



Fees Policy

Our current fees

Daily Fee

\$110.00 per day

Annual Membership fee

\$30.00

(The cost of being a member of our non-profit organisation, and is payable in one lump sum for the whole or part of a year and is not refundable)

Fee Security Deposit

\$250.00

(This will be refunded when your child leaves the Centre provided all fees are paid and you have given the required notice when leaving)

Casual Fee

\$125.00 per day

Casual bookings may be made for children who are not members. Such bookings are accepted at the discretion of the Director as they can have complex consequences for the Centre's compliance with legislation and finances. Casual bookings are intended for special circumstances such as emergency care requirements or supporting short-term visitors to the Clayton site. Casual fees forego any rebates from the government, including the Child Care Benefit and Child Care Rebate.

Casual fees are to be paid prior to the booking, or on the day of the booking, via direct deposit, and the receipt is to be emailed to childcare@csirocareclayton.org.au

Fee Payment Methods

There are 3 options available to families:

- **CSIRO SALARY SACRIFICE**
- **CSIRO POST TAX SAP PORTAL DEDUCTIONS**
- **DIRECT DEPOSIT**

The first two options are only available to employees of CSIRO

You will need to decide which payment option is most beneficial for you.

- **CSIRO salary sacrifice**

This option is paid directly to the Centre each fortnight as a pre-tax deduction from your pay. This is a convenient way for parents to pay their fees, however you should seek advice from your accountant as to what option is suitable for your family's individual finances.

Forms are available from the Office for you to complete and send to Lewis Hewertson

- **CSIRO post tax sap portal deductions**

Fortnightly fee payments can be made by CSIRO staff through the SAP portal. It is recommended that you contact Lewis Hewertson to initially set up your account, and to process any fee payment adjustments.

- **Direct Deposit**

For all non-CSIRO families, or for those who choose not to use the above 2 methods of payments, fees are required to be paid via direct deposit. You may choose to permanently set up a weekly or fortnightly direct debit option with your bank, or make direct deposits through your bank's website as they suit you.

Our bank details are:

- BSB Number: 313-140
- Account number: 1406 3820
- Account name: CSIROCare Operating Account

Please use your surname as the reference

Child Care Benefit (CCB) & Child Care Rebate (CCR) & Jobs, Education and Training (JET)

The Australian Government understands that high quality child care is important for many Australian families. High quality child care plays an important role in improving children's educational and developmental outcomes. Child care also enables parents to participate in the workforce and the broader community. To help you with the cost of your child care, the Australian Government provides the following assistance.

- **Child Care Benefit**

Child Care Benefit reduces the cost of your total child care fees. It is available to you if you are a parent, foster parent or grandparent with a child in your care who is attending child care approved by, or registered with, the Government. There are certain eligibility requirements you must meet to get Child Care Benefit.

- **Child Care Rebate**

The Child Care Rebate is additional assistance if you use approved child care, and you are working, studying or training at some time during the week or have an exemption. The Child Care Rebate covers 50 per cent of your out-of-pocket costs up to the annual cap. As at 1 July 2015 the Child Care Rebate annual cap is \$7,500 per child per year.

You have the option to receive your Child Care Rebate paid fortnightly, either directly to your bank account, or through your child care service provider as a fee reduction. You have the option of having your Child Care Rebate paid quarterly or annually as a lump sum directly to your bank account.

- **Jobs, Education and Training (JET) Child Care fee assistance**

JET Child Care fee assistance provides extra help if you are a parent on an income support payment and looking for work, studying or starting a job. It will cover most of your child care costs. For example, JET Child Care fee assistance may cover up to 36 hours per week per child if studying. From 6 July 2015, the maximum amount you can receive per hour per child is \$8.14. Visit www.humanservices.gov.au for further details.

Absent days from CSIROCare

Full fees are payable:

- If your child is absent due to illness (please see "50% Fee Discount" note below)
- If your child is on holidays, or you choose to keep your child at home (please see "50% Fee Discount" note below)
- In the event of an outbreak of an infectious or communicable disease, as determined by the Department of Health
- If CSIRO initiates a site closure
- When the Centre is forced to close due to evacuations; loss of electricity, bomb threats, floods, fire

- If the phone lines are disrupted, or not working. This is a Department regulation that there must always be a phone line to the Centre
- If the Centre suffers extensive damage
- If the Director and Management Committee decide that the centre is unsafe for the children and Educators to remain on the premises.

50% Fee Discount

If your child is absent due to illness or holiday or you have chosen to keep your child at home by choice, and your child's place for that day is taken up by another family requesting an extra day for their child, then you will receive a 50% discount for that absent day

IMPORTANT NOTES

Notwithstanding the above, in the event the Centre is forced to close for one day, families will be charged the full daily fee (less CCB & CCR where applicable). If the Centre is forced to be closed in excess of one day, families will be charged 50% of the daily fee (less CCB & CCR where applicable) for the following 4 days. If the Centre is forced to close in excess of one week, a Special General Meeting will be called by the Director and the Committee to ascertain the circumstances and the course of action.

No fees are charged during the annual Christmas/New Year closure.

If you are a recipient of Child Care Benefit, you are currently allocated 42 allowable absences each financial year.

If you exceed your 42 allowable absences you are able to provide a medical certificate for any extra absent days. This allows your child to be absent and the Family Assistance Office will still pay any CCB or CCR.

A record of your total accrued absences is recorded at the bottom of each fortnightly fee statement.

CSIROCare Fee Statements

Childcare accounts are processed each fortnight outlining a forecast for the next two weeks and will be emailed to the family's designated email address.

All fees are due and payable a fortnight in advance

There is a \$15 late fee, which will be added to the next scheduled statement when payments are not received by each fortnightly due date.

Payment difficulties

If you are experiencing any difficulty with fee payments, please do not hesitate to contact our office staff to discuss the matter confidentially. Should you be unable to meet fee payments on a regular basis, your child's place at the Centre can be jeopardised, and may be terminated.

Cancellation of a Permanent Booking

Notice of cancellation of a permanent booking must be given to the Centre Director in writing (email) at least four weeks prior to your last day.

We ask that all fees are up-to-date at the beginning of your child's last week at the centre.

Please ask the Centre Director or the Finance Officer if you require an up-to-date statement at this time.

If you do not give the full four weeks' notice and your child does not attend the Centre during some or all of the four week notice period, you will still be charged for the notice period at the normal rate.