



Mini Gems Child Care Centre
Parent Fee Agreement

Please fill in the information below and sign the agreement below.

1. To apply for assistance with childcare fees you need to submit a claim for Child Care Subsidy. You can claim using your Centrelink online account through MyGov or contact Centrelink on 136 150 prior to your child starting childcare.

Tel: 136 150 (8am-8pm)

	Name of child	CRN no	CCS %
Parent CRN			
Child			
Child			
Eligible hours			

2. The Child Care Subsidy will be paid directly to childcare service provider to reduce the fees that you pay.

Please sign and return: you may keep the information below

I..... (name) agree to the conditions
in the Parent Fee Agreement.

Bond Agreement:

I would like my bond based on

- ☐ Option 1
- ☐ Option 2
- ☐ Option 3

Signed.....

Date.....

District Council of Coober Pedy

"Opal Capital of the World"



Mini Gems Children's Centre **Parent Fee agreement**

- ❑ Mini Gems Children's Centre is managed by the Coober Pedy District Council.
- ❑ Mini Gems has a Management Committee comprised of parents, staff and council representatives.
- ❑ Your fees must be paid promptly to cover staff wages and other operating costs.
- ❑ Fees are set by the Finance Officer, Director and Management Committee

Mini Gems Children's Centre will provide childcare on the basis that the parents agree to the following:

- ❑ Your income must be assessed by Centrelink before Childcare Subsidy can be paid and must be reassessed if your circumstances change.
- ❑ If your childcare Subsidy is cancelled or not been assessed, we are obliged to charge you full fees.
- ❑ Parents are required to pay a bond before care begins.
- ❑ Accounts will be issued on a weekly basis.
- ❑ All accounts must be brought to a nil balance weekly or fortnightly by arrangement.
- ❑ Fees may be backdated 28 days from the date on a new CCS assessment notice when a new child begins care.
- ❑ If you have a permanent booking for your child/children, this booking will be cancelled if your child does not attend without notification after a period of 2 weeks. If this does occur, you may risk being placed on the waiting list for future bookings.

Bonds:

Parents will be required to pay a bond of:

Option 1: Pay weekly:	equal to weekly fee (minimum \$50)
Option 2: Pay fortnightly:	equal to fortnightly fees. (Maximum \$300)
Option 3: Pay in advance:	\$50 bond

The bond will be refunded to you when care at the Centre ceases.

Charges:

Cancellation of booking – by Wednesday the week before	No charge, booking will be deleted
Late pick up fee after 5.30pm	\$15.00 for every 15 minutes
Late pick up after 3 pm before 3.15pm	\$15.00 for every 15 minutes
Late pick up after 3.15 pm	Booking changes to full session
Notified of cancellation by 10am	Absent notified fee charged
No notification of cancellation	Full fee
Change to longer session	No casual booking charge
Change of booking from 5.30pm to 3pm must be notified by 10am	If not notified by 10am booking remains for full day.

Absent Fees when notified (75%)

Full Fees.

Day – \$90.00
8.30am-3pm: \$69.75
3pm- 5.30pm: \$31.50

Day - \$120.00
8:30am – 3pm \$93.00
3pm – 5:30pm \$42.00

Allowable Absence Days

CCS and / ACCS can be paid for up to 42 absence days without evidence for each child for any reason each financial year.

Approved Absence Days:

Evidence is required for CCS and ACCS for absence days above the limit. You will need to provide supporting documentation to demonstrate an additional absence required. (e.g Medical Certificate).

Overdue accounts:

Care will be cut off immediately when the bond is used up until outstanding bill is up to date. If you are experiencing financial difficulties, please see the Community Services Manager to negotiate repayment by Centrepay. All such matters will be handled with strict confidence.

Method's of payment:

At District Council: EFTPOS
Credit card
Cash
Cheque

Bank Transfer: Account Name: District Council of Coober Pedy
BSB:035078
Account No.: 270262
As a reference please ensure you have childcare and your
your child's name