

**FEE SCHEDULE**  
**As of 17<sup>th</sup> Feb 2025**

We are open Monday to Friday from 6:30 am until 6:30 pm for 52 weeks of the year, closing for Public Holidays only. Haven Early Learning has a maximum of 12 hours per day, per child, policy. We must adhere to this policy to ensure our staff-child ratios always met Children's Services guidelines. Haven Early Learning offers 12hour sessions for children coming 1 to 4 days and 10 hours sessions for children attending 5 days. This ensures all families remain within the CCSS guidelines of subsidy hours.

**Fee Rates:**

- **Under 3s (River and Sun Room) \$189**
- **Over 3s (Forest and Field Room) \$186**

Payment of fees needs to be paid in advance by two (date). Families must then stay two weeks in advance.

Prebooked Holidays and Public Holidays are charged as normal, however, if given 2 weeks' notice, families are entitled to a discount of 50%. It is a requirement of Child Care Subsidy that we have written notification of absences. Families will need to provide 2 weeks in writing for discount to be applicable, with holiday discount offered 20days across the calendar year.

Casual days will be charged at a rate of \$195 per day however these will need to be requested in writing via email to the service in which families will receive a confirmation email of the booking (subject to availability).

Swap days (due to appointments or public holidays) can be arranged with the service however they are subject to availability, the swap days need to be completed within the fortnight cycle of the CCSS to match with your hours for that fortnight. Swap days are not available for general sicknesses and request must be in writing via email to the service and families will receive a confirmation email for the change.

If your child is sick/ unwell, full fees are applicable (as that spot is booked each week for your child). In some instances, we require a medical clearance including for infectious diseases e.g., Chicken Pox, Hand Foot and Mouth etc. stating that the child is no longer infectious and able to return to care. Please phone the centre or marked absent on XAP if your child is unwell and will not be attending.

CCSS is paid for up to 42 absence days for each child per financial year. Once all the first 42 absence days have been used CCSS may also be paid for absences for additional reasons (please see reception for definition). Haven Early Learning is registered to offer our families Child Care subsidy through CCMS. Please register through your MyGov account regarding your CCSS. When you receive your Customer Reference Number, please relay these details to the centre. You must provide the centre with your CRN details to be registered for Childcare Subsidy. All Childcare subsidies will be paid to the service.

The Child Care Subsidy is based on family's activities of hours (per fortnight) and annual family income. Each families Subsidy has a withholding of 5% until the end of a financial year. Families are required to sign a CWA during the enrolment process. 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 2 weeks' notice (in writing) of intent to withdraw your child from care or drop booked days. Please be aware you must attend the last day of care to receive your benefits.**

We offer Direct Debit, BPAY and EFTPOS facilities. Ask at reception for more details.