

BT-01: Early Education Centre Fee Payment Policy

Purpose

The Board of Trustees of Ipswich Girls' Grammar School including Ipswich Junior Grammar School (The Board) sets the fees for the Early Education Centre that are comparable to other quality registered centres.

EEC fees are reviewed at the commencement of each School year and any adjustments will be advised to parents and implemented as of 1 January in each year.

Hour of Operations

6.30am - 6.00pm 50 weeks per year (except for designated public holidays).

Program

6.30am - 8.30am Before School Program
8.30am - 2.30pm Learning Program
2.30pm - 6.00pm After School Program

During the school vacation periods, the Centre will operate a Vacation Care program, with the exception of two weeks of the Christmas - New Year period when the Centre will be closed.

Application Fee

The non-refundable application fee is: \$110.00 (inc GST)

Payable on lodgement of Application. Payment of the application fee does not guarantee a place in the EEC.

Fee per day

The fees for the EEC can be found on the Ipswich Junior Grammar website

<https://juniorgrammar.com.au/enrol/fees>

Fees include - Morning Tea, Lunch and Afternoon Tea.

Child Care Subsidy

Parents are required to provide the Centre with registered Child Care Subsidy details.

It is the parent's responsibility to register their child's enrolment with the Family Assistance Office (Centrelink) to be eligible for the Child Care Subsidy.

To find out what financial assistance might be available to you:

- Visit online services at <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy> or www.familyassist.gov.au
- Call the Family Assistance Office on 13 61 50 between 8.00am and 8.00pm Monday to Friday
- Visit a Family Assistance office (located in Medicare offices, Centrelink Customer Service Centres).

Parents will be asked to quote the following number in relation to the Early Education Centre (EEC) as a provider of eligible Child Care services:

1-FHQTDC

Refundable Bond

A refundable bond of two weeks fees is required to confirm your child's place in the EEC. This bond is refundable when your child's enrolment ceases in the EEC and appropriate withdrawal notice is received.

Bond payment can be made via Direct Deposit into the School's Bank Account (details on the Acceptance form).

A merchant surcharge will be incurred on all credit card payments to cover reasonable processing costs. Please contact the Business Services Centre for further information regarding payment of fees.

Early Education Centre Accounts are payable by Direct Debit from Credit Card or Bank Accounts. Ipswich Girls' Grammar School has partnered with Debit Success to provide you with this service. Debit Success Pty Ltd is a fully compliant Direct Debit service.

Parents will receive an account every two (2) weeks in arrears, in accordance with the pattern of enrolment as indicated on the Early Education Centre (EEC) Enrolment Form.

Payment applies to 50 weeks of the year including public holidays, with the exception of the two weeks over the Christmas-New Year period when the Centre will be closed.

Contact for payments and Account Queries

Accounts Receivable Officer
Business Services
Level 1
Administration Building
Phone: 07 3454 4416
Email: accounts@iggs.qld.edu.au

Notice of Withdrawal

The withdrawal of students from enrolment in the EEC requires the School to fill the vacancy created. This takes approximately two (2) weeks. Accordingly, parents must ensure two (2) weeks' notice of withdrawal is given in writing to the School. If two (2) weeks' written notice is not received, two (2) weeks' fees will be charged in lieu of notice. Where a child changes from full-time to part-time, unless the School can find a replacement enrolment, two (2) full-time weeks' fees will be payable. Parents are requested to return all outstanding books and school property and to obtain a final clearance from the School on the final day of attendance.

**No Child Care Subsidy or Additional Child Care Subsidy is payable for any session of care that occurs after the last day a child physically attended care at the provider. This means if you submit a withdrawal date and the student is absent on his/her final days, childcare subsidy will not be paid for the absent days.*

Absence Days

Under the Child Care Management System (CCMS) your child is eligible to receive subsidies for an initial 42 days of absences, per financial year, which can be used for any reason and without proof of circumstances (including public holidays). Once the initial 42 absence days have been exhausted, additional absences may be claimed in certain circumstances.

The Family Assistance Office (FAO) will maintain a count of absences used by your child across all services for the financial year.

You can obtain details of your absences claimed by the Early Education Centre (EEC), including a count of absence days used, via the online statement available to you through the online services section of the FAO's website.

Late Pick-up Penalty Fees

A late fee will apply if your child is left at the centre after 6.00pm (closing time).

The fee is \$10.00 for the first 10 minutes or part thereof and \$1.00 per minute thereafter.

Approved Absence Fee Reduction

Parents can nominate up to four (4) weeks throughout the School year when they will be on vacation and their children will not be present at the EEC. During these weeks, parents will pay the reduced rate of 50% of their usual rate as determined by their enrolment schedule i.e. 10 days per fortnight or 5 days per fortnight. This reduction can only be applied for full weeks as per your weekly schedule with a minimum of ONE (1) week. The EEC must receive written notification, four (4) weeks in advance, when requesting an approved absence fee reduction.