ELC OPERATING HOURS

The ELC operates continuously from Monday to Friday, from 7.30am until 6pm, for 48 weeks of the year, including school holidays and excluding public holidays. The ELC is closed for four weeks each year over Christmas and New Year.

ELC TERMS

An ELC Term officially commences on day 1 of a Westminster School Term and concludes on the last day of the subsequent school holiday period.

An enrolment may only commence at the beginning of a term and be withdrawn at the end of a term.

LIABILITY FOR PAYMENT OF FEES

Families are liable for payment of session fees for each week that their child is enrolled in the ELC, from the date the student commences in the ELC until the date the student graduates or formally withdraws from the ELC.

Weekly session fees are payable regardless of attendance. Fees will not be reduced according to partial attendance at enrolled sessions, nor because of non-attendance due to illness or family holiday.

Session fees are not payable during the ELC’s annual four week closure.

SCHEDULE OF FEES

The fee for the ELC is calculated against the daily session rate as detailed in the annual Fee Schedule.

The Westminster School Council sets the fee schedule (including ELC session fees) in December of each year, to apply from 1 January of the following year. The fee schedule also sets out terms and conditions of billing and payment. The current fee schedule can be viewed via the School’s portal: https://inspire.westminster.sa.edu.au/Documents/FeeScheduleFull.pdf

LATE PICK UP FEE
A late pick up fee of $1 a minute will be charged when a child is not collected by 6.00pm. This fee is charged to meet the overtime costs / extra staff required to meet licensing standards.

SCHEDULE OF BILLING

Invoices are emailed to families on a monthly basis and are payable within 14 days. A due by date for payment is written on each invoice.

PAYMENT OPTIONS

Payments can be made by direct debit, credit card, cheque and cash as outlined in the Westminster Fee Schedule and on each invoice

LATE PAYMENT PENALTY

Where ELC accounts are not settled in accordance with the payment terms outlined in this policy, and where alternative arrangements acceptable to the Business Office have not been made, the School may seek to recover any costs and legal fees associated with the collection of the outstanding amount.

CHILD CARE BENEFIT AND CHILD CARE REBATE

Westminster ELC is an approved care provider, allowing eligible families to access Child Care Benefit (CCB) and Child Care Rebate (CCR) in relation to ELC fees.

The Child Care Benefit (CCB) is a payment made by the Commonwealth Government to help families with the cost of quality Long Day Care. A family’s eligibility is subject to an income (means) test, which is administered by the Family Assistance Office (FAO). With the introduction of the Government’s Child Care Management System (CCMS), families will receive a Child Care Benefit (CCB) fee reduction if they have registered with Centrelink, are eligible for CCB and have a formal enrolment at the ELC. The CCB is income tested and may be received as reduced fees (if the parent has instructed Centrelink to pay their CCB direct to Westminster) or as a lump sum payment to the parent. To claim this benefit families need to have legal residence status of Australia and provide their child’s immunisation records, or have proof of Immunisation exemptions.

The Child Care Rebate (CCR) is a second payment that entitles families to be reimbursed 50% of all out of pocket expenses to a maximum of $7,500 per child per year. The CCR is not income (means) tested. Families are eligible for this payment if both partners are working, looking for work, studying, training or doing voluntary work. Information and forms can be accessed from the Family Assistance Office (through Centrelink) or families can call direct on 136 150. It is imperative that all families with children attending the ELC provide the Parents’ Customer Reference Numbers (CRN), Birth Dates and their Child’s CRN to receive the benefit or the rebate on fees.

ALLOWABLE ABSENCES UNDER CCB/CCR

Students are allowed 42 absent days per financial year while still receiving their Government Benefit payments. Families exceeding the 42 absent days within any financial year will not receive their payments, once the 42 days have been used. Any absences due to sickness, where a doctor’s certificate is supplied, will not be counted in the 42 “allowable absence” days provided per annual year. If your child is away due to sickness and you visit a doctor, please ask for a certificate and provide it to the ELC Coordinator or another staff member, so that a record of medically approved
days of leave is maintained. This is important when calculating absences from the ELC and it will impact on rebate payments if not accurate.

WITHDRAWAL OF STUDENTS

A student may only be withdrawn at the end of a term, by providing at least one full Term’s written notice to the Principal. Where this notice is not given, a Term’s fees must be paid in lieu of such notice.

SCHOOL HOLIDAY ACCESS

ELC enrolment includes access to the school holiday program as part of each Term. Session fees are payable for each week of a Term regardless of attendance during school holidays.

New students may only commence at the beginning of a Term and are not permitted to attend the school holiday program preceding that Term.

A student who is not continuing their enrolment from one ELC Term remains enrolled and liable for fees through the school holidays until the end of that ELC Term.

The January school holiday program which precedes Term 1 is accessible only to students who are continuing their enrolment in the ELC from the previous year. For continuing students, this period is considered part of their Term 4 enrolment and session fees are payable regardless of attendance.

Students who graduate from the ELC at the end of Term 2 to join Westminster School’s mid-year Transition class from Term 3 remain enrolled in the ELC and liable for session fees for the duration of the winter school holidays.

Students who graduate from the ELC at the end of Term 4 in order to enter the school system at the beginning of the following year will be eligible to attend the ELC only until the last operating day of the calendar year in which they are enrolled. From 1 January of the year in which they will commence in the school system, they will be deemed to be a school student and are eligible to attend the Vacation Care program provided by Westminster OSHC.

Authorisation

This policy was authorised by Tania Sargent Director of Corporate Services.

Review

The policy will be reviewed annually.
The review will be conducted by:

- Employees
- Interested Parties

Last reviewed: October 2016               Date for next review: December 2017