to your final fee account when your child leaves the Centre. However, should you leave after 1st October and before the final day of operation in December, the Bond is forfeited against the vacancy created and administrative expenses which your early termination causes.

Fees are due and payable from the Centre's first day of operation to the final day of operation in December each year. Fees must be paid in full two weeks prior to the Centre's final day of operation for the year otherwise the Centre reserves the right to withdraw the placement offer for the forthcoming year.

NOTICE OF TERMINATION OF ENROLMENT

The Centre requires two weeks notice in writing. If two weeks notice is not received, the Bond is forfeited. Two weeks notice in writing is also required if you would like to reduce your child's days. Please note that children are required to attend for a minimum of two days per week.

CHILD CARE BENEFIT (CCB) AND CHILD CARE REBATE (CCR)

In order to qualify for the CCR, you must be assessed for CCB through the Department of Human Services (DHS). Your income may mean that your CCB percentage is zero. However, provided you meet the basic eligibility criteria for CCB, and you and your partner meet the CCB work, training, study test, you should be able to receive CCR claiming up to 50% of your out-of-pocket child care costs.

All families should be assessed for CCB thereby obtaining a Customer Reference Number for the parent claiming CCB, and a separate Customer Reference Number for your child.

All enquiries are to be made through the Department of Human Services – humanservices.gov.au/childcare or by calling 13 61 50 between 8am and 8pm Monday to Friday.

ABSENCE DUE TO ILLNESS

If your child is absent due to illness, fees remain payable. Should there be a vacancy on another day within the immediate period of the absence, i.e. during the week of or the week after the absence, a 'make-up' day may be possible.

FAMILY HOLIDAYS

If holidays are taken by families during the period the Centre is operating, fees remain payable. With advance notice the Centre will make every effort to 'sell' the vacancy to a family wanting an extra day(s) at that time. If the Centre would normally be at full capacity on that day, the person booking the extra day will pay for the place and your payment for that day will be waived. Holiday periods of 6 days or more (ie a 3 wk holiday for a 2 day pw placement) will be circulated by email to Centre families. The Centre does not offer make up days for holidays.

CHANGING DAYS

If you would like to change your child's permanent days of attendance, please advise the Office Manager. If the change is not available immediately, you will be placed on a waiting list and advised when the days become available. The Centre does not offer casual swapping of days.

EXTRA DAYS

If you would like your child to attend on a day that you don't normally attend, and this is an occasional event, please call the Office Manager or Director before attending to make sure that a casual vacancy exists.

IMMUNISATION

We recommend that all children are fully immunised and the Centre requires a full copy of children's Immunisation records on commencement at the Centre. Parents must notify the Centre as their child's immunisation is updated.

When a vaccine preventable disease is suspected at the Centre, children for whom the Centre does not have a complete immunisation record will be treated as unimmunised.

The [Public Health Amendment \(Vaccination of Children Attending Child Care Facilities\) Act 2013](#) came into affect on 1 January 2014.

Under the changes to the [Public Health Act 2010](#), before enrolling a child, child care centres must obtain documents from parents/guardians that show the child:

- is fully vaccinated for their age, or;
- has a medical reason not to be vaccinated, or;
- has a conscientious objection, including religious beliefs, to vaccination or;
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.

The amendment will prevent a child care centre enrolling a child in the centre from 1 January 2014 unless the mandatory documentation is received.

Upon enrolment of their child, parents/guardians must provide:

- An Australian Childhood Immunisation Register (ACIR) Immunisation History Statement which shows that their child is up to date with their scheduled immunisations, or;
- An ACIR** [Immunisation Exemption Conscientious Objection Form \(IMMU12\)](#) which has been certified by an immunisation provider and a parent/guardian, or;

- An ACIR** [Immunisation Exemption - Medical Contraindication Form \(IMMU11\)](#) which has been certified by an immunisation provider, or;
- An ACIR** Immunisation History form on which the immunisation provider has certified that the child is on a recognised catch-up schedule.

BIRTH CERTIFICATES

It is a requirement of enrolment that the Centre sight your child's original Birth Certificate and takes a copy for Centre records.