



Out of Hours School Care Fees Policy

Policy Statement

This policy details the Out of School Hours (OSHC) Program procedures in relation to fees, methods of payment and associated provisions.

Procedures and Practices

- Fees will be set annually by the Sub Committee of School Council.
- Fees are set to cover the cost of the OSHC program and to meet the projected budget for the program.
- Fees are subject to change. The OSHC program ensures that wherever possible, parents/guardians of children enrolled at the program are notified at least 14 days in advance of any change that will affect the fees charged or the way in which fees are collected.
- The OSHC program's Fees Policy is explained to parents at enrolment.
- Families are invoiced weekly via email and payments are due and payable within 14 days.
- The OSHC program accepts permanent and casual bookings. Casual bookings incur a \$5.00 surcharge per child per booking.
- A permanent booking is regular days that do not change week to week.
- Casual booking is not a permanent booking.
- Cancellations are accepted with no charge if 24-hour notice is given for permanent and casual bookings.
- The program's closing time is 6.00pm. If a parent/guardian arrives after this time to pick up their child/ren, a \$20 fee per 10-minute block per child may be charged to cover educators' wages.
- Payment can be made by cash/Qkr/eftpos payable at the school office or paid directly into the school account.
- Families with accounts outstanding for more than 28 days will receive an overdue notification requesting payment. Failure to pay the account in full may result in access being withdrawn from the OSHC program until full payment has been received.
- Families experiencing difficulties in paying accounts are required to contact the Principal to discuss payment arrangement.

Responsibility of Parents/guardians:

- To ensure fees are paid on time.
- To keep the OSHC program informed of any changes to enrolment details (i.e. address, contact phone numbers).

- To respond promptly to communications from the Family Assistance Office to maintain Child Care Subsidy eligibility.

Sources

Guide to the Education and Care OSHC programs National Law and the Education and Care OSHC programs Regulations 2011. Sourced March 2020.

Australian children’s education and care quality authority (ACEQA) www.aceqa.gov.au

Date Reviewed:

September 2013

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