



Childcare Centre Fee Policy

Fees & Charges



Accepting Admission

To secure your child's enrolment at Montessori Minds, the process starts with taking a tour. If the centre has the required vacancy, parents can fill out an enrolment form and families are required to pay a non-refundable initial payment of \$200. This amount will be added to your account and go 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 Montessori Minds. 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. This allows the parents become familiar with daily routine and interact with the Room Leader and Educators to familiarise the child.

Official formalities of paperwork are also completed on the day.

Sick Days

If your child is sick, parents/guardians are to contact the centre via phone (03) 5222 8135 or admin@montessoriminds.com.au. The family's normal daily fee will still apply for the absent days. Families can also submit a notification via the Xplor app.

Holidays

Montessori Minds Childcare understands the importance of family times and holidays. We offer 50% discount on daily fee if parents need 4 weeks holiday (at a stretch) in one calendar year.

- Admin is to be notified 4 weeks prior to holiday leave being taken
- If the holiday period exceeds 4 weeks, absences will be counted for an extended period and the families will be continued to charge at 50% discount rate until they notify otherwise.
- In case the child has no absences left, families will need to pay the complete fee for the extended holiday period to secure the spot in the centre.

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 Childcare Subsidy (CCS) covers all public holiday fees.

Absent Days

Families eligible for the Childcare Subsidy are allowed 42 absences per year per child. This includes public holidays. Proof of absence is not required.

For families who are not eligible for subsidy, the full fee is charged. Sick days and public holidays are also charged.

Ending Care

Montessori Minds requires 4 weeks of notice for children ending care. We require written notice to be emailed at admin@montessoriminds.com.au. The 4 weeks of notice will begin once notice has been received.

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

Montessori Minds requires 2 weeks' notice for children changing days. We require written notice to be emailed to admin@montessoriminds.com.au. Days will be changed once notice has been received and subject to availability.

Changes in Fee Charges

Montessori Minds reviews daily fee changes every financial year. Fee may be increased by 3-5%. Families will be notified 4 weeks prior to any fee increase.

Fee Charges

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

Invoices can be emailed to families by Admin upon request. For invoice enquiries, families can call the admin team on (03) 5222 8135 or email at admin@montessoriminds.com.au.

Fees can be paid by EFTPOS at the centre, direct bank transfer, or scheduled debit payments.

Eligibility of Childcare Subsidy

From July 2nd, 2018, the government implemented the CCS as part of the New Childcare 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.)

CONTACT US

For any enquiries, please contact the team at Montessori Minds Childcare and Kindergarten:

Phone: (03) 5222 8135

Email: admin@montessoriminds.com.au

Address: 21 - 29 Princes Highway, Norlane VIC 3214

www.montessoriminds.vic.edu.au

