



Childcare Centre Fee Policy

Fees & Charges - April 2025



Accepting Admission

To secure your child's enrolment at Hoppers Crossing Montessori Centre, a **non-refundable** initial payment of \$200 is required upon receiving an email confirmation of placement from the administration team. This amount will be credited to your account and applied towards your child's fees.

Orientation

Children are required to attend a 2-hour orientation session upon enrolment. Orientation is free and a parent or guardian is required to stay at the centre during this time.

Orientation is scheduled the week prior to the child beginning care at Hoppers Crossing Montessori Centre. Orientation can be scheduled in a single session of 2 hours (9:30 to 11:30 am) or 1 hour session each day (9:30 to 10:30 am). Orientation is scheduled in the morning to allow children to participate in the learning cycle.

Absent Days

Families eligible for the Child Care Subsidy are allowed 42 absences per year per child. This includes Public Holidays. Proof of absence is not required.

Sick Days

If your child is sick parents / guardians are to contact the centre via phone (03) 8742 2349 or Admin@HCMontessori.vic.edu.au. The families normal daily fee will still apply for the absent day/s.

Public Holidays

If your child's normal booked day falls on a Public Holiday, normal daily fees still apply. This is to cover centre operating costs and staffing. The Australian Government's Child Care Subsidy (CCS) covers all public holiday fees.

Holidays

Hoppers Crossing Montessori Centre understands the importance of family time and holidays. We offer four weeks of holiday leave per calendar year with a 50% discount of your daily fee.

The following conditions apply:

- Leave must be taken in two week blocks (choice of 2 x two weeks or 1 x four weeks).
- Admin is to be notified **4 weeks** prior to holiday leave being taken.

Please Note: If the holiday period exceeds 4 Weeks, families will be charged full fees thereafter.

In case, if the child has no absences left, families will need to pay the complete fees to secure the spot in the Centre.

Ending Care

Hoppers Crossing Montessori Centre requires **4 weeks'** notice for children ending care. We require written notice to be emailed at Admin@HCMontessori.vic.edu.au. The 4 weeks' notice will begin once notice has been received.

In order to receive all CCS payments up until the last day of care, your child will need to attend his/ her last day of care. Centrelink will only make these payments up until the last day of attendance. If your child does not attend their last day, families will not receive CCS payment for this day and any absent days leading up to the child's last day.

Changing Days

Hoppers Crossing Montessori Centre requires **2 weeks'** notice for children changing days. We require written notice to be emailed to Admin@HCMontessori.vic.edu.au. Days will be changed once notice has been received and subjected to availability.

Changes in Fees & Charges

Hoppers Crossing Montessori Centre review daily fee changes every financial year. Fees may be increased by about 5%. Families will be notified 4 weeks prior to any fee increase.

Fee Charges

Fees are charged weekly in advance; families can keep up to date with the status of their invoice via their Xplor account (web.myxplor.com.au).

Invoices can be emailed to families by Admin upon request. For invoice enquires families can call the Admin team on (03) 8742 2349 or email Admin@HCMontessori.vic.edu.au

Fees can be paid by EFTPOS at the centre, Direct Bank Transfer or scheduled Ezidebit payments.

Eligibility of Child Care Subsidy

From July 2nd 2018 the government implemented the CCS as part of the New Child Care Package. The CCS is calculated by a number of means tested factors:

- Activity level (Working or Studying)
- Combined family income
- Service type and hourly rate

All families will need to confirm their details using their Centrelink online account through the MyGov website. For further information about the CCS please visit www.education.gov.au/childcare or contact Centrelink on 13 61 50.

The above information is accurate at the time of publication. As changes can occur we cannot guarantee the accuracy of this information.

Child Care Subsidy Enrolment Process

- Enrolling children is a requirement under Family Assistance Law for all children who attend childcare regardless of their Parent's or guardian's eligibility for child care subsidy.
- The admin person responsible for the enrolment must lodge CWA through the xplor system in the childcare subsidy system to show they have arranged with the parent/guardian and the child is enrolled.
- Once the admin person responsible for the enrolment has lodged the CWA, the attendance for the child is seen on the Government enrolments
- The parent/guardian will be notified through email to check the details (Childcare name, Parent name, Child Name, DOB, Sessions booked and booking days) and accept the CWA. This will occur through their Centrelink Online account.
- The parent then will have to agree to the CWA through the Xplor Home App
- Where a parent/guardian cannot access myGov, they can confirm their enrolment over the phone with the Centrelink or by visiting a Centrelink Office.

Funded Kindergarten Program

Eligibility & Priority Access Criteria

Once the form is received, we offer places to families based on the following Priority of Access criteria, as determined by the Victorian Kindergarten Guidelines Criteria:

Children who have been granted approval to receive funding for a second year of kindergarten in accordance with The Kindergarten Guide: www.vic.gov.au/childcare-funding-guide

Children who turn three years of age by 30 April in the year they will attend 3 year kindergarten

Children who turn four years of age by 30 April in the year they will attend 4 year kindergarten

Children who turn five years of age by 30 April in the year they will attend 4 year kindergarten and have not previously accessed a funded kindergarten year

Children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET (refer to *The Kindergarten Guide*): www.vic.gov.au/childcare-funding-guide

Children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few re-requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs.

Early Start Kindergarten will continue to provide 15 hours of free or low cost kindergarten per week to all eligible children in all areas across Victoria. Eligibility comprises children from a refugee or asylum seeker background, or Aboriginal and/or Torres Strait Islander, or known to child protection.

If your child's birthday falls between 1 January and 30 April, you will need to determine the year your child will start school to work out which year they will access Early Start Kindergarten. You have the choice of whether your child attends school in the year they turn 5 or 6.

This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: www.vic.gov.au/early-start-kindergarten