

NAZARETH EARLY CHILDHOOD CENTRE FINANCIAL INFORMATION FOR FAMILIES 2024

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 2024 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 2024?

2024 Fee Structure	
Waitlist Application	\$50 non-refundable per application
Acceptance Fee	\$200 per child
Long Day Care Fee <i>Full day from 7:00am - 6:00pm</i>	\$140 per day
Preschool <i>8:15am - 3:45pm</i>	\$102 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?

You can place your child/children on the waitlist by completing an online form on our website <https://www.nazareth.org.au/enrolment/early-childhood-centre-enrolment/>. Upon completion you will be required to pay a **\$50 non-refundable fee** online to process your application. Your child/children 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 **\$102 per day**. During term time, if care is required on the Preschool day (outside of Preschool hours), then the long day care fee of **\$140 per day** applies.

What is the acceptance fee?

Once your child has been offered a place at the Centre, you will be required to pay an acceptance fee of **\$200 per child** when returning the Acceptance of Offer form and prior to commencing at the Centre. Should you accept an enrolment and cancel before your child is due to commence and attend the service, the fee will be forfeited.

The acceptance fee 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 you will need to re-submit a **Waiting List** and be subject to vacancies under the enrolment criteria.

Child Care Subsidy

Child Care Subsidy (CCS) is paid directly 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.servicesaustralia.gov.au/child-care-subsidy.

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 Centrelink or if the Centre does not have the Centrelink Reference Number (CRN) details for your child and your child's Primary carer.

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), children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met.

In the event where you do 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.

Changes to gap fee payments

To help protect CCS against fraud and non-compliance, from 1 July 2023, the Australian Government legislation has directed that families using child care must pay the gap fee using electronic means. This means we will no longer be able to accept cash payments for child care gap fees. The gap fee is the difference between the provider's fee and the Child Care Subsidy (CCS) amount. Find out more about gap fees and Child Care Subsidy <https://www.education.gov.au/early-childhood/child-care-subsidy/payments-and-fees>.

What if I don't claim CCS and pay full fees?

These new changes will not affect you. If you have entered into a Relevant Arrangement* with the ECC, you can continue to pay your full fees in cash at the ECC front desk or Finance Office.

**A 'relevant arrangement' refers to an arrangement between a provider and individual, for the care of a child, other than a CWA (Complying Written Agreement). A relevant arrangement enrolment might be used where the family is not eligible for CCS or does not wish to claim CCS.*

Please note that the Child Care Subsidy is paid for a child's first 42 absences for the 2023/24 financial year. Families with an approved reason can receive CCS for absences up to 7 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. You will be required to provide supporting documents as evidence for any additional absences.



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 per calendar year. There is no holiday fee reduction for Preschool during term time.

The Holiday/Cancellation form is available at the ECC or on our website <https://www.nazareth.org.au/learning-care/attending-our-centre/>

If for any reason you need to cancel your holiday booking due to a change of circumstances, the ECC cannot guarantee a place on any given day. You will be required to email admin staff to check if a place is available.

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 32 095 551 581 (User ID 518466), a leading provider of payment services in Australia. **Payments default to weekly on a Thursday, to change your payment schedule to fortnightly on an alternative day of the week, please contact the Administration team.** The direct debit payment will be for the amount due at the end of the current week. Debitsuccess direct debit arrangements can be made via the Xplor Home app along with the ability to change your personal or bank details.

In the case of a declined payment, Debitsuccess will charge \$19.95 (including GST) dishonour fee in addition to any financial institution charges and collection fees; any dishonour fee is of the responsibility of the family. 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:

- Pay Now payments via the Xplor Home app (Account tab - Finance: only accessible to Primary Carer)
- Cash - Only for families who do not claim CCS (no change available)
- Credit Card (Visa / MasterCard – 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.

When will I be billed?

Fees are charged daily and are payable within **7 days** for the balance of the end of the current week. Statements can be viewed by the child's Primary Carer on the Xplor Home app. The statement details information regarding your child's attendance, fees payable and any approved Child Care Subsidy from Centrelink.

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.

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 our Administration team 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 will result in your child's place being put on hold until a payment plan has been agreed upon. During such time, you will be responsible for all accumulating charges at this time. 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.



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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 2 staff development days during the year. There is no charge for these closures.

Will I be charged if I cancel a previously booked casual day for my child?

If you provide 2 days notice, you will not be charged. If your child is sick, there is a change or circumstance or you need to cancel within 2 days, you will be charged a normal Full Day absent fee.

Can I book casual days for my child during the school holidays if they are booked into the Preschool program?

Requests for school holiday casual bookings will be accepted up until Wednesday of Week 8. Families will receive formal communication should your request be approved. Please note casual day requests are not guaranteed and as such, if you require consistent care all year for your child, please ensure you have selected Full Day bookings.

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 <https://www.nazareth.org.au/learning-care/attending-our-centre/>.

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 <https://www.nazareth.org.au/learning-care/attending-our-centre/>

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 or my child's bookings?

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

Early Years Director

Natasha Walc

E: ecc@nazareth.org.au

T: 8406 5080

Assistant Early Years Director

Aurianne Warley

E: ecc@nazareth.org.au

T: 8406 5080



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