

Beaufort Early Childhood Centre Long Day Care Booking Enquiry Form 2023



New bookings

Name of Child:	<input type="text"/>	Child CRN:	<input type="text"/>
Child DOB:	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	Expected Start Date:	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
Parent Name:	<input type="text"/>	Parent CRN:	<input type="text"/>
Parent DOB:	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>		
Address:	<input type="text"/>		
Home Ph:	<input type="text"/>	Mob Ph:	<input type="text"/>
Work Ph:	<input type="text"/>		
Email:	<input type="text"/>		

Fees: \$110.00 – Full Day
\$60.00 – Half Day

Select Day/s and Time of Care:

Please circle the day/s you require care.

	Monday		Tuesday		Wednesday		Thursday		Friday	
Full Day	8.00am – 5.30pm		8.00am – 5.30pm		8.00am – 5.30pm		8.00am – 5.30pm		8.00am – 5.30pm	
Half Day (Half days may be limited depending on availability)	8:00am – 12:30pm	1:00pm – 5:30pm	8:00am – 12:30pm	1:00pm – 5:30pm	8:00am – 12:30pm	1:00pm – 5:30pm	8:00am – 12:30pm	1:00pm – 5:30pm	8:00am – 12:30pm	1:00pm – 5:30pm

See Childcare Subsidy and Kindergarten information page 2.

I have read the information in this pack and have selected the days of care I need. I understand that this enquiry form does not guarantee a place and that I will be notified by the Service as to whether there is a place available.

Signed (parent) _____ Date _____

Return signed form E: reception@ecka.org.au

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Kindergarten programs

In 2023 kindergarten programs for three- and four-year-old children will be subsidised by the Victorian government for all families receiving Childcare Subsidy. The amount of \$2000 will be applied as a discount to families' childcare invoices over 20 fortnights.

Kindergarten programs will consist of 15 hours of kindergarten per week for both 3yo and 4/5yo children. The kindergarten program for children booked into childcare will run from 8.30am to 4pm during the normal childcare hours of 8am to 5.30pm on specified days. The kindergarten staff will inform parents which days kindergarten programs are running to make sure all children can access the 15 hours. The following table shows how the childcare fees combined with kindergarten programs.

Kinder program and childcare	Fee
Child is booked for childcare for the full day and attends the 7.5hrs of funded 3yo or 4yo Kindergarten within the childcare session.	Full day childcare fee is charged. Childcare subsidy and Victorian Government kindergarten subsidy is applied to the invoice and parents pay gap. Eg: Full fee \$110 minus 70% CCS (Estimate \$77) = \$33 minus kindergarten subsidy (\$25) = \$8 parent gap fee to be paid for the day.
Child only attends the kindergarten program 8.30 to 4pm on two days (15 hours) and also attends childcare on other days.	Full day childcare fee is charged each day. Childcare subsidy and Victorian Government kindergarten subsidy is applied to the invoice and parents pay gap. Eg: Full fee for 3 days \$330 minus 70% rebate (Estimate \$231) = \$99 minus kindergarten subsidy (\$50) = \$49 total gap fee for three days.

Billing

Families will be emailed their invoice on a fortnightly basis. Families are expected to pay the gap fee shown on the invoice within 14 days of receiving the invoice and not allow fees to fall more than two weeks into arrears. Invoices will show all subsidies you receive, and the weekly gap amount due to be paid. *You will need to assess your ability to pay this gap amount each week for you to take up a place in Childcare.* The invoice will detail the days and times of attendance in childcare, the childcare subsidy paid by the government and any parent payments.

To view our full Fee Policy, please visit the ECKA website and find the 'About' tab and select 'Policies'.

Fee Subsidy Entitlements and CRN

Australian families will need to satisfy the Australian Governments Activity test to be eligible for childcare subsidy. More information about eligibility can be found at <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>. A calculator on your MyGov page can estimate your entitlements or you can ring the MyGov hotline on 132 307 if you have any subsidy queries.

Before your child starts, you will be required to lodge a Child Care Subsidy claim through Centrelink and confirm your child's enrolment details. Centrelink will notify us when your claim is confirmed. We will also require you to sign a Complying Written Arrangement confirming your childcare days and fees.

The CRN is a 10-digit number allocated individually to you and your child/ren from the Family Assistance office (Centrelink). This number is required for both you and your child on this form if you wish to claim the Child Care Subsidy.

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Payment methods:

ECKA prefers **NO CASH** due to security, therefore several methods are available for fee payments:

1. Credit/debit card is accepted over the phone (Phone ECKA: 5339 5055)
2. You can also pay via our secure portal on our website (www.ecka.org.au)
3. Direct deposit into the ECKA account via internet to: **Account Name:** ECKA

BSB: 063-507 **Account No:** 1041-5235

Put your child's Surname, Initial and the Centre's Number 18 as a reference (e.g., Smith B 18)

Once your place is confirmed by staff please:

1. Complete an online **Confidential Enrolment form** (through the ECKA website: www.ecka.org.au)
2. Provide to the Centre a copy of your child's **Immunisation History statement** from the Australian Childhood Immunisation Register (can be accessed through Medicare website or ring ACIR on 1800653809) E: coordinator.kin@kindergarten.vic.gov.au
3. **Return** this booking enquiry form signed by parent/guardian. E: reception@ecka.org.au
4. Please **discuss with staff** and supply any Medical Condition plans and medication e.g., Asthma (plan signed from doctor and Ventolin).
5. Obtain confirmation from Centrelink of your confirmed childcare registration and subsidy rate.

What to bring to childcare:

1. Morning and afternoon snack, lunch, bottles/formula
2. Nappies
3. Change of Clothing
4. Comforters or special items

Public/Christmas Holidays and Professional Development

Fees are not charged when the service is closed for public holidays and the Christmas holiday closure period.

ECKA believes that ongoing professional development and training is vital for our staff to remain at the forefront of their profession and continue to provide quality early childhood education and care. ECKA may close the service one day per year to allow all educators to attend a professional development day.

On this day all ECKA Services will be closed. Families will need to arrange alternative care for their children on this day and will be notified of the day in advance. Families will not be charged for services on this day.

Absenteeism and Family holidays

When a child does not attend the service for reasons such as illness or holidays, families will continue to be charged for services according to the child's regular booking. Families who take extended holiday periods but wish to hold their child's place at the centre will be expected to pay the regular fees for the place at the centre.

If a child is to be absent for the day, parents are requested to telephone the service as soon as possible to inform educators. If the child is sick, it is important to inform the service of the nature of the illness, symptoms and any diagnosis is helpful in containing the spread of illness. Parents are still expected to pay for these sessions. If you receive the Childcare Subsidy (CCS) you will receive a subsidy for a limited number of sick days per year. For more information please visit: <http://www.dese.gov.au/child-care-package/child-care-subsidy/absences>

Cancellation of booking

Families are asked to provide 2 weeks' notice of the cancellation of a booking. Fees will continue to apply for the two weeks' notice period unless cancellation of booking is due to an illness and a medical certificate is provided.