

OVERVIEW OF COSTS

LRF ECE must remain financially viable and therefore has the appropriate level of fee management to support financial solvency.

Cancelations and late fees:

To cancel a permanent enrolment, we require two weeks written notice.

If a child is picked up after the close of day, two staff will stay behind with the child and this will incur a late fee of \$1 a minute. A firm adherence to the close of day must be observed unless prior arrangement has been made with management.

Parents may make changes to parent/ guardian details and child attendance by filling out a change in enrolment form.

Unless two weeks' notice is given in writing that a child will be absent from the **LRF ECE** the full fee will be charged. Staff are employed based on enrolments to ensure the appropriate ratios and care is provided. If we receive over 2 weeks written notice you will be charged 50% of the fee to save your spot on the roll for up to three weeks.

Overdue accounts and WINZ subsidies

- It is the responsibility of the parents/ guardian to pay the account in full if acceptance for WINZ subsidies is unsuccessful.
- If an account becomes overdue, LRF reserves the right to put a hold on your account and suspend care for the booked child.
- Contact will be made if accounts are overdue. If sent to debt collection it is the sole responsibility for the account holder to pay for all fees incurred throughout this process.

LRF ECE reserves the right to charge a late payment fee of:

- \$20 per week

LRF ECE reserves the right to charge full fees on:

- Public Holidays
- Absentees
- Teacher only days – Including LRF ELC teacher only days
- Two weeks over the Christmas break should LRF ECE choose to voluntarily close during this time.

Current fees are:

Under Two-year-olds	\$7.00
Over Two-year-olds	\$7.00
20 Hours ECE FREE	FREE up to 6 hours per day max 20 hours per week
Late pick up fees	\$1 a minute
Late payment fees	\$20
Non-refundable administration fee	\$50 per child / \$60 per family