

# Variation to Business Notice and General Regulations

## ELC Long Day Care

Enrolment in Brighton Grammar School is subject to the Terms and Conditions contained in the full Business Notice and General Regulations. This is available on our website or from our Admissions Department.

Please note that this document only covers the differences that relate specifically to our ELC program.

### Application

Please refer to the Enrolment Process available on our website at

<https://www.brightongrammar.vic.edu.au/community/publications-documents/>.

### Confirmation of enrolment fees

We charge a non-refundable fee of \$3850, which is made up of –

- \$1000 confirmation of enrolment fee
- \$2500 fees in advance, deducted from the final billing of Prep
- \$350 lifetime membership of the Old Brighton Grammarian Society.

These fees will be retained by the School if the student leaves prior to Prep or before the completion of the first year.

These fees are subject to change.

### Tuition fees

Tuition fees are fixed by the School Council and may be changed from time to time at its sole discretion.

Fees are for four complete terms per year and are invoiced one term in advance. The fees for 2019 based on a daily rate before any applicable rebate are:

Age	Part / Full Time	Day	Weeks	Daily Rate
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3 YO	Part-time (3 days)	Term time	38 weeks	\$123.00
3 YO	Part-time (3 days)	Long day	38 weeks	\$136.00
3 YO	Part-time (3 days)	Long day	48 weeks	\$134.00

3 YO	Full-time	Term time	38 weeks	\$119.00
3 YO	Full-time	Long day	38 weeks	\$133.00
3 YO	Full-time	Long day	48 weeks	\$131.00

4 YO	Full-time	Term time	38 weeks	\$119.00
4 YO	Full-time	Long day	38 weeks	\$133.00
4 YO	Full-time	Long day	48 weeks	\$131.00

Fees are payable for all days the ELC is open (this excludes gazetted public holidays). The ELC will close for approximately two weeks over the Christmas/New Year period and no fees will be charged during this time.

There will also be occasional student-free days during the year (dates will be published on our website). On these days, the ELC will be open for students on the 48 week program, but will be closed for term time students.

Fees include breakfast and afternoon tea for all children attending the long day program.

Sibling discounts are available in accordance with the full Business Notice and General Regulations.

We reserve the right to not permit a child to attend the ELC where fees remain outstanding.

## Priorities applied to waiting list

The Australian Government has issued Priority of Access Guidelines for allocating places in Child Care Benefit approved child care where a waiting list exists. Please refer to [www.education.gov.au/priority-allocating-places](http://www.education.gov.au/priority-allocating-places). If you believe that you are eligible for waitlist priority, please contact our Admissions Department. The normal policies apply to those applicants who do not meet the criteria referred to above.

## Government rebates

The Child Care Subsidy is available to all eligible families. Families are responsible for determining their eligibility for this subsidy. Please refer to [www.humanservices.gov.au](http://www.humanservices.gov.au) for more information. Fees payable according to the fee schedule are gross of any rebate entitlements. You will not be eligible for government rebates until your child begins attending the ELC.

Attendances and absences are recorded in accordance with the guidelines set out by the Department of Education and Training (please refer to [www.education.gov.au](http://www.education.gov.au)).

## Hours

The term time hours of operation during the School term times noted on our website are as follows:

- ELC3: 9am–2.30pm

- ELC4: 8.45am–2.45pm.

The long day care hours of operation are 7.30am–6.00pm for both term time and the holiday program. Attendance in the term time program is compulsory, regardless of the optional long day and holiday programs.

## Late Collection Policy

The ELC Long Day Care program closes at 6:00pm. Parents/guardians are asked to arrive in sufficient time to collect their child's belongings and, if necessary, speak to a staff member, before leaving the Centre by 6:00pm.

If the parent/guardian is aware that they are going to be late, they should call the Centre to advise staff of their plan to collect their child.

Due to the operational and staffing costs incurred when a parent/guardian is late, parents who collect their child after 6.00pm will be charged a flat fee of \$20 plus an additional charge of \$10 per five minutes after 6:00pm.

Frequent lateness may result in cancellation of enrolment.

## Uniform

All students attending each program are required to wear the ELC uniform each day and for all excursions, unless otherwise instructed.

## Variations of enrolment

Once a place has been accepted for the nominated ELC program, any variation in the hours required should be made in writing to the Director of the ELC as follows:

- notice of a decrease in the program hours must be given a term in advance
- notice of an increase in the program hours may be made at any time with a pro-rata adjustment for fees.

## Termination of enrolment

Continued enrolment is subject to the terms and conditions contained in the Business Notice and General Regulations.

Parents or guardians are required to give the Headmaster or Head of Junior School one term's notice in writing prior to the permanent withdrawal of a student. If the required notice is not received, a fee equivalent of one term's tuition fees is payable.