

Variation to Business Notice and General Regulations - Early Learning Centre

Updated September 2026

Enrolment at Brighton Grammar School is subject to the Terms and Conditions contained in the full Business Notice and General Regulations, which underpin the BGS Enrolment Agreement. The Business Notice and General Regulations is available on the BGS website or from the Admissions Department. Please note that this document only covers the differences that relate specifically to the Peter Toms Early Learning Centre (ELC).

Application and Enrolment

Please refer to the Enrolment Policy and Admissions Process available on our website at [Policies | Brighton Grammar School](#).

Confirmation of enrolment fees

We charge a non-refundable fee of \$3,850, which is made up of:

- \$2,000 confirmation of enrolment fee.
- \$1,500 fees in advance, deducted from the final billing of Prep. This will be retained by the School if the student leaves prior to Prep.
- \$350 lifetime membership of the Old Brighton Grammarian Society.

These fees are subject to change.

Educational Services

The **Core** hours of operation during the School term are 8.45am – 2.45pm. The **Long Day** hours of operation are 7.30am – 6.00pm for both Term time and the Holiday program.

Attendance in the Term time program is compulsory for those students seeking attendance during the holidays. The Peter Toms ELC does not run a 'holiday only' program. The early learning program is delivered from 8.45am – 2:45pm across 38 weeks (standard academic terms). The early learning programming during holidays and after 2:45pm

may differ, for example to accommodate BGS+ and other extra-curricular activities.

Where students repeat ELC3, they must be enrolled for ELC3 Full Time (5 days) program in their second year.

Tuition fees

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

Fees are calculated annually and paid in four instalments, invoiced one term in advance. The fees for 2027 based on a daily rate, before any applicable rebate are:

Cohort	Days	Hours	Weeks	Daily Rate
3 year olds (ELC3)	Part-time (3 days)	Core	Term only (38 weeks)	\$181.00
		Long Day	Term only (38 weeks)	\$199.00
		Long Day	Term + Holidays (48 weeks)	\$199.00
3 year olds (ELC3)	Full-time (5 days)	Core	Term only (38 weeks)	\$175.00
		Long Day	Term only (38 weeks)	\$194.00
		Long Day	Term + Holidays (48 weeks)	\$194.00
4 year olds (Pre-Prep)	Full-time (5 days)	Core	Term only (38 weeks)	\$175.00
		Long Day	Term only (38 weeks)	\$194.00
		Long Day	Term + Holidays (48 weeks)	\$194.00

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 4 days during the mid-year (June/July) holiday period for maintenance. No fees will be charged during this time.

In addition to term breaks, 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 only students. In the event that the ELC is required to close unexpectedly during one of these days, the School reserves the right to substitute this day and offer an alternate Long Day to those students on the 48 week program.

Fees include breakfast and afternoon tea for children attending the Long Day program and arriving before 8am and remaining at the Centre after 3pm.

Sibling discounts may be 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 childcare where a waiting list exists. If you believe that you are eligible for waitlist priority, please contact the BGS Admissions Department. The normal policies apply to those applicants who do not meet the Government criteria.

Government rebates

The Child Care Rebate may be claimed by families to reduce their out-of-pocket expenses, if they meet eligibility criteria and follow the processes outlined by Services Australia, including providing their CRN number to the Peter Toms ELC team. Fees payable according to the fee schedule are gross of any rebate entitlements. Parents are not eligible for government rebates until the child begins attending the ELC.

The Peter Toms ELC is not participating in the Victorian Government's Free Kinder program.

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).

Late Collection Policy

The ELC Long Day program closes at 6.00pm.

Parents/guardians must 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 must 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, where a child is collected after 6.00pm parents/guardians 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 the ELC 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, subject to availability, with a pro-rata adjustment of fees.

Termination of enrolment

Continued enrolment is subject to the terms and conditions contained in the BGS Business Notice and General Regulations. As outlined therewithin, parents/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.