

- This form details the fees and charges applicable for contracted and casual care,
- Fees are set and no discounts are provided,
- Fees charged are inclusive of an administration levy,
- Four weeks notice will be provided for any changes to this fee schedule.

Invoicing

Frequency

- Invoices are issued weekly via email by your Educator,
- Payment is due by the Due Date.
- Unpaid invoices will be forwarded to a debt collection agency, with additional fees and charges applied to the unpaid accounts.
- Late Fees - \$5.00 per day will be applied for all accounts overdue.

Payment method

- Bank Deposit
- Account Name:
- BSB Account Number: Reference: Family Name

Note: Payments via bank deposit to be made directly to the Educator. Only the payment type listed above is accepted.

Absences

- Regardless of whether your child attends care fees are still charged for contracted hours, this includes absences of any type including holidays and sick days,
- If your educator is not available to provide care during contracted hours then no fee is charged,
- If contracted hours fall on a public holiday and care isn't required then standard fees are charged, if you require care then public holiday fees are charged.

Fee Table

Core Hours (8:00am - 6:00pm Monday to Friday)

Hourly care fee: \$ _____ Plus hourly admin fee: \$ 1 . 2 0 Total hourly fee: \$ _____

Non Core Hours (6:00pm - 8:00am Monday to Friday)

Hourly care fee: \$ _____ Plus hourly admin fee: \$ 1 . 2 0 Total hourly fee: \$ _____

Casual Hours (for care provided on non-contracted days)

Hourly care fee: \$ _____ Plus hourly admin fee: \$ 1 . 2 0 Total hourly fee: \$ _____ or Standard fees (Core / Non Core) charged

Public Holidays

Hourly care fee: \$ _____ Plus hourly admin fee: \$ 1 . 2 0 Total hourly fee: \$ _____ or Standard fees (Core / Non Core) charged

Weekend Care (any care provided on a Saturday or Sunday)

Hourly care fee: \$ _____ Plus hourly admin fee: \$ 1 . 2 0 Total hourly fee: \$ _____ or Standard fees (Core / Non Core) charged

Other Fees

Transport: \$ _____ per trip / day (charged for home, school or kindergarden pick-ups or drop-offs, etc) or Not offered

Meals: \$ _____ per main meal \$ _____ per snack \$ _____ per day or Not offered

Other: _____

Days Educator Provides Service

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Minimum Hours

Daily Session

Minimum booking: _____ hours per day Available from: _____ : _____ am/pm Available till: _____ : _____ am/pm or Not offered

Before School Care

Minimum booking: _____ hours per day Available from: _____ : _____ am/pm Available till: _____ : _____ am/pm or Not offered

After School Care

Minimum booking: _____ hours per day Available from: _____ : _____ am/pm Available till: _____ : _____ am/pm or Not offered

