

## Fees Policy

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### NQF

QA7	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
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### Aim

For parents to pay their child care fees on time.

### Related Policies

Orientation for Children Policy  
Privacy and Confidentiality Policy

### Who is affected by this policy?

Parents  
Management

### Implementation

The following outlines the how fees can be paid.

- Upon enrolment in Vacation Care, families must pay a security deposit. The amount is to be determined and/or reviewed at the first OSHC subcommittee meeting of each year. This amount will be deducted from each family's statement.
- Fees can be paid weekly, fortnightly or monthly in advance by cash, direct deposit or B-pay. Centre-Pay may also be set up to pay fees.
- Fees are payable in advance for every day that your child is enrolled at the service. This includes pupil free days, sick days and family holidays but excludes periods when the service is closed.
- Child Care subsidy (CCS) is available to all families who are Australian Residents. To find out their eligibility, families must contact the Family Assistance Office on 13 61 50 and quote the OSHC SERVICE PROVIDER NUMBER: 555 0082 44J

- Child Care Subsidy can be received as a reduction of fees through the service, paid directly to the service.
- Families are responsible for contacting Centrelink to accept booking and be eligible for child care subsidy
- A statement will be issued via email for all fees. This will include the child/children's full name/s, date of care, date of payment, amount, etc. If the incorrect amount is paid, change will not be given but will be credited to the families account.
- Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks written notice is required from the ending/terminating party. If this does not occur, 2 weeks fees will be billed to you.

## Fees

- The fees will be set annually (in December) by School Council to meet the costs of the program and these will be reassessed in June of each year. Currently fees stand at
  - Before School Care; casual - \$18.00, permanent \$15.00
  - After School Care; casual \$21.00, permanent \$18.00
  - Vacation Care Program – is dependent on the activities run each day and will advertised well in advance of the program

## Cancellation Fees

- Parents of permanently enrolled children must notify the OSHC coordinator on 0475 973 325 before 10.30am if a child is not attending After School Care. Any notification received after 10.30am will be considered a late cancellation and families will be charged.
- Parents of permanently enrolled children must notify the OSHC coordinator on 0475 973 325 Before 9.00pm the previous day if a child is not attending Before School Care. Any notification received after 9.00pm will be considered a late cancellation and families will be charged.
- Parents of all casually enrolled children must notify the OSHC coordinator on 0475 973 325 by 3.00pm on the previous day that care is required for Before School Care. Service may not be available for any calls received after 3.00pm.
- Parents of all casually enrolled children must notify the OSHC coordinator on 0475 973 325 by 10.30am on the day that the care is required for After School Care. Service may not be available for any calls received after 10.30am
- Parents will need to complete a 'Booking Request/Cancellation Form' during OSHC operating hours or at the school office, to record change of enrolment details.

## Overdue Fees

- A written reminder will be sent by the OSHC Coordinator on behalf of the OSHC Management Committee 14 days after the original statement has been issued and the fees remain outstanding.
- A letter will be sent on behalf of School Council by the OSHC Coordinator three weeks after the original statement has been issued and the fees remain outstanding.
- Cancellation of enrolment will occur four weeks after the original statement has been issued and the fees remain outstanding.
- Families experiencing financial hardship should speak to the OSHC coordinator.

## Delivery and Collection of Children

- Hours of Before School Care are 6.45am – 8.45am
- Hours of After School Care are 3.15pm – 6.45pm
- Vacation Care 6.45am – 6.45pm

**If a child is not collected by 6.45pm a LATE FEE of \$30 per 15 minutes or part thereof will apply.**

- Cambridge primary school is not licensed or insured to provide care for children beyond 6.45pm.
- Emergency contacts will be contacted to pick up child/children if parents/guardian haven't arrived within 15 minutes of notifying service staff of late pick up.
- Police will be contacted if child is not collected within one hour of service closure 7.45pm

## Sources

**Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.**

**Education and Care Services National Regulations 2011**

**Family Assistance Legislation Amendment (Child Care) Act 2009**

## Review

The policy will be reviewed annually by the Out of School Hours Care subcommittee of School Council.

<u>Ratification Date</u> <u>2020</u>	<u>Review Date</u> Year 2021	<u>Version Number</u> 4	<u>Date Produced</u> October 2015
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