



Catholic Early Learning & Care
Community Kindergarten
Silkwood

Our Aim:

At Catholic Early Learning and Care (CELC), we strive to provide high quality care and value for money for the children that attend our services and their families. The long-term viability of our childcare operations is essential to our mission of supporting the families within our Diocese. Our goal is to operate in a financially responsible manner that benefits children, staff and families by providing quality care, continuing employment and affordable fees at each service. The collection of fees and management of debts is performed in an ethical and efficient manner to ensure the quality of care provided is not affected by non-payment of fees.

Please note that we have endeavoured to keep fees at the same level for as long as possible, however due to increasing costs we must increase our fees accordingly. Fees in the table below will be **effective from 28 January, 2019**.

It is our policy to:

- ☀ Collect fees weekly via Debitsuccess for the prior weeks' care.
- ☀ Send weekly statements prior to the Debitsuccess deduction.
- ☀ Provide significant savings to families by not charging fees on public holidays or during centre closure periods.

Sessions	2019 Fee	Session Times
Tuesday	\$30 per day	8.30am to 3.00pm
Thursday		8.30am to 3.00pm
Friday		8.30am to 3.00pm

**Kindergarten children turning 4 years old by 30th June in the current year are required to attend a minimum of five days in each fortnight. All other children must attend a minimum of two sessions each week.*

Please note that we have removed the Administration Levy and Maintenance Levy per term. These levies are now incorporated in your daily fee.

Kindergarten Government Subsidy:

If you or your child holds a current Australian Government Health Care Card, or if you identify as being Aboriginal or Torres Strait Island (or have a child who does), or if you have 3 or more children of the same age enrolled in the same year you will be eligible for low or no cost Kindy when using an approved kindergarten program provider in the year before Prep.

If you meet the above criteria, your discounts will be applied to your account **at the beginning of each week per school term**.



Setting of Fees:

Setting of fees and charges will take into consideration affordability for families, the quality of service provided, demand and local economic conditions. Unlike many other centres we do not charge fees on public holidays or during periods of closure. This provides a significant discount compared with other service providers. Fees are reviewed annually at the end of each calendar year.

Notice Periods:

We ask that you provide as much notice as possible to the Director/Teacher when changing or cancelling your permanent or part-time booking to allow us time to change staff rosters. As a minimum we require 14 days written notice.

Fees are charged regardless of days of non-attendance due to illness, family commitments or holidays.

Late Fees:

Child/ren collected after the 3pm closing time will incur a late fee of \$10.00 per child for every 5 minutes, or part thereof, until collected. (E.g. pick up at 3.10pm for 2 children will incur a late fee of \$40.00.) This fee is to cover additional staffing costs.

Recovery of outstanding fees:

Failure to pay fees within agreed timeframes is a breach of the conditions of your child's enrolment and may result in withdrawal of child care until payment is received in full or a payment plan is negotiated. Failure to adhere to the negotiated agreement may result in termination of care and account referral to a debt collection agency. All debts collection costs will be added to your account.

Genuine Hardship Cases:

The Diocese will make every effort to assist families to deal with exceptional circumstances they may be experiencing. Pastoral care support, professional counselling and/or financial assistance from within the Diocese may be offered to families in need. Families may contact the Chief Executive Officer of the Cairns Diocese via email, mail or phone to discuss their needs. Please see our "Contact Us" page for details.

** except where 42 absence days have already been recorded in the current financial year and specific documentary evidence is provided*