



early learning blacktown city

Summary of fee requirements

Summary of fee and payment requirements relating to care provided by all Kids Early Learning child care centres operated by Blacktown City Council.
For full information please refer to the signed Kids Early Learning Enrolment Agreement issued to you at enrolment.

Please ensure you have provided a current email address

Confirmation of enrolment (for Long Day Care and Out of School Hours Care only):

- Following the completed enrolment agreement being entered into the billing system HubWorks, an enrolment confirmation will be sent to Centrelink.
- The parent / guardian must confirm this enrolment with Kids Early Learning in their MyGov account, to become eligible for CCS fee reduction.
- The Parent / Guardian is responsible for providing the correct date of birth and CRN's for both the child and the primary (CCS eligible) parent. If the correct CCS eligible parent details are provided after the enrolment commences, a new enrolment will be established. The ineligible parent will not receive CCS fee reductions during the period of error.
- Until the enrolment is confirmed, full daily fees are payable to Kids Early Learning.
- The enrolment date in MyGov is the date that you signed the enrolment agreement, not the first date of care.
- If you dispute or reject this enrolment confirmation you will not receive CCS fee reductions.

Invoice:

- Will be sent by email
- Values correct at time of printing, but subject to change if there is a change in days, session length or Child Care Subsidy (CCS) entitlements (% or hrs)
- Issued when your child commences care
- Issued fortnightly for the coming fortnight in advance, Child Care Subsidy will appear as an estimate. If the eligibility changes the gap fees payable may change, as only an estimate of entitlement is displayed.
- The previous fortnight will also be displayed to reflect payments made.

Statement:

- Issued quarterly when fees for period are fully paid and CCS payments received
- Statements will be emailed each quarter
- Required by legislation
- For tax purposes only.

Emails:

- Will come from communications@hubworks.com.au - please check your email and the junk/trash folder. To prevent future emails going to junk, add the HubWorks email address to your contact list
- Will come from the centre clerical/kidsearlylearning@blacktown.nsw.gov.au.

Fees:

- Fees are payable in advance at the beginning of each week, fortnight or month.
- Payment methods are BPay or Post Billpay
- Fees are payable for every day your child is booked into care (includes days absent due to illness or holidays)
- Fees will be charged from the agreed start date.
- If a Casual care day is scheduled and child fails to attend fees will be charged – see casual enrolments procedure for terms and conditions (available at the centre)

Termination:**Removing your child from care**

- 2 weeks' notice is required when removing your child from care. Fees are still payable during this period.
- After your child leaves care any refund will be processed once CCS is finalised.
- If your child does not attend the last days of care full fee will apply from child's last physical day in care. Under CCSS rules you will not be eligible for CCS and full fee will be charged.

Fee Arrears

- A "Warning Notice – Fees in Arrears" will be issued should your fees fall 1 week in arrears. You will be provided with 3 business days to bring account up to date. Failure to comply will prevent your child attending care.
- If fees remain in arrears your child's position at the service will be withdrawn without further notice.
- If a repayment agreement is negotiated and you miss any payment, your child's position will be terminated.