

Long Day Care Booking Form 2024

New Booking



Contact Details

Expected Start Date	/	/
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Child Name		Child DOB	/	/
Child CRN				

Parent Name		Parent DOB	/	/
Parent CRN				
Address				
Mobile Phone		Home Phone		
Work Phone		Email		

2024 Fees

Full Day Fee \$120

Half Day Fee (4.5hr) \$60

Kinder day only fee (7.5 hr) \$94

Days & Times of Care

Please tick the day/s and times you require care in 2024.

		Monday	Tuesday	Wednesday	Thursday	Friday
Full Day	8:00am - 5:30pm					
Half Day (AM)	8:00am - 12:30pm					
Half Day (PM)	1.00pm - 5:30pm					
Kinder only	8.30am – 4.00pm					

(Half days may be limited depending on availability. Your child's kindergarten sessions will be advised separately by kinder teachers)

Declaration

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	
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Please return this form directly to the centre or email to finance@ecka.org.au

Beaufort Early Childhood Centre

13 Park Rd, Beaufort 3373

☎ 5349 2185 / 0457 810 034

✉ elizabeth.watkin.kin@kindergarten.vic.gov.au

🌐 ecka.org.au/our-centres/

A member of



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Kindergarten programs

In 2023 and 2024 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 up to \$2000 will be applied as a discount to families' 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.

Each family's fees will differ depending on the percentage of CCS, number of hours attended and number of hours funded and whether before and after kinder care is required.

How the fees work:

Kinder program and childcare	Fee
<p>Example 1. Your child attends childcare one day per week and on two other days your child attends two kindergarten programs only for a total of 15 hours (without any before or after kinder care).</p>	<p>Child care day is charged at \$120 per day. CCS paid based on the percentage determined by Centrelink. E.g., if you are assessed at 80% then the fee you are to pay for this day is \$24 per week. Your invoice will show this as a 'weekly gap fee'.</p> <p>For the two days of kindergarten, they are charged at a kinder day rate because you don't use any before or after kinder care, so this will be a total of $2 \times \\$94 = \\188. You will receive CCS amount estimate of \$150 and a Victorian Government free kindergarten fee offset amount of \$38 totalling \$188 making the two kindergarten sessions free.</p>
<p>Example 2. Your child attends childcare two days per week and on two other days your child attends two kindergarten programs which include before and/or after kinder care. This is four full days per week in the service.</p>	<p>Your child accesses before and after care on the kinder program days, as well as the two full days of childcare, every day is charged at \$120 per day. CCS is paid based on the percentage determined by Centrelink. E.g., if you are assessed at 60% you will receive \$288 for the week in CCS.</p> <p>For the two days of kindergarten, which include before and or after kinder care, you will receive CCS as well as a Victorian Government free kindergarten fee offset amount of \$50 per week (for forty weeks until it reaches the limit of \$2000). The CCS and Fee offset add up to \$338 and the gap fee that you will need to pay is a total of \$82 for the week.</p>



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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.

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 <https://www.bpoint.com.au/Payments/eureka>
3. Direct deposit into the ECKA account via internet to:

Account Name: ECKA
BSB: 063-507
Account No: 10415235

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

Before commencement

1. Complete an online **Confidential Enrolment form** (through the ECKA website: www.ecka.org.au)
2. Provide 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)
3. **Return** this booking enquiry form signed by parent/guardian. E: finance@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.

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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 days per year. For more information please visit: <http://www.dese.gov.au/child-care-package/child-care-subsidy/absences>

Cancellation of booking

Centrelink requires Families 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.

