

Fee's Policy



Rationale: To ensure that all people within the centre environment are aware of any fees charged.

Purpose: To ensure there is a clear description of fees.

PROCEDURES

- A non-refundable \$50 enrolment fee will be charged and must be paid before enrolment is confirmed to secure a booking space.
- Once child begins if an enrolment fee has been paid a \$50 credit will be added to your child's account which will be used for your child's fees/ad hoc invoices.
- Our rate is \$8.50 per hour, effective from 13th January 2025.
- We provide 20-hour ECE funding from the Government which can be used up to 6 hours per day for children 3 years and over.
- WINZ childcare subsidies may be available, please talk to WINZ, visit their website or chat to management or admin about your eligibility.
- We request a minimum of 2 sessions per week, at least 4 hours per session to ensure that your child can be involved in our programme and is settled within the learning environment. 4 hourly sessions may be used in the morning or afternoon between 7.30am – 1.00pm or 1.00pm – 6.00pm. Spaces requested over the middle of the day are a minimum of 6 hours.
- Public Holidays will be charged at \$8.50 per hour.
- Legally all children MUST not be on the premises before 7.30am and must be off the premises by 6.00pm.
- Lateness after 6.00pm will be dealt with by management.
- All absences will be charged at 100%. We offer 5 days per year of absence at a discounted rate.
- A \$10 fee may be charged if you drop off your child before their booked start time or pick up after their booked end time.
- Any hours attended over your booked time will be charged at a regular hourly rate.
- Please let us know ASAP by phone if you are running late.
- Sessions are to be booked in 30-minute timeframes. 15-minute timeframes may be booked at the discretion of management.
- Any changes to bookings will require a two-week notice period.
- If children are not collected at the end of the day two staff will stay with the child/children until **6:30pm**. After this time the police will be notified. Parents may be charged for the teachers' time after their rostered hours up to a cost of \$100.
- If children are not picked up within 30 minutes of their booked time without notification from caregivers, staff are to notify the parent/caregiver or emergency contact on the child's enrolment form.
- If parents ask to swap a day due to illness or holiday a holding fee may be charged on their usual booked day – this holding fee is \$4 per hour.
- Absences for 6 weeks or longer are to be discussed with management in regard to keeping your child's booked space open for them.

FEE'S POLICY GMA 3

NELP 1.1, 2.3

DATE ADOPTED: Term 4 2024

DATE FOR REVIEW: Term 4 2025

Fee's Policy



- Children will be offered 4 - 6 sessions at no charge during the transition period. These sessions are used for when children are settling in to the centre and parents are staying or only leaving for a short time. Once the child is staying independently for their full session parent fees will be charged at the normal rate.
- A copy of the fees being charged will be available upon request.
- If payments are not made at regular and scheduled intervals, management will require direct debits to be set up at your cost for fees incurred by third party service.
- Any failed debits may incur a bank charge to your account.
- Your account being in debt may mean your enrolment with us is cancelled and debt collection services are enlisted to recover funds. The cost of this service will be the responsibility of the family with the debt.
- Monies owed to be recovered will be the sum of overdue accounts plus any debt collection fees. This may also mean that your credit rating is impacted. We will work with you to ensure you are able to pay your account and you are welcome to discuss this with management at any time.
- An annual fee of \$20 will be charged to you to pay for Storypark (online learning journal) or pro-rated for enrolments during the year.
- An annual fee of \$16 will be charged at the beginning of the year for children who use wipes for nappy changes. Families are welcome to supply their own.
- Throughout the year if you choose to purchase items from us sunhats, wet bags, artwork etc these will be added to your account after you have been notified by management or admin. Goods remain the property of Stepping Stones until paid for in full.

PAYMENT OF FEES

- All accounts are to be paid weekly in full as per enrolment unless arranged otherwise with management/admin.
- Payments can be made either manually or via direct debit using a third-party service.
- Direct debit information will be emailed to families on request. All fees incurred from direct debit service are the responsibility of the family.
- Statements will be emailed weekly to parents and/or on request.
- We expect 3 weeks' notice of a child leaving the centre permanently. At this time that notice is given a statement of monies owed will be given out and payment is to be settled prior to the family leaving the centre. If a pre-enrolment fee was charged this will be credited to your final account.
- Permanent changes of booked times require two weeks' notice unless otherwise arranged with management.

FEE'S POLICY GMA 3

NELP 1.1, 2.3

DATE ADOPTED: Term 4 2024

DATE FOR REVIEW: Term 4 2025

Fee's Policy



FEE SCHEDULE

Timeframes	Cost
Children from 0-3 years of age	
Morning session (any 4 hours until 1.00pm)	\$34.00
Afternoon session (any 4 hours after 1.00pm)	\$34.00
Any 4.5 hour session	\$38.25
Any 5 hour session (7.30am-12.30pm / 8.30am-1.00pm / 1.00pm-6.00pm)	\$42.50
Any 5.5 hour session (7.30am-1.00pm)	\$46.75
Full day rate (minimum 6 hours)	\$51.00
6.5 hours	\$55.25
7 hours	\$59.50
7.5 hours	\$63.75
8 hours	\$68.00
8.5 hours	\$72.25
9 hours	\$76.50
Children 3-6 years inclusive of 20 hours ECE subsidy	
Morning session (any 4 hours until 1.00pm)	\$0
Afternoon session (any 4 hours after 1.00pm)	\$0
Any 4.5 hour session for up to 4 days	\$0
Any 5 hour session for up to 4 days	\$0
Full day sessions up to 3 days	\$0
Any 5 hour session for 5 days	\$42.50
Any 6 hour session 4 days per week (20 hours free, 4 paid)	\$34.00
Any 6 hour session 5 days per week (20 hours free, 10 paid)	\$85.00

Please see management or administration for clarity if needed. 20 hours ECE will always be calculated first (up to 6 hours per day) and then additional hours calculated on top of this.

Children not using 20 hours ECE subsidy at Stepping Stones @ Braebrook please see management or administration in regards to this.

FEE'S POLICY GMA 3

NELP 1.1, 2.3

DATE ADOPTED: Term 4 2024

DATE FOR REVIEW: Term 4 2025