

## **FEE SCHEDULE** **As of Monday 06/07/2009**

Roseberry House Bentleigh is open Monday through Friday from 7:00am until 6:30pm.

We are open Monday to Friday for approximately 49 weeks of the year, closing for Public Holidays and 3 weeks over the Christmas and New Year period.

Roseberry House has a maximum 10 hour per day, per child, policy. We must adhere to this policy to ensure our staff: child ratios meet Children's Services guidelines at all times. The Children's Services Victoria regulations on staff child ratios are: 1:5 under 3 and 1:15 over 3. We offer at least 1 extra staff member in every room.

### Full time Fees

### Part time Fees

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1-2 y.o Room	\$405 per week	Nursery	\$90 per day
2-3 y.o Room	\$405 per week	Toddlers Rooms	\$90 per day
3-4 y.o. Room	\$382.50 per week	3 y.o. Room	\$85 per day
4 y.o. Kinder Room	\$382.50 per week	4 y.o. Kinder Room	\$85 per day

\*\*See Parent Handbook for more information on Kindergarten Fee Subsidy and Eligibility

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Discount of 10% on second child applies to families with two or more children currently attending the centre. Discount of 5% also applies to fees paid annually in advance.

When you accept a position with Roseberry House a non-refundable administrative levy of \$50 per child will be required.

On enrolment a bond equal to two weeks full fees (per child) will be required. This bond will be refunded via cheque on 1 active months notice of cancellation of care, once your final invoice has been paid in full. **This bond is forfeited if care is not initiated at original start date or if your child leaves the centre within the first three months of commencing care.** When your child increases their booked days, it is required that your bond continues to equal two weeks full fees.

Payments of fees is 1 week in arrears and 3 weeks in advance. We issue each family an invoice the first week of every month and it is payable within 7 days.

**Late Payment of Fees** will accrue a \$20 Account Keeping Fee PER WEEK unless a prior arrangement has been made with management. Care may be withheld if payment of fees is late on 3 or more occasions, care will not be reinstated until the full account is settled.

We do not charge for Public holidays or when the centre is closed over the Christmas / New Year period. It is a requirement of Child Care Benefit that we have written notification of absences. If you will be taking holidays during the year please let reception know in writing, so we will be able to send the correct information to the Family Assistance Office.

If your child is sick full fees are applicable. If you visit the doctor with your child please obtain a doctors certificate before returning to the centre. **We require a medical certificate (this will ensure your CCB payments) and/or clearance for infectious diseases eg. Chicken Pox etc. stating that the child is no longer infectious. Please phone the centre if your child is unwell and will not be attending.**

In order to adhere to the Family Assistance Office guidelines, each child is allocated 42 days of allowable absences. Allowable absences are recorded for each day your child is away where families have not provided written documentation to support the absence as an approved absence. CCB will not cover any absences above the allocated days. Please refer to you parent handbook for more information regarding Child Care Benefit and Approved Absences if you obtain a doctor's certificate.

Roseberry House Bentleigh is registered to offer our families ChildCare Benefits through CCMS. All families (Australian residents) are eligible for CCB. Please register with the Family Assistance Office regarding your CCB. When you receive your Customer Reference Number please relay these details to the centre. **The centres provider number is 555 013 289 J.**

Full fees will be charged to your account until notification is received from the Family Assistance Office. You can contact the Family Assistance Office on 13 61 50.

We require 4 weeks notice (in writing) of intent to withdraw your child from care or drop booked days (as per holding deposit refund conditions).

Families who confirm care for the next year, should be aware that **ANY** cancellation after the 1<sup>st</sup> October and before the completion of the first term, according to the Victorian school/Kindergarten term schedule, will incur an early exit cancellation fee of \$200 per child. Also the standard 4 weeks notice still applies to ensure your holding deposit is returned. Eg. If you confirm a place in the Koala or Bilby room, and leave to go to Kindergarten elsewhere the cancellation fee will be charged to you.

We offer EFTPOS, (minimum \$200) Credit and Direct Debit facilities. Ask at reception for more details. You can also make payments by cash (please ensure correct amount as no change can be given) or cheque. Our preferred method of payment is direct debit in to the following account:

**Rosetone Pty Ltd T/As Roseberry House Bentleigh**

**BSB: 033 034**

**Account Number: 400 011**

The policy on bounced cheques is that the drawer must pay the costs of the bounced cheque plus the fees on the first occasion, if another bounced cheque occurs you must pay costs plus fees and unfortunately all future payments will have to be by cash, EFTPOS, direct debit or bank cheque.

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