

EARLY LEARNING CHILD CARE

You'll love how they grow



YMCA Acacia Ridge Early Learning Service

Fee Schedule Financial Year 2026-2027

Session	Room	Fee Per Child
9 hours (8:00am-5:00pm) 10 hours (7:30am-5:30pm) 11.5 hours (6:30am-6:00pm)	Nursery/Toddler	\$128.00
	Junior Kindy	\$125.90
	Pre Kindy	\$122.70
	Kindergarten	\$119.55
6 Hours (9:00am-3:00pm) <i>NOTE - Session type is only available for enrolments confirmed prior to 14 August 2026</i>	Nursery/Toddler	\$106.85
	Junior Kindy	\$103.65
	Pre-Kindy	\$100.50
	Kindergarten	\$97.30
Late collection fee	\$15.00 within first 15 MINS & \$1.00 per minute after initial 15 mins. (If late collection occurs on three occasions within a term the family's ongoing enrolment will be reviewed and cancellation of enrolment may occur)	

Breakfast, Morning Tea, Lunch, Afternoon Tea and Late Snack are provided.

BOOKINGS AND CANCELLATIONS

All bookings, cancellations and changes to booking arrangements must be submitted in writing via the parent HOME App or by email. This requirement ensures compliance with the Child Care Subsidy (CCS) regulations.

Casual bookings are subject to availability and can only be accommodated where vacancies exist. All casual booking requests must be discussed with and approved by the management team.

Permanent bookings form part of your child's ongoing enrolment agreement and cannot be removed or swapped to avoid payment of fees for booked sessions. This requirement is in accordance with the Child Care Subsidy (CCS) system, which requires providers to maintain accurate and ongoing enrolment arrangements.

Written notice of cancellation for permanent bookings, must be received by the service at least 2 weeks before the scheduled session. If the required notice is not provided, or if the cancellation is received less than 2 weeks prior to the booked session, the full session fee will be charged.

Fees are payable for all permanently booked sessions, including absences due to illness and public holidays, in accordance with the Australian Government Department of Education guidelines.

LATE PICK UP

Children collected within the first 15 minutes after the service's closing time will incur a late collection fee of \$15.00 per family. If a child is collected more than 15 minutes after closing, an additional fee of \$1.00 per minute per family will apply from the end of the initial 15-minute period. If late collection fees are incurred on three occasions within a single term, the family's ongoing enrolment will be reviewed and may result in the cancellation of the child's enrolment.

Families are expected to collect their child within their allocated booked session times. If a family exceeds their allocated session duration on multiple occasions, the service reserves the right to amend the child's booking to a longer session, with the applicable fees charged accordingly.

PAYMENT OF FEES

Invoices are issued each Monday and include fees for the current week, plus one week in advance. Child Care Subsidy (CCS) cannot be applied until the parent, or guardian has confirmed their child's enrolment and current booking pattern through their myGov account. Until this confirmation has been completed, full fees will be payable.

Families can access their account statements at any time through the HOME Parent App and are encouraged to review their scheduled payments and outstanding balances each Monday. Statements will also be emailed to the primary account holder.

If a family does not receive their statement, it is the parent or guardian's responsibility to notify the service. Non-receipt of an invoice or statement will not be accepted as a reason for late or non-payment.

Full payment of each invoice is required by the close of business on Friday of the same week. Payments can be made by direct debit through the service's nominated third-party direct debit provider or via the PayNow option available in the Parent HOME App.

PAYMENT OPTIONS

Our approved payment options are:

- **Debit Success (preferred payment method)**
- **PayNow via the HOME Parent App**

Debit Success: All families are required to complete an electronic Direct Debit Agreement as part of the enrolment process. Payments are scheduled to be deducted each Thursday, at the frequency selected by the account holder (weekly or fortnightly only).

Debit Success will withdraw fees owing up to the end of the relevant billing period. Account holders are responsible for ensuring sufficient funds are available in the nominated account. Any failed transactions may incur dishonour fees and additional charges applied by Debit Success, which remain the responsibility of the account holder.

If three consecutive direct debit transactions are dishonoured, the account holder will be notified, bookings may be cancelled, and the family account may be suspended.

Applicable Debit Success fees:

Bank account payments: No charge

Visa/Mastercard payments: 2.2%

AMEX payments: 4.4%

Dishonoured transaction fee: \$10.00

PayNow: is available through the HOME Parent App and allows account holders to make payments using saved credit card details. Transaction fees apply and are charged by Debit Success:

Visa/Mastercard: 2.2%

AMEX: 4.4%

OVERDUE ACCOUNTS

As mentioned previously, accounts are required to be paid in full by Friday of Week 1 of the current billing fortnight. Accounts not paid by Friday of Week 1, families will be sent a fee reminder on Tuesday of Week 2 advising money is owing and payment required immediately.

Accounts remaining unpaid by Friday of Week 2 will receive a notice of suspension advising suspension of account if payment not received by close of business the following Friday. Once account is suspended further bookings will not be possible until the account is paid in full.

If accounts become in arrears whilst paying by PayNow families will be required to use Debitsuccess and if accounts remain unpaid for two consecutive transactions bookings will be automatically suspended and continuing enrolment reviewed.

Any account remaining unpaid will be forwarded to the debt collectors with further fees and charges added and no further bookings will be possible.

YMCA Management acknowledge that from time-to-time families may experience financial hardship. It is imperative that any families experiencing financial hardship contact the Service Director to arrange a confidential meeting to discuss their individual circumstances.

CHILD CARE SUBSIDY – CCS

To be eligible for CCS families must complete their eligibility requirement through their **MyGov** account. The CCS claimant must confirm the enrolment in their myGov. Families can dispute the details of the enrolment if they believe they do not reflect the agreed arrangement with their provider or reject the enrolment if the child is not enrolled at the service.

CCS may be reclaimed by Centrelink at any point of your enrolment for the current financial year from a provider. If this occurs parents are liable for payment of full fees and any debts incurred. All CCS Enrolments will be submitted as a CWA, unless another enrolment type is discussed with the service Director.

The CCS Enrolment types available are:

Complying Written Arrangement CWA – this arrangement applies to families wanting to claim CCS and applies to the majority of families.

Relevant Arrangement RA – this arrangement applies to families who never want to claim CCS.

Arrangement with a third-party AO – this is an arrangement made with the family for a third party to be made liable to pay childcare fees.

Child well-being (ACCS/PEA) – this enrolment type is relevant for children who do not have an identifiable CRN holder/Guardian and are under Additional Child Care Subsidy.

A permanent booking arrangement is the same days required weekly or fortnightly. Casual sessions are whenever the parent wants to book a session of care. Parents are encouraged to indicate both a permanent and casual booking arrangement otherwise if casual care is required on a day outside of their routine care arrangements indicated on the enrolment form CCS will not be applied to that day.

CEASED CCS ENROLMENTS 14-week rule

If a child does not attend a session of care at the service for a period of fourteen continuous weeks, Centrelink automatically ceases their CCS enrolment.

When an enrolment is ceased and if the child was marked as absent for their last sessions of care at a service, CCS is not payable for these absences and Centrelink will recover any CCS paid for these days from the service. The service will then need to recover any outstanding money from the family.

When or if your child returns to care after fourteen week's you will need to re-establish in writing your care requirements with the service Director. The service will then submit a new CCS enrolment for your child.

You must then approve these changes through your MyGov account.

Child Care Subsidy is also not paid for absences submitted before the child's first physical day of attendance at the service under a new enrolment.

If CCS is paid for any of these days and at a later date is recovered by Centrelink, we will require the account holder to pay any short fall in fees.

42 ALLOWABLE ABSENCES – as per Family Assistance Law

The Child Care Subsidy (CCS) portion of fees will continue to be paid by Centrelink for up to **42 allowable absence days per child, per financial year** (not per claimant) across all approved services the child attends. The 42 allowable absence days include public holidays and may be used for any reason, including illness or personal circumstances.

Service fees remain payable for all booked absences unless cancellation is advised within the required notice period.

Where a child, their sibling, or a parent is unwell and a medical certificate is provided, the absence may be classified as an **Additional Absence**. These days will not be counted towards the child's annual allocation of 42 allowable absence days.

Families are encouraged to notify the service of any absences or changes to attendance arrangements as soon as possible.

Once a child's 42 initial absence days have been exhausted, CCS will not be paid and full fees will apply.

The CCS portion of fees will still be paid by Centrelink for up to 42 absence days **per child (not each CRN Holder)**, per financial year, and can be taken for any reason. Service fees still apply to absences unless cancellation advised in required time. Once 42 absence days have occurred in a financial year, Child Care Subsidy can only be paid for any additional absences where they are taken for a reason set out in Family Assistance Law. These reasons are:

- the child, the individual who cares for the child, the individual's partner or another person with whom the child lives is ill and the service has been given a medical certificate by a medical practitioner.
- the child has not been immunised against an infectious disease, the absence occurs during an immunisation grace period, and a medical practitioner has certified that exposure to the infectious disease would pose a health risk to the child.
- the absence is because the child is spending time with a person other than the individual who is their usual carer as required by a court order or a parenting plan, and the service has a copy of the relevant court order or parenting plan for the child.
- the service is closed as a direct result of a period of local emergency
- the child cannot attend because of a local emergency (for example, because they are unable to travel to the service), during the period of the emergency or up to 28 days afterwards.
- the individual who cares for the child has decided the child should not attend the service for up to seven days immediately following the end of a period of local emergency.

KINDERGARTEN FEE SUBSIDY

Our service is approved to deliver the Queensland Government Kindergarten Program, which provides funding to assist eligible families by reducing the out-of-pocket cost of kindergarten fees and supporting access to the program.

To be eligible for the funding, children must be enrolled in the kindergarten program for a minimum of **3 days (3 sessions) per week**.

Eligible families will receive a kindergarten funding credit applied to their weekly cost of care after the Child Care Subsidy (CCS) has been deducted. Additional subsidies may also be available for eligible families, including those with Health Care Cards and Aboriginal and Torres Strait Islander families.

For further information about eligibility and available subsidies, please speak with the Director.