

## OSHC Fee Policy

### General

OSHC aims to provide a quality service to families at an affordable price.

We set fees annually in accordance to our annual budget.

A child care subsidy is available to all families who meet residency and immunization guidelines. See <https://www.education.gov.au/child-care-subsidy> for details.

### Definitions:

ASC:	a after school care session;
BSC:	a before school care session;
Booking:	means 'day of care';
Casual Booking:	irregular attendance throughout each calendar year;
Notice Period (Casual):	more than 2 business days before the Booking starts;
Notice Period (Permanent):	more than 5 business days before the Booking starts;
Notice Period (Pupil Free Day):	more than 5 business days before the Booking starts;
Notice Period (Vacation Care Day):	more than 5 business days before the Booking starts;
Permanent Booking:	a regular pattern of attendance throughout each calendar year on one or more occasion per week;
Pupil Free Day Booking:	attendance on any pupil free day/s;
Vacation Care Booking:	attendance throughout any of our Vacation Care programs.

### Hours of Operation

Our hours of operation are:

BSC	6.30am – 9.00am
ASC	3.00pm – 6.00pm
Vacation Care:	6.30am – 6.00pm

### Fees

	Fees from 1	Inclusions
BSC – Permanent Booking	\$12.50	Includes breakfast
ASC – Permanent Booking	\$18.50	Includes afternoon tea
BSC – Casual Booking	\$12.50	Includes breakfast
ASC – Casual Booking	\$18.50	Includes afternoon tea
Vacation Care – if no excursion or no incursion *	\$50.00* a small charge may apply for incursions or excursions	Includes breakfast and afternoon tea
Pupil Free Days	Fees as per VAC above	Includes breakfast and afternoon tea

Late pick up – for pickups after 6.00pm		\$15.00 per 5 minutes (or part thereof) per family
Annual Enrolment Fee (non-refundable annual payment)	\$25.00 per family *	
Non-Communication Fee	\$5.00 *	
Late Administration Fee	\$20.00 *	

NB. The above fees are the maximum fees payable before Child Care Subsidy reductions. For more information on your entitlements, please contact <https://www.education.gov.au/child-care-subsidy>.

\* **Please note the CCS are not applicable to administrative fees (as detailed by the \* above).**

## Permanent Bookings

### Permanent Bookings:

- are applicable for BSC, ASC, BSC + ASC and Pupil Free Days;
- are made by specifying the day (or part thereof) through Enrol;
- will be set for the full school year – commencing Term 1 (Week 1) to Term 4 (Week 10) or (pro rata) if applicable; and
- you will be billed fortnightly.

### Cancellation of Permanent Bookings

If you wish to cancel a Permanent Booking/s (either a BSC, ASC, BSC + ASC and/or Pupil Free Day Booking), you are required to give notice in accordance with the Notice Period (Permanent)

If you do not cancel your Permanent Booking within the Notice Period (Permanent), a full fee will be charged.

## Casual Bookings

### Casual Bookings:

- are applicable for BSC, ASC, BSC + ASC and Pupil Free Days;
- are made by specifying the day (or part thereof); and
- you will be billed fortnightly.

### Cancellation of Casual Bookings

If you wish to cancel a Casual Booking/s (either a BSC, ASC, BSC + ASC and/or Pupil Free Day Booking), you are required to give notice in accordance with the Notice Period (Casual)

If you do not cancel your Casual Booking within the Notice Period (Casual), a full fee will be charged.

## Vacation Care Bookings

Vacation Care Bookings are made prior to each vacation care period.

When cancelling your Vacation Booking (either all days or reducing the number of days) you are required to give notice in accordance with the Notice Period (Vacation Care Day).

If you do not cancel your Vacation Care Booking within the Notice Period (Vacation Care), a fee of \$24.00 will be charged.

On some days there may be a small surcharge to cover events and extra activities.

### **Pupil Free Bookings**

Pupil Free Day Bookings are made prior to the relevant pupil free day.

When cancelling your Pupil Free Day Booking, you are required to give notice in accordance with the Notice Period (Pupil Free Day).

If you do not cancel your Pupil Free Day Booking/s within the Notice Period (Pupil Free Day), a full fee will be charged.

A pupil free day will be charged as a Permanent Booking. If you do not wish to keep your Permanent Booking for the pupil free day, you must cancel in accordance with the Notice Period (Pupil Free Day).

### **Absent Days for Sickness**

If your child/ren is not signed in by 8.45am (BSC) or signed in before 3.15pm (ASC), your child/ren will be marked as 'absent' and a full charge will be applicable. Please see the following link for important details about absences.

**<https://www.education.gov.au/new-child-care-package-frequently-asked-questions>**

### **Closing Time**

Our closing time is 6.00pm.

Parents who collect their children after this time will incur a small late fee of \$15 per 5 minutes (or part thereof). This is to compensate our staff for overtime rates as required by relevant industrial instruments.

### **Non-Communication Fee**

If your child is unable to attend the service (for any reason, including sickness) on their booked days (be they a BSC, ASC, BSC + ASC, Pupil Free Day or in Vacation Care), you must notify the service.

If no prior notification is provided by the start of that relevant day or session, an administrative fee will be charged for each child/ren due to the additional resources that are required to either locate the child/ren and/or contact the parent/guardian. This administrative cost for locating and ensuring the safety of your child/ren is \$5.00 per family. We have a legal obligation to account for all children who are booked into the service of any given day.

### **Annual Enrolment Fee**

From January 2019, all families must enrol their child/ren into the service and a non-refundable annual enrolment fee of \$25 per family will be charged at the time of enrolment.

This fee is relevant for both permanent and casual bookings.

### **Payment of Fees**

Fees will be billed fortnightly via email.

Fees are to be paid within 7 days via direct deposit to the OSHC bank account, credit card/Eftpos or at the OSHC office.

If you wish, your bank may set up a direct debit facility.

We do not accept cash or cheques.

The OSHC bank account details are as follows:

Account Name: KSSS OSHC Bank – CBA

BSB: 164 152

Account Number: 10177896

Please note that it is a parent/guardian's responsibility to make sure their email address is up-to-date and that their statements are received each fortnight.

All monies will be banked on behalf of the service as soon as possible after receipt.

A Late Administration Fee of \$20 will be charged if an account is overdue after 30 days.

If there are outstanding fees, the following will apply:

1. if payment has not been made in 7 days of an account issue date, the service will send a message to an account holder, via email, to advise their account is overdue (Reminder 1);
2. if payment has not been made in 14 days of an account issue date, the service will send a message to an account holder, via email, to advise their account is overdue (Reminder 2);
3. if payment has not been made within 30 days of the issue date, the Late Administration Fee will be applied, your account and Bookings may be suspended, and a debt collection agency may be used.

We will not accept part payments of overdue accounts.