



THINGS YOU NEED TO DO BEFORE COMMENCING CARE:

- Apply for Childcare Subsidy online via either your Centrelink app or Centrelink through MyGov or alternatively contact Centrelink through the Families Line 136 150 Mon-Fri 8am-8pm.
- Complete and return an Enrolment Form together with a copy of your immunisation records.
- Confirm enrolment details through MyGov.
- Sign a CWA (Compliant Written Arrangement) with our Service if you are not wanting to claim CCS.

Once you are enrolled bookings can be made at the Stars Early Learning office (6452 2626).

Bookings are essential.

- A cancellation fee applies to bookings cancelled by 4pm the day prior to the booking, bookings cancelled on the day or non-attendance is charged at full fee as if the child were attending. Normal CCS rates apply.
- Statements are sent out fortnightly via email on the last Friday of the fortnight and are due and payable by the following Friday, statements are always available to view/check at the office during the hours of 9:00am – 5:00pm. Fees can be paid via Direct Debit or EFTPOS, Direct Debit details can be found on the bottom of your statement as well as below:

Account Name: Circular Head Children's Services
BSB: 633 000
Account: 171 656 374
Please use your Account name as reference

If you have any questions, please do not hesitate to contact Administration Staff

More details are available in the family handbook.