



**SCOTCH**  
**COLLEGE**  
**ADELAIDE**



SCOTCH COLLEGE  
E.L.C.



**FEE SCHEDULE**  
ELC 2025



# Fee Schedule

## 2025 | EARLY LEARNING

The Scotch College ELC is an Approved Long Day Care (LDC) service under the family assistance law for Child Care Benefit purposes. This service commenced on 22 July 2013.

### OUR PROGRAMS

- **Fraser Program:** for children aged at least 3 years old
- **Hamilton & Buchanan 4 Year Old Programs:** for children in the year before commencing school
- **Early Risers** from 7:15 – 8:30am
- **Scotch Plus** (Terms 1 & 2) 2 sessions from 3:30 – 4:45pm and 4:45 – 6:00pm (for children who have attended Fraser, Hamilton or Buchanan on that day). Commencing in Term 3, Scotch Plus will be 1 session from 3:30 – 6:00pm.
- **Club Scotch** from 7.15am – 6.00pm weekdays, during school holidays
- **Playgroup:** for children who have already been offered a place in the ELC (Terms 2 and 4 only)

### HOURS OF OPERATION

The Scotch College ELC operates for 49 weeks of the year, closing for approximately 3 weeks over the Christmas and New Year period. There are 3 closure days during the year that will be notified at the beginning of the year.

Program	Day(s)	Cost
Playgroup*	Fridays (Terms 2 & 4) 9:45am – 11.00am	\$80.00 per term
Fraser Program	Monday to Friday 8.30am – 3.30pm	\$118.00 per day
Hamilton Program (including a kindergarten program delivered by 2 early childhood teachers)	Monday to Friday 8.30am – 3.30pm	\$118.00 per day
Buchanan Program (including a kindergarten program delivered by 2 early childhood teachers)	Monday to Friday 8.30am – 3.30pm	\$118.00 per day
Fraser including Early Risers (ELC only)	Monday to Friday 7.15am – 3.30pm	\$136.00 per session
Hamilton including Early Risers (ELC only)	Monday to Friday 7.15am – 3.30pm	\$136.00 per session
Buchanan including Early Risers (ELC only)	Monday to Friday 7.15am – 3.30pm	\$136.00 per session
Scotch Plus (ELC only) <i>Terms 1 &amp; 2 Only</i>	Monday to Friday (2 sessions) 3.30pm – 4.45pm 4.45pm – 6pm	\$20.00 per session
Scotch Plus (ELC only) <i>Commencing Term 3</i>	Monday to Friday (1 session) 3.30pm – 6pm	\$40.00 per session
Club Scotch (outside of school terms)	Full Day 7.15am – 6pm	\$120.00 per day

\* Note: Child Care Subsidy applies to all programs except Playgroup.



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## APPLICATION FEE

An application fee of \$150 applies for enrolment into the College's ELC.

## ACCEPTANCE OF OFFER FEE

Offers are usually made 6 to 9 months prior to children commencing their education within the ELC. The offer must be either accepted or rejected by the date stated on the offer. If the offer is accepted you will be sent enrolment paperwork and required to pay a holding fee of \$500. This amount will be credited to your fee statement if all enrolment and payment conditions are met, otherwise the amount is non refundable.

## CLUB SCOTCH

Scotch ELC operates for 49 weeks of the year. Club Scotch operates outside of the College's school terms.

Attendance at Club Scotch is booked in advance to ensure correct staff/child ratios are met. Details are distributed toward the end of each term. The program is staffed based on bookings and as such bookings cannot be changed, or altered and are non refundable once bookings have closed on the notified date.

## ADDITIONAL SESSIONS DURING TERM TIME

Children are able to attend additional sessions above the minimum number of days required under the relevant educational program, either permanently or on a casual basis, subject to availability. Please discuss with the Director of Early Years.

## EARLY RISERS & SCOTCH PLUS

Bookings can be made on a permanent, or casual (subject to availability) basis. Please refer to the ELC policy handbook for the procedure to make a booking. Additional sessions and any use of Extended Hours Care will be detailed and billed to your fortnightly statement. Non-cancellation of additional session bookings will result in the child being marked as absent. Cancellation of an additional session must be made by 1pm on the day of attendance.

From Term 3 2025, Scotch Plus will be offered as a singular session only commencing at 3.30pm until your preferred pickup time, or 6.00pm, whichever is earliest.

## CHILD CARE BENEFITS

To determine if you already have a CRN or to apply for one, please contact the Department of Human Services Resources on 13 61 50 at [www.humanservices.gov.au/onlineservices](http://www.humanservices.gov.au/onlineservices). Forms can also be downloaded from [www.humanservices.gov.au](http://www.humanservices.gov.au). The College's Privacy Policy can be viewed on our website at [www.scotch.sa.edu.au](http://www.scotch.sa.edu.au).

Information about the Childcare subsidy can be found at [www.education.gov.au/childcare](http://www.education.gov.au/childcare)

## TERMINATION OF ENROLMENT

The College may terminate an enrolment at its absolute discretion. Reasons for termination may include: fees payable being overdue by more than 30 days; extended absence by the student without advice to the ELC; and breaches of College policy.

## ABSENCES

ELC fees are charged should your child be absent on a day that your child is due to attend. The Child Care Subsidy will be paid for up to 42 absence days per child each financial year. These can be for any reason, including public holidays and do not require proof. Additional absence days may be available if the initial 42 days have been utilised. However, documentation may be required to support the additional absence days. Exceptional circumstances are also taken into consideration.

Please refer to the Director should you require further information.



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## BILLING CYCLE

A key obligation for the continued approval of a Long Day Care Service is the use of a Child Care Management System (CCMS). The ELC is required to report child care information to the Department of Education, Employment & Workplace Relations (DEEWR) electronically, which includes weekly online attendance record reports.

These reports contain details of the sessions used, the fees charged for the sessions, and other details such as whether the child was absent.

Billing is as per the ELC Invoicing Schedule.

- Statements and Direct Debits are issued fortnightly.

Payments for all sessions are made via the iDebit automated payment system.

## LATE COLLECTION

All children not collected by 3.35pm will be automatically booked into Scotch Plus, and will be charged accordingly. A late fee of \$10 per minute will be charged for children who are collected after 6pm sharp.

## EARLY LEARNING CENTRE FEE POLICY (EFFECTIVE 1 APRIL 2013)

Fees will be reviewed at least annually (i.e. November). The current schedule of fees together with the Fee Policy will be provided to parents on enrolment in the Early Learning Centre program and when updated.

By enrolling your child into sessions, parents have given an undertaking to send their child at these times. If absences occur, due to sickness, public holidays, family holidays, or for any other reason, parents will be charged the same fee as if their child had been present.

**The College requires at least ten weeks' (10 weeks') written notice of your intention to withdraw your child(ren) from the program, or reduce the number of days of attendance.** Should you provide less than 10 weeks' notice then a pro-rata calculation based on your child(ren)'s normal enrolment pattern will be payable to the College.

## PROMPT PAYMENT

Our policy that outstanding fees and disbursements are settled within the prescribed terms is strictly enforced. If fees remain unpaid, the student's enrolment may be terminated by the College. A copy of the College's official Debtor Policy is available on the College website [www.scotch.sa.edu.au](http://www.scotch.sa.edu.au).

If you have a particular payment difficulty, please contact the Administration Office on (08) 8274 4204 or in writing addressed to the:

Chief Operating Officer  
Scotch College Adelaide  
23-51 Carruth Road TORRENS PARK SA 5062

## ADMINISTRATION CHARGE & INTEREST ON OVERDUE FEES

A late payment administration fee of \$55 will be charged on accounts not paid by the statement due date. Interest on overdue accounts is charged at the prevailing published rate of the College's banker for commercial overdrafts, on the date the interest charge is levied.



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## PRIORITY OF ACCESS

The Scotch College ELC, as an approved child care provider, is required to abide by the Australian Government's Priority of Access Guidelines.

The guidelines are used when there is a waiting list for a child care service, or a number of parents are applying for a limited number of vacant places. The priorities for placement in the above mentioned situation are as follows:

- **Priority 1:** a child at risk of serious abuse or neglect.
- **Priority 2:** a child of a parent (or both parents) who satisfies the Government's work, training, study test (for the purposes of the priority of access guidelines).
- **Priority 3:** any other child.

Within these main categories priority should also be given to:

- Children in Aboriginal and Torres Strait Islander families
- Children in families, which include a disabled person
- Children in families from a non-English speaking background
- Children in socially isolated families
- Children of single parents

Scotch College ELC may require a Priority 3 child to vacate a place to make room for a child with a higher priority. This can only occur if:

- You are notified at commencement of enrolment that the ELC follows this policy; and
- A minimum of 14 days' notice is given for the request for your child to vacate, under the Priority of Access guidelines.

## ENROLMENT ACCEPTANCE FOR A SCHOOL PLACE

**Please note acceptance of a place within the ELC does not automatically guarantee a placement in the School.** However, attendance at the ELC will be taken into consideration when reviewing families' applications.

Approved by:	Chief Operating Officer
Effective:	Bookings for 29 January 2025 and beyond
To be reviewed:	November 2025

