

FINANCIAL INFORMATION FOR FAMILIES - 2021



NAZARETH EARLY CHILDHOOD CENTRE FINANCIAL INFORMATION FOR FAMILIES 2021

The Nazareth Early Childhood Centre (ECC) is operated by Nazareth Catholic Community as part of a wide range of services offered by our Community.

Fee income and timely payment of these fees are essential for the centre to provide the best education, care and facilities for your child/children.

This Q&A outlines what you need to know about Nazareth's 2021 ECC service, fees and other costs.

Where is the Early Childhood Centre located?

The Early Childhood Centre operates from 2 Almond Avenue, Findon, at the Nazareth Findon Campus, adjacent to the Primary College.

What are the childcare fees for 2021?

2021 Fee Structure	
Waitlist Application	\$50 per application
Refundable Bond	\$200 per child
Long Day Care Fee <i>Full day from 7:00am - 6:00pm</i>	\$121 per day
Preschool <i>8:15am - 3:45pm</i>	\$91 per day
Late Fee	A late pickup fee of \$10 per child applies for every 5 minutes after 6:00pm

How do I enrol my child/children?

A *Wait List* form is available from our website www.nazareth.org.au/early-childhood-centre/forms-policies. Once completed, it may be lodged at the Nazareth ECC front office or Findon Finance Office along with a **\$50 fee** to process your application. Your child will then be placed on the Waiting List. Enrolments will be accepted according to the Nazareth Catholic Community enrolment criteria. Contact details for the Registrar and ECC are on page 4.

Does Nazareth Early Childhood Centre offer a Preschool program?

Nazareth Early Childhood Centre operates an integrated service incorporating a Catholic Preschool program. Children are eligible for 15 hours (2 days) Preschool per week during school terms.

A Preschool service is available from 8:15am to 3:45pm, Mondays to Fridays, for four terms prior to commencing school and the charge is **\$91 per day**. During term time, if care is required on the Preschool day (outside of Preschool hours), then the long day care fee of **\$121 per day** applies.

Do I need to pay a bond?

Once your child has been offered a place at the Centre, you will be required to pay a refundable bond of **\$200 per child** when returning the *Acceptance of Offer* form and prior to commencing at the Centre.

The bond will be refunded to you once Child Care Subsidy (CCS) has been finalised approximately 4-6 weeks after your child has left the centre providing your account has been paid in full.

If you are cancelling your place and wish to re-enrol in the future your re-enrolment will be placed on the **Waiting List** and be subject to vacancies under the enrolment criteria.

Do you offer split accounts?

Fee accounts will not be split unless there is a Court Order specifying that the account is to be split and how it is to be split.

Will I be billed if the centre is closed?

If your child's normal attendance day falls on a Public Holiday, you will be charged the normal Full Day fee.

Nazareth Early Childhood Centre closes for approximately 2-3 weeks over Christmas/New Year. In addition, the Centre is closed for at least one staff development day during the year. There is no charge for these closures.

Will I be billed if we take a family holiday?

If at least **14 days** notice is given for a holiday or extended medical absence, a fee reduction of **\$40 per day** applies to long day care bookings for a maximum of 10 days (excluding Public Holidays). There is no holiday fee reduction for Preschool during term time.

The *Holiday/Cancellation* form is available at the Nazareth Early Childhood Centre or on our website www.nazareth.org.au/early-childhood-centre/forms-policies.

Please note that the Child Care Subsidy is paid for a child's first 42 absences each financial year. From 13 July 2020, families can receive CCS for absences up to seven days before a child's FIRST, and after a child's LAST, physical attendance at the centre, where a session of care would have usually been provided.

When will I be billed?

Fees are charged daily and statements are issued fortnightly by email, with information regarding your child's attendance, fees payable and any approved Child Care Subsidy from Centrelink.

Fees must be paid in full within **7 days** of receiving the fortnightly statement and payment methods are available below.

What options are available to pay the fees?

Our preferred method of account payment is via direct debit from a credit/debit card or a bank account using Debitsuccess Pty Ltd ABN 095 551 581 (User ID 184534), a leading provider of payment services in Australia.

Payments may be scheduled weekly or fortnightly. The direct debit payment will be for the due amount.

Debitsuccess direct debit forms are available from the ECC or may be downloaded from our website www.nazareth.org.au/early-childhood-centre/forms-policies. If you need to change your personal or bank details, please fill out a new Debitsuccess form. Forms must be received by the ECC by the Thursday prior to your next Debitsuccess transaction.

In the case of a declined payment, Debitsuccess will charge \$14.95 dishonour fee in addition to any financial institution charges and collection fees. The full declined amount must be paid prior to the date of the next payment.

Alternative payment options are accepted at the Nazareth Early Childcare Centre:

- Cash
- Credit Card (Visa / MasterCard – available by phone or in person at the ECC)
- EFTPOS (cash withdrawals from EFTPOS are not available)

Please speak with ECC reception staff to set up your preferred payment method.

Child Care Subsidy

From 2 July 2018, the **Child Care Subsidy (CCS)** is paid direct to the Early Childhood Centre to reduce the out-of-pocket cost for families.

Further child care information for families regarding responsibilities and government assistance may be found at www.education.gov.au/new-child-care-package-information-resources-families.

Once your child has been offered a place you may obtain a fee quote by contacting the ECC on 8406 5080. Your quote, invoice or statement will be for full fees if you have not registered with the Department of Human Services or if the Centre does not have the Centrelink Reference Number (CRN) details for you and your child.

Your child must meet immunisation requirements if you receive child care fee assistance, including CCS. If your child stops meeting the immunisation requirements, you have 63 days to start meeting them again. If you don't, your subsidy will cease.

Will I be charged if my child does not meet the immunisation requirements?

Following changes to the South Australian Public Health Act 2011 (the Act), from 7 August 2020, children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met.

In the event where do you not provide the ECC with an up to date Immunisation History Statement and have exceeded the timeframe in which the statement must be provided, you will be charged full fees for exclusion days.

What if our financial situation makes payment of fees difficult or our financial situation changes?

If you are unable to pay your fees by the due date, it is important that you contact the Early Years Director to discuss alternative arrangements for payment.

What if I fail to pay the fees on time?

Failure to pay your fortnightly account or to discuss alternative arrangements with the ECC team and Early Years Director may result in your child's place being put on hold until a payment plan has been agreed upon.

Our Community's governing body and management will take all reasonable action to collect overdue amounts.

If satisfactory arrangements are not made for the payment of overdue accounts a debt collection agency will be engaged. All communication must then be directed to the agency and any collection costs will be charged to your account.

How do I cancel my child/children's place?

You must provide **28 days notice** to cancel your child's place. Please complete the *Cancellation Form* which is available from the Nazareth Early Childhood Centre or on our website www.nazareth.org.au/early-childhood-centre/forms-policies.

Where can I access any relevant forms?

All relevant financial forms can be collected from the ECC and are available for download from our website at www.nazareth.org.au/early-childhood-centre/forms-policies.

Who do I contact if I have a question about enrolments?

Registrar

E: registrar@nazareth.org.au

T: 8406 5012

Who do I contact if I have a question about the service or payment of fees?

For appointments or enquiries contact:

Early Childhood Centre Reception

8:30am – 4:30pm (Monday - Friday)

T: 8406 5080

E: ecc@nazareth.org.au

Address

2 Almond Ave, Findon 5023

Postal Address

PO Box 28, Findon 5023

Acting Early Years Director

Natasha Walc

E: natasha.walc@nazareth.org.au

T: 8406 5080