



St Michael's Collegiate School

2021 Early Learning Centre Fees

Fees	
Administration fee	\$110
Early Learning Centre (ELC)	\$97 per day
Late collection fees apply	
Absent due to illness fee	\$97 per day
Enrolment holding fee	
30% of the daily fee	\$29.10 per day
Holiday holding fee	
60% of the daily fee	\$58.20 per day
A minimum of two weeks notice must be given for planned absences.	

Payment

ELC Fees must be paid by Direct Debit from a bank account or a credit card through Debit Success.

Fees are charged fortnightly on a Tuesday for the period ending on the previous Friday.

A [direct debit form](#) must be completed before your child commences at Collegiate.

Any parents experiencing difficulty in meeting fee requirements are urged to contact the School's Accountant as soon as possible on (03) 6211 4981 so that appropriate arrangements can be made.

Enrolment holding fees

If a child is enrolled at Collegiate Early Learning Centre and is unable to start due to age or preference, a non-refundable enrolment holding fee of \$29.10 for each day absent will be charged

to the first fortnightly fee statement. Child Care Subsidy (CCS) may not apply to the enrolment holding fee.

Late collection fees

If a child has not been collected by the advertised closing time late fees will be charged: \$15 for the first 1-10 minutes plus \$25 for each 1-15 minutes after that. Late fees are applied to all sessions including before and after school care and vacation care. CCS does not apply to late fees.

If the parent or other authorised person has not made contact about the collection of the child(ren) 30 minutes after closing time, Child Safety Services or Gateway Services must be notified in line with the Child Protection and Mandatory Reporting Policy.

If a cycle of late collection occurs, an additional fee of \$50 may be charged and the child(ren)s placement at Collegiate will be reviewed.

Child Care Subsidy (CCS)

Before a child starts in ELC, families wishing to claim CCS must verify their eligibility with the Australian Government, Department of Human Services (Centrelink).

Families wishing to claim CCS are required to provide to the school:

- Their child's customer reference number (CRN);
- The parent's customer reference number (CRN);
- The date of birth (DOB) of the parent claiming the CCS. DOB and CRN must be for the same parent.

Applicable CCS may be affected if this information is not provided or is incorrect or incomplete. St Michael's Collegiate School does not have the authority to liaise with Centrelink on behalf of families in this or any other matter.

Contact

Telephone (03) 6211 4970

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