

This policy covers whether (and what) fee reductions are available for. It covers Scouts, Spiel und Spass and GAP.

Agreed by the Committee July 2009. Amended and agreed July 2013. Further amended March 2014.

Reason	Playgroup (Spiel und Spass)	GAP	Pfadfinder Scouts
Unplanned absences (ie sickness), up to 2 weeks, consecutive or not)	No fee reduction.	No fee reduction.	No fee reduction.
Unplanned absences due to sickness, 3 consecutive weeks plus, which itself is causing reasonable financial cost to the family (hospital bills, travel to specialists))	No fee reduction.	No fee reduction. BUT... in financial hardship, family can apply to the committee for return of the unused portion of their fees. Doctor's note or similar required.	No fee reduction. Membership is calculated on an annual basis, paid to the Branch already, and recovered from the families on a per term basis.
Unplanned absences not due to sickness, 3 weeks plus, consecutive or not	No fee reduction.	No fee reduction.	No fee reduction.
Planned short absences (up to 2 weeks, consecutive or not)	No fee reduction.	No fee reduction.	No fee reduction.
Planned long absences (3 or more weeks, consecutive or not, in the same term, or consecutive weeks spread over two terms)	Pay for the weeks they plan to attend.	From Jan 2014: After a minimum of 10 weeks attendance, a family may pay a holding fee of 75% of their normal fees for the weeks they will be away, for up to 7 weeks, after which full fees apply again.	No fee reduction. Membership is calculated on an annual basis, paid to the Branch already, and recovered from the families on a per term basis.
Plan to attend fortnightly, rather than weekly	No fee reduction. BUT... if financial hardship, or full price	<i>This option is only available when there is no other family wishing to go full-time in that</i>	No fee reduction. Membership to Branch is a fixed fee, and must be recovered from

	would mean they could not attend, then may apply to the committee for a 30% discount.	<i>place</i> . Pay in advance for the weeks they plan to attend. Pay additional \$200 place-holding fee per term for off-weeks.	families.
Joining part way through term.	Pro-rata fee payable from week 5 and onwards.	Pro-rata fee payable from week 3 and onwards.	Pro-rata fee payable, from week 5 onwards.
Skipping a term	No need to pay for that term. Places are unlimited, so no need to pay place-holding fee.	No need to pay for that term; but their place is not held open. Can reserve place for the following term by paying a holding fee of 75% of their normal fees for the weeks they will be away, for up to 7 weeks, after which full fees apply again.	No fee reduction. Membership to Branch is a fixed fee, and must be recovered from families.
When a paid session day falls on a public holiday	No discount. This is already calculated in the overall fees.	This is already calculated in the term fees. No further discount.	No discount. This is already calculated in the fees, and often there is a weekend activity to make up for it, then or at another time.
Answers to Other Related Questions:			
1. We are going to be away on our usual day. Can we swap to another day just for that week?	Not applicable.	Yes, if there is space on the 'other' day, if your child meets the fluency requirements for that day, and you have gained agreement from the Director and Teacher. If the Director doesn't know of any planned absences for that day, it is up to you to find one. No extra cost to	Not applicable.

		swap sessions. Must be arranged in advance. (Remember this is a school, not childcare.)	
2. We would like to pick up an extra day next week. Can we pay a daily rate and take someone's spot if they are absent that day?	Not applicable.	Yes, if there is space on the extra day, and you have gained agreement from the Proprietor and Teacher. If the Proprietor doesn't know of any planned absences for that day, it is up to you to find someone whose place you can fill. No extra cost to swap sessions. Must be arranged in advance. (Remember this is a school, not childcare.)	Not applicable.