

ECKA Fee information 2022

1. Families with a valid Pension, Health Care Card or who identify as Aboriginal, or Torres Strait Islander are eligible for a fee subsidy and do not pay fees. Parents must have included these details on the confidential enrolment form. Please contact the ECKA office if you have not provided this information, as it is needed for ECKA to make the claim. **Email admin@ecka.org.au or phone 5339 5055.**

2. Fee invoices will be issued to families via email within the first two weeks of each term. Please check your emails and junk emails. The email will come automatically from our fee system, called Hubworks, and will look like this:

From: HubHello (communications@hubhello)

The subject line will be one of the following:

Subject: ECKA – Hepburn, Ballarat North, Ballarat East, Ballarat South, Ballarat West, or Golden Early Years Services – Invoice.

We must group our Kinders together under one name. So don't be concerned if the name does not seem to suit your Kinder, as it is just an administrative grouping required by Hubworks.

3. Parents will be able to log in to their account in Hubworks to check balances, see details of the term fees and parent payments that have been made.

Parents will receive an email from HubHello with login details, immediately following the Term 1 fee invoice email. Please see the final page of this document which gives details of how to check your account in Hubworks.

4. Term Fees for 2022 are as follows:

	<u>Term Payment Option</u>	<u>Full Year Payment Option</u>	<u>Fortnightly Instalment Plan</u> (20 fortnightly payments)
	Due by:	Due by:	First Payment Due by:
	Term 1 - 25/02/2022 Term 2 - 13/05/2022 Term 3 - 29/07/2022 Term 4 - 21/10/2022	25/02/2022	Friday 25th February 2022, followed by 20 fortnightly payments with completion of the payments on the 4th of November 2022.
3yo	\$495.00	\$1980.00	\$99.00 per fortnight
4yo	\$495.00	\$1980.00	\$99.00 per fortnight

Fees are compulsory and must be paid each term by the due dates. Fees are required to cover the running costs of the kindergarten. Government funding only covers 65% of costs.

There are two Payment Options:

1. **Credit/Debit card** via the secure portal on the ECKA website.
You can either visit: www.ecka.org.au (Make a Payment tab)
or: www.bpoint.com.au/Payments/eureka
2. **Direct deposit** into the ECKA account via internet banking:
Account Name: ECKA
BSB: 063-507
A/C No: 1041-5235
Reference: Your Child's First Name, Initial of Surname & Kinder number*.
EXAMPLE: Kate C 3.


The Kinder number is found next to Parent Name on the invoice, or as below:

Ballarat North		Ballarat South		Hepburn		Golden Plains	
Soldiers Hill	3	Delacombe	6	Creswick	5	Ballan	29
Brown Hill	4	Iris Ramsay	9	Beaufort	18	Haddon	8
Midlands	10	Phoenix	14	Clunes	19	Woody Yaloak	26
Black Hill	28	Sebas South	15	Daylesford	20		
Ballarat East		Bonshaw	16	Hepburn	21		
Bakery Hill	1	Ballarat West		Trentham	22		
Mt Clear	11	Fidelity	2	Wallace	23		
Mt Pleasant	12	Rowan View	13	Waubra	25		
St Alipius	27	Linda Brown	17				

*Please remember to reference your payment with the correct information. This allows our office staff to correctly allocate payments to children's accounts.

Please contact the ECKA office if you need to arrange to pay your fees by any other method or require a different payment arrangement.

This Fee information can also be found on each kindergarten page on the ECKA website.

 (03) 5339 5055

 admin@ecka.org.au

 www.ecka.org.au

HubWorks Login Instructions

Please follow these step by step instructions to logon and access your child/ren's invoices online.

Please note we only use this system strictly for invoicing purposes. All fields in the system other than those listed below are redundant and will not be updated or checked.

- 1.** You will be emailed your username and password for HubWorks. (The email will be sent by "HubHello" and may have landed in your junk folder.)

HubHello Login details for ECKA - Hepburn Early Years Services



HubHello <communications@hubhello.com>
To

[Reply](#) [Reply All](#) [Forward](#)

Hi Parentname Parentsurname,

Please find below the login details for you to access your HubHello account.

We recommend you change your password when login into HubHello for the first time.

Website: hubhello.com

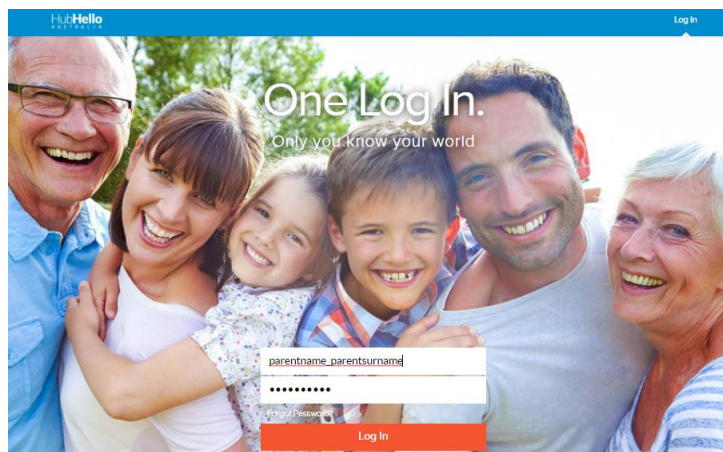
Username

Password: L

Regards,

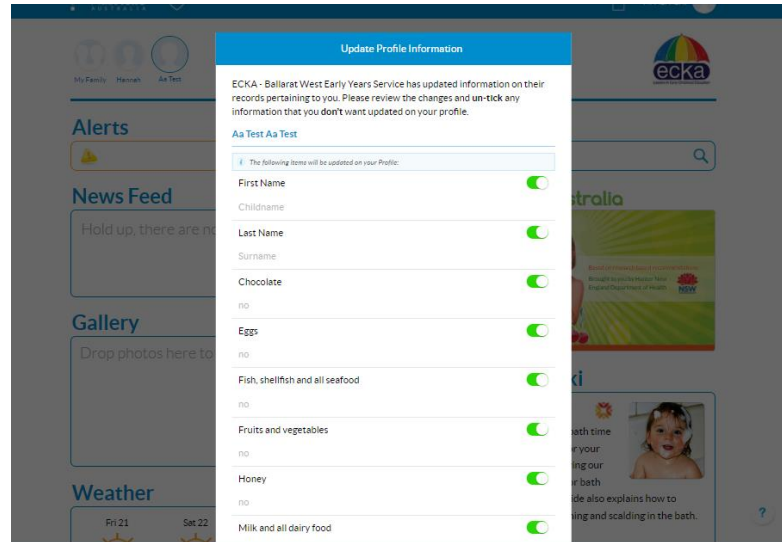
HubHello and ECKA - Hepburn Early Years Services

- 2.** Logon to hubhello.com

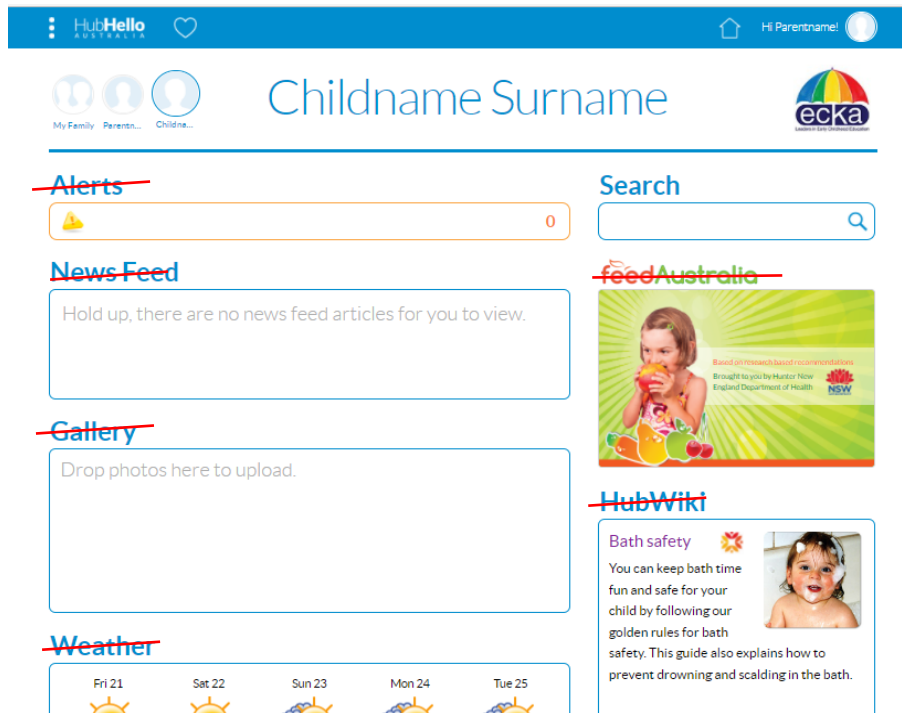


Follow the prompts to accept terms and conditions and verify your email address.

*If you are prompted to *update profile information*, please scroll down and select accept. We do not use this information for our records.

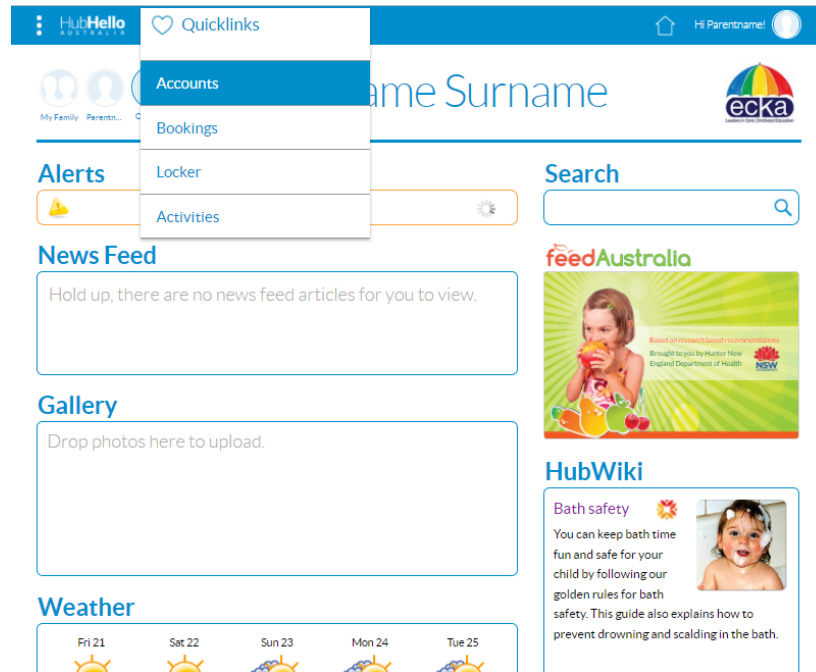


3. Once logged in, you will be asked if you would like a 'tour', you can accept or deny per your discretion. This information sheet is the best reference to use. Your homepage will look as below.



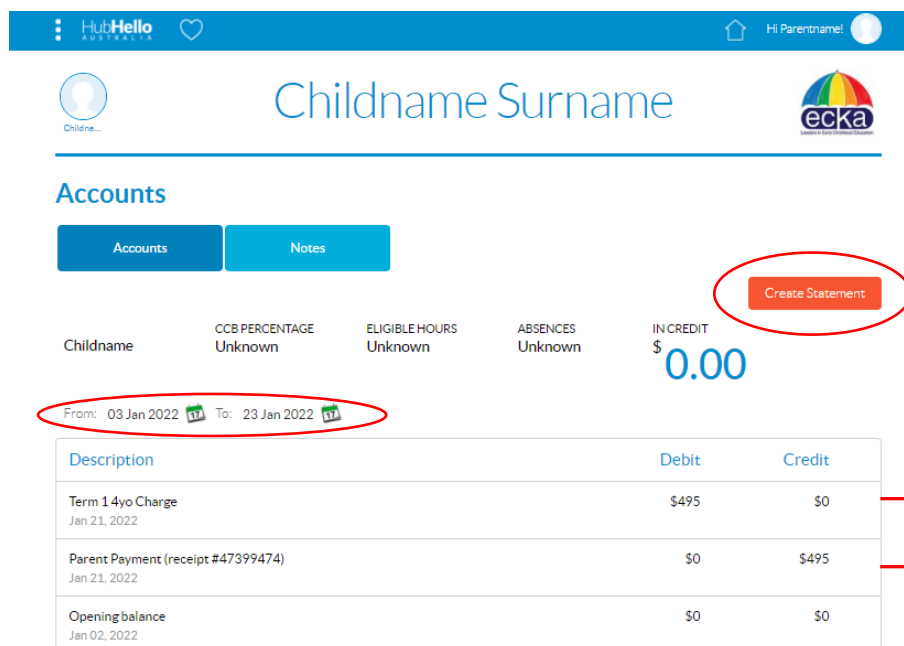
*All sections with a red mark are not utilised by ECKA

4. To access your child's invoice information, click the heart icon on the top left hand side of the page. Select 'Accounts'.



Here you can view all changes to your fee account, including Term Fee's and parent payments. You can use the date selection circled in red to search for past or future dates.

CCB PERCENTAGE, ELIGIBLE HOURS and ABSENCES data can be ignored.



Accounts

Accounts Notes

Childname CCB PERCENTAGE Unknown ELIGIBLE HOURS Unknown ABSENCES Unknown IN CREDIT \$ 0.00

From: 03 Jan 2022 To: 23 Jan 2022

Description	Debit	Credit
Term 1 4yo Charge Jan 21, 2022	\$495	\$0
Parent Payment (receipt #47399474) Jan 21, 2022	\$0	\$495
Opening balance Jan 02, 2022	\$0	\$0

Child Fee

Payment

You can download a copy of your invoice by selecting the orange 'Create Statement' button.

Accounts

Accounts

Notes

Childname CCB PERCENTAGE
Unknown

ELIGIBLE HOURS ABSENCES
Unknown Unknown

IN CREDIT
\$ **0.00**

Create Statement

Create: Invoice

From: 17/01/2022 To: 23/01/2022

Print

Cancel

From: 03 Jan 2022 To: 23 Jan 2022


Description	Debit	Credit
Term 1 4yo Charge Jan 21, 2022	\$495	\$0
Parent Payment (receipt #47399474) Jan 21, 2022	\$0	\$495
Opening balance Jan 02, 2022	\$0	\$0

As above, you can alter the date selection on this page. Select the orange 'Print' button, and a PDF copy of your invoice will download to your computer.

PLEASE NOTE IF YOU HAVE TWO OR MORE CHILDREN: Your account will look the same, both children's fees and payments will be visible.

HubHello AUSTRALIA
Hi ParentName!


Child 1


Child 2

Childname Surname



Accounts

Accounts

Notes

Childname CCB PERCENTAGE
Unknown

ELIGIBLE HOURS ABSENCES
Unknown Unknown

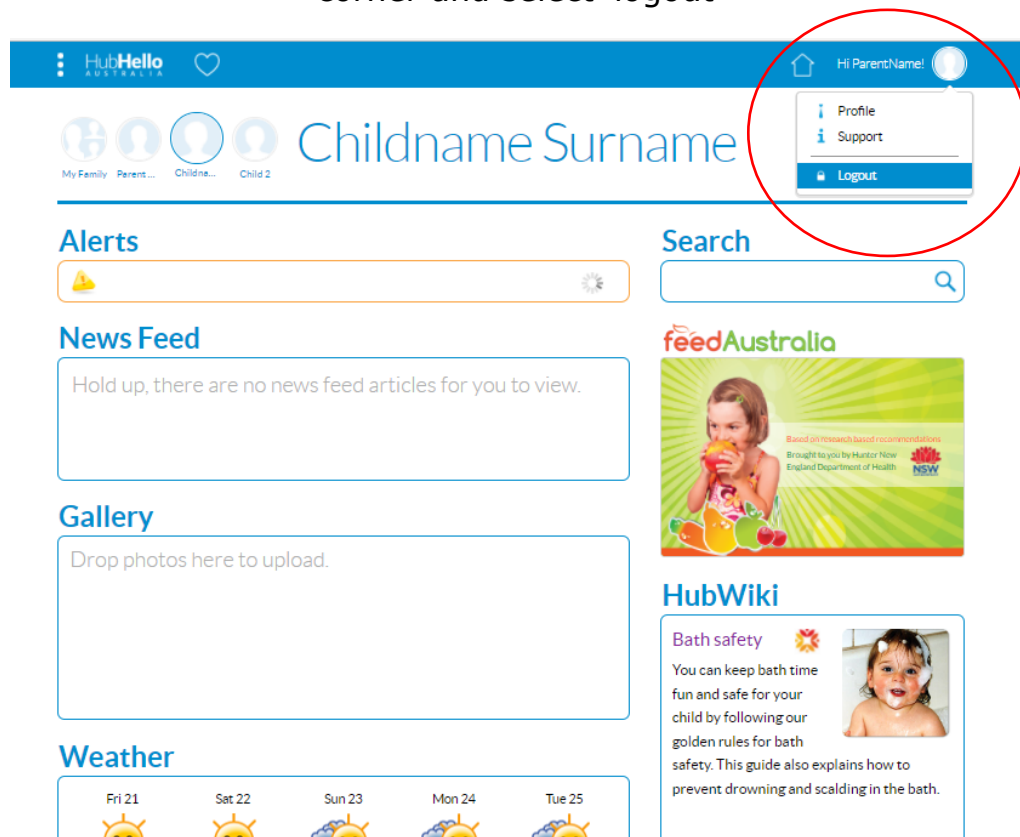
IN CREDIT
\$ **0.00**

Create Statement

From: 03 Jan 2022 To: 23 Jan 2022


Description	Debit	Credit	
Term 1 4yo Fee Jan 21, 2022	\$495	\$0	Child 1 Fee
Parent Payment (receipt #47399474) Jan 21, 2022	\$0	\$660	Payment
Term 1 3yo Fee Jan 20, 2022	\$165	\$0	Child 2 Fee
Opening balance Jan 02, 2022	\$0	\$0	

5. To logout hover over the silhouette profile in the top right hand corner and select 'logout'



Please remember your login details and keep them in a safe place.

If you forget your password or are having trouble logging in, please contact ECKA.

 (03) 5339 5055

 admin@ecka.org.au

 www.ecka.org.au