The Early Years at Seymour Fee Policy and Schedule 2017

At The Early Years at Seymour, we are conscious of the impact of child care fees on the family budget and do all we can to maintain the fees as low as practicable.

The 2017 fees have been determined after careful consideration of a range of relevant issues, such as:

- Providing high level support and individual care for each child.
- Ongoing improvements to our facilities and a wide variety of resources, to ensure The Early Years at Seymour provides a safe, effective and attractive learning environment for all children.

The Early Years at Seymour fees for 2017 are as follows:

<table>
<thead>
<tr>
<th>2017 fees</th>
<th>Age</th>
<th>Permanent Rate Per Day</th>
<th>Casual Rate Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babies and Kady</td>
<td>0–3 years</td>
<td>$130</td>
<td>$140</td>
</tr>
<tr>
<td>Enya and Ainsley</td>
<td>3 years+</td>
<td>$112</td>
<td>$122</td>
</tr>
</tbody>
</table>

The College Board reserves the right to amend the fee scale at any time.

PAYMENT OF FEES

Fees are due and payable for 48 weeks of the year. This includes sick days, public holidays, family holidays and non-term time, but excludes periods when the service is closed (except where closure is required due to an emergency).

Additional days can be booked on a casual basis, over the minimum days your child is enrolled at The Early Years at Seymour, subject to availability. Additional days will be charged in the relevant billing cycle. Please contact the Manager of The Early Years to request additional days. A minimum of 48 hours written notice is required to cancel a casual booking once made, otherwise fees will apply.

Fees are payable fortnightly in arrears. An invoice will be provided to families identifying the number of days of attendance, any Child Care Benefit and/or Rebate received and the amount due and payable. Fees may be paid by direct debit or credit card only. Payment by American Express will attract a surcharge of 2.0% to recover bank processing and administrative costs.

Invoices will be emailed to families. Parents have seven days to contact the Manager of The Early Years to discuss a query with respect to their invoice. Families will be debited the amount due seven days after the invoice has been emailed to parents and a receipt will be issued.

FEE CONCESSIONS

A flat rate discount of 10% on the cost per day is provided to Early Years families who:

- Have daughter(s) currently attending the College.
- Where there is more than one child attending The Early Years, the youngest child will receive The Early Years discount.
NEW ENROLMENTS

Application Fee (non-refundable) $150

Please note that this does not confirm an offer of place, as this is subject to priority of access and other terms and conditions.

LATE COLLECTION AFTER 6.00PM

A late fee of $50 for every 15 minute segment will be charged for children who are collected after 6.00pm.

CHILDCARE BENEFIT

The Australian Government provides the following payments to assist families with the cost of child care:

Child Care Benefit (CCB)

Child Care Benefit (CCB) is available to all families who have a child in their care who is attending child care approved for the purposes of CCB by, or registered with, the Government. Child Care Benefit is a means tested payment. Families can choose to allow a CCB approved child care provider to receive CCB on their behalf, which means only the net amount is due and payable by families.

To determine eligibility for Child Care Benefit, families must contact the Department of Human Services by visiting the Department of Human Service website and accessing Online Services, or calling 13 61 50.

Child Care Rebate (CCR)

The Child Care Rebate (CCR) is additional assistance provided by the Government if you use Child Care Benefit approved child care, and both you and your partner had work, training, or study related commitments at some time during a week you used child care, or have an exemption. No minimum number of hours is required. The CCR covers 50% of out of pocket costs up to the annual cap.

For the 2016–2017 income year, the Child Care Rebate annual cap is $7,500 per child, per year. The CCR is not a means tested payment.

Families have the option to receive the Child Care Rebate by fortnightly or quarterly payment, or as an annual lump sum payment, to a nominated bank account. Alternatively, families can have the CCR paid to the child care service provider and receive it as a fee reduction.

ABSENCES FROM THE EARLY YEARS

The Child Care Benefit and Child Care Rebate are paid for 42 absence days per child each financial year. These can be for any reason and will not require proof and includes public holidays.

Additional absence days are available once the initial 42 absence days have been used. Please contact the Manager of The Early Years should you require further information regarding how to access additional absence days.

VOLUNTARY BUILDING FUND (VBF)

In 2016 a voluntary donation of $500 per family, payable in two equal instalments of $250 will be applied if elected.

These donations are voluntary and are tax deductible.

The VBF will be directed to the College Foundation to assist Seymour College in maintaining and upgrading its buildings and facilities. For further details on how your voluntary contribution can make a difference, please refer to the enclosed brochure from the Seymour College Foundation Inc.

LATE PAYMENT AND OVERDUE ACCOUNTS

Seymour College, as the child care service provider of The Early Years, relies on the prompt payment of fees to enable The Early Years to operate.

The College is not in a position to carry debts outside the agreed trading arrangements, so your co-operation in complying with the College policy is greatly appreciated.

Where fees are not paid in accordance with the required contractual arrangements, a late payment fee of $100 will be charged.

The College shall, at its absolute discretion, charge interest on overdue accounts from the due date at the rate charged by the College's bankers for the overdraft facility plus 1% per annum, calculated on a daily basis.

If fees remain outstanding and no satisfactory arrangements made after a reasonable amount of time, parents will be advised that their child's enrolment at The Early Years will be terminated.

RESPONSIBILITY FOR PAYMENT OF ACCOUNTS

This rests jointly and severally with the person(s) who signed the enrolment form. If both parents have signed the enrolment form one parent cannot remove themselves from the enrolment contract without consent from the College and the other parent.

Unless agreed otherwise with the College, the legal liability for fees remains in accordance with the enrolment form.

STUDENT ACCIDENT INSURANCE

The College has in place a Student Accident Insurance Plan to provide financial benefits to students and their families in the event of accidental injury.

The cover is for 24 hours a day, 7 days a week, provided the student is engaged in College or organised sporting activities, including travelling to and from such activities. This policy also provides cover to our Early Years children.

Please contact the Manager of the Early Years should you require a copy of the policy.

NOTICE OF WITHDRAWAL

Six weeks’ notice must be given in writing before a child is withdrawn from The Early Years. In default of such notice, fees will be payable to the College.