

ST JOHN'S GRAMMAR SCHOOL EARLY LEARNING CENTRE

Administration Policy



The St John's Grammar School Early Learning Centre ("ELC") is an Approved Long Day Care (LDC) service under the family assistance law for Child Care Subsidy purposes

Fees and billing

Enrolment Bond

A bond is payable on entry into the ELC and is refundable when continuing to the Junior School

Daily Fee and Child Care Subsidy (CCS)

A flat ELC fee is charged per day of use. The parent/guardian pays the differential after the Child Care Subsidy (CCS) is applied. The CCS is based on family income with less subsidy allowed for higher incomes.

The CCS is applied to the net fee after any applicable discounts.

Discounts

Families with more than one child at the ELC and/or St John's Grammar School are entitled to a sibling discount in line with the school's fee policy.

Late Collection Fee

A late pickup charge can be applied at the discretion of the ELC Director for students collected after the centre's 6pm closure time.

Payment terms

ELC fees are billed fortnightly and payable within 7 days. It is a principle of enrolment at the ELC that a family has an obligation to pay all relevant fees and charges to continue enrolment at the ELC.

Bookings

The minimum required booking (permanent booking) is from 2-5 days per week.

Addition casual bookings can be made subject to availability and are charged at the standard daily ELC rate.

Learning to Soar

Termination or change of enrolment

A five week notice period (in writing) is required for withdrawal from the ELC or to reduce the number of days attended (ie from 4 days per week to 3 days per week). Payment in lieu of notice will be charged if this notice is not given.

Absences

Short-term illness

If a child is absent due to short-term illness, the daily fee will continue to be charged. The Child Care Subsidy (CCS) will continue to be paid for up to 42 absences for each child, per financial year. In special circumstances, more than 42 absence days may be accessed. Centrelink can be contacted directly for further information. Additional casual bookings can be made subject to availability and are charged at the standard daily ELC rate.

Long-term absence

If a child is to be absent from the ELC for a planned period of time (up to a maximum of 4 weeks during the School Term in any one calendar year), the student's place can be retained by paying a holding fee. This may be for purposes such as travel or short-term employment. Advice of the planned absence must be provided in writing by the parent/guardian to the ELC. The holding fee will be charged as follows:

- **If a minimum of five weeks' notice** of long-term absence has been provided in writing to the Director of the ELC, a holding fee of **50%** of the usual fees due during the period of absence is payable.
- **If less than five weeks' notice** of long-term absence has been provided in writing to the Director of the ELC, a holding fee of **80%** of the usual fees due during the period of absence is payable.

Centre closure

The ELC daily fee will not be charged for Public Holidays or enforced closure days (eg catastrophic fire days or other extraordinary closures). Additional casual days can be accessed, if available, at the normal charge.

