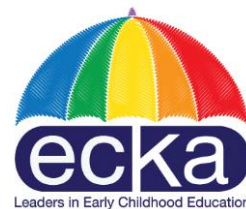


Beaufort Early Childhood Centre Long Day Care Booking Form 2022



Name of Child: Child CRN:

Child DOB: / / Expected Start Date at BECC: / /

Parent Name: Parent CRN:

Parent DOB: / /

Address:

Home Ph: Mob Ph:

Work Ph:

Email:

Please tick if you would prefer to receive your invoice by email

Select Day/s and Time of Care:

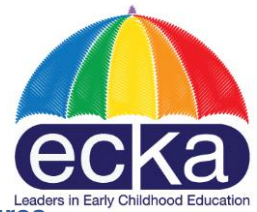
Please tick the day/s you require care.

	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	8:00am – 1:00pm – 12:30pm	1:00pm – 5:30pm	8:00am – 1:00pm – 12:30pm	1:00pm – 5:30pm	8:00am – 1:00pm – 12:30pm
3yo Kinder					9:00am – 2:00pm
4yo Kinder	9:00am – 2:00pm	9:00am – 2:00pm	9:00am – 2:00pm		
Before Kinder Care	8:00am – 9:00am	8:00am – 9:00am	8:00am – 9:00am		8:00am – 9:00am
After Kinder Care	2:00pm – 5:30pm	2:00pm – 5:30pm	2:00pm – 5:30pm		2:00pm – 5:30pm

Child(s) Name _____ Signed _____ Date _____

Please return this signed booking form to the BECC centre or ECKA office.

BECC Information



Places will be allocated by date of enrolment application.

This is an ongoing booking; please see below for cancellation procedures.

ECKA must confirm that a place is available on the days requested prior to your commencement date. If you have not already done so, please phone ECKA on 5339 5055.

FEES:

Fees for 2022 are \$100 per day for 5+ hours of care (a full day) or \$55.00 per day for any session 5 hours or less (a half day).

- A full day childcare fee is charged for each full day of care.
- A half day childcare fee is charged for 5hrs of care or less.
- A half day childcare fee is charged for the Kinder only day.
- Parent/carers pay the gap fee after the childcare subsidy is paid by the government.

Invoices will be sent out fortnightly and families are expected to pay these within 14 days. Invoices will show any benefits you receive, and the weekly gap amount due to be paid. *You will need to be able to pay this gap amount each week for you to take up a place in Childcare.*

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

Centrelink allows your child to be absent for up to 40 days per year, but fees are still required to be paid on absent days.

Please be aware that your permanent booked times must be paid for regardless of attendance.

You will not be charged for public holidays and the 4 weeks closure over summer.

CRN AND CHILDCARE SUBSIDY:

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 on your Confidential Online enrolment form if you wish to claim the Child Care Subsidy. A calculator on your MyGov page can estimate your entitlements or you can ring the MyGov hotline on 132307 if you have any subsidy queries. You will be required to contact Centrelink and lodge a Child Care Subsidy claim, and 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.

CANCELATION OF BOOKING:

Cancellation of booking must be given in writing two weeks in advance.

Fees will cease two weeks from the day cancellation in writing is received.

BEFORE COMMENCEMENT:

1. Enrolment form (if not already processed online through the ECKA website: ecka.org.au)
2. Immunisation History statement from the Australian Childhood Immunisation Register (can be accessed through Medicare website or ring ACIR on 1800653809)
3. Your enquiry form and this information sheet signed by parent/guardian.
4. Please discuss with staff and supply any Medical Condition plans and medication e.g., Asthma (plan signed from doctor and Ventolin)
5. Confirmation from Centrelink of your schedule and rebates.

WHAT TO BRING TO CHILDCARE:

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

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. Cheques or money orders (made payable to Eureka Community Kindergarten Association)
4. Direct deposit into the ECKA account via internet to: **Account Name: ECKA**

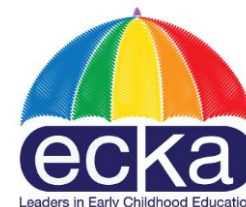
BSB: 704-191

Account No: 173-671

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

Please return this signed booking form to the BECC centre or ECKA office.

BEAUFORT CHILDCARE FEE INFORMATION



2022 fees:

\$100.00 – Full Day (5hrs +)
\$55.00 – Half Day (5hrs or less)

1. Billing

Families will be billed on a fortnightly basis. Families are expected to pay the gap fee shown on the invoice each fortnight and not allow fees to fall more than two weeks into arrears. The invoice will detail the days and times of attendance in childcare, the childcare subsidy paid by the government and any parent payments.

2. Public Holidays and Christmas Holiday Closure period

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

3. Family holidays and Non-attendance days

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.

4. Absenteeism

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.

5. ECKA Annual Professional Development Day

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.

6. 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.

7. Fee Subsidy Entitlements

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> or telephone the FAQ on 136 150.

8. Combined Kindergarten and long day care

Families who attend integrated Kindergarten in the long day care program will be subjected to the fee information in the following table:

Please return this signed booking form to the BECC centre or ECKA office.

SESSION TYPE	EXAMPLE
<p>Child attends Childcare and 5hrs of funded 3yo or 4yo Kindergarten within a childcare session.</p>	<p>3yo Examples: <u>Tuesday:</u> Full day of childcare. Full day fee. <u>Wednesday:</u> Half day childcare session. Half day fee. <u>Friday:</u> 3yo 5-hour Kindergarten session with Before Kinder Care. Full day fee.</p> <p>4yo Example: <u>Monday:</u> 5-hour 4yo Kindergarten session with After Kinder Care. Full day fee. <u>Tuesday:</u> Full day of care which includes a 5-hour Kinder session. Full day fee.</p>
<p>Child attends Childcare <i>and a separate day</i> of funded 3yo OR 4yo Kindergarten only.</p>	<p>3yo Example: <u>Monday:</u> Full day of childcare. Full day fee. <u>Wednesday:</u> Full day of care with no Kinder session: Full day fee. <u>Friday:</u> 3yo 5-hour Kindergarten session only. Half day fee.</p> <p>4yo Example: <u>Wednesday:</u> 4yo 5-hour Kindergarten session only. Half day fee. <u>Thursday:</u> Full day of care which includes a 5-hour Kinder session. Full day fee. <u>Friday:</u> Half day childcare session. Half day fee.</p>

In line with Department of Education and Training Victoria guidelines, Concession Card fee subsidies are not payable to parents who receive Childcare Subsidies.