# Fee Schedule
(effective December 14, 2016)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before School Care (6.30-8.50am)</strong></td>
<td>$13.50</td>
<td>Per Child (includes breakfast)</td>
</tr>
<tr>
<td><strong>After School Care (3-6pm)</strong></td>
<td>$18.00</td>
<td>Per Child (includes afternoon tea)</td>
</tr>
<tr>
<td><strong>Vacation Care Full day/ Pupil Free Day</strong></td>
<td>$46.00 per day</td>
<td>Per Child (includes breakfast, morning tea, lunch and afternoon tea)</td>
</tr>
<tr>
<td><strong>Vacation Care Half Day</strong></td>
<td>$31.50</td>
<td>Per Child (includes breakfast, morning tea OR afternoon tea)</td>
</tr>
</tbody>
</table>

## POLICY STATEMENT
The Centre will set and collect fees that are appropriate, fair and equitable for the Centre. We shall ensure we are consistent and transparent in the way we manage our fees.

## ADMINISTRATION FEE
A non-refundable $20.00 administration fee (per family) is payable annually with each enrolment, including Vacation Care only enrolments. (Enrolment Policy 9.2)

## BOOKINGS AND CANCELLATIONS

### Before and After School Care
Bookings and Cancellations are essential and must be made by our online app “My Family Lounge”, by phone, in writing using the Parent communication book, or by email to the Centre as the school office does not accept bookings for OSHC. An enrolment form must be fully completed and the $20 annual administration fee paid before a booking can be accepted. All bookings must be made to the Centre prior to your child’s attendance.

Casual or additional bookings must be made at least 2 full working days in advance. Please note: a place will only be confirmed if staff/child ratios for that session allow.

### Vacation Care
Bookings will only be accepted on the Vacation Care Booking Form or via our online app “My Family Lounge”, including permission forms for excursions and with full payment made in advance. Bookings for Vacation Care may not be accepted if monies are owed from the previous school term.
Cancellations

If your child/ren will not be attending a booked session you must notify the Centre by phone, or email. Staff will be concerned if a child is booked in for After Care but hasn’t arrived from their classroom by 3.15pm. The parents/emergency persons will be contacted to check the whereabouts of the child to ensure their safety.

The full fee for the session will be charged if a full 2 working days notice of cancellation is not received for a booked session. That is, a failure to cancel or a cancellation made after the specified cut-off time will incur the fee for that session. Fees are payable for all permanent booked days including sick days as per Australian Government Department of Social Services (DSS) guidelines. Fees are not charged for public holidays.

LATE PICK UP FEES

Late fees apply if children are not collected by 6pm at a rate of $45 from 6:00pm-6:15pm per family; then $20.00 extra for each additional 15 minutes or part thereof. If late fees are incurred on three occasions within a term the family’s ongoing enrolment will be reviewed and cancellation of enrolment may occur.

PAYMENT OF FEES

From the start of Term 1, 2017 the only payment option available for OSHC care will be EziDebit. An electronic copy of this form can be downloaded from the OSHC page on the school website or click here to download EziDebit Form. Please provide this completed form to OSHC Administration with your OSHC enrolment documents.

Invoices for permanent bookings will be emailed on a Friday evening for the PREVIOUS week, and EziDebit payments are withdrawn from family accounts on the Tuesday. EziDebit only withdraws the amount of fees owing on the account. EziDebit payments can be suspended if sufficient time and reason is given.

Statements will be emailed weekly on a Friday, or if no nominated email address has been provided, will be made available in hardcopy at the service. Families are strongly encouraged to provide an email address. It is the responsibility of the parent/guardian to ensure that the account email is opened or hardcopy statement collected. If families do not receive an account it is the parents/guardians responsibility to inform the service staff. Non receipt of statement will not be accepted as a reason for non-payment of an account.

If there is an outstanding amount the due date will be clearly indicated on the account. Any EziDebit transactions that are declined due to insufficient funds, expired cards or any other reason within the customers control will be covered by the standard overdue account policy. Parents/Guardians must be aware of what date their EziDebit transaction will occur and ensure that funds are available. In the third instance of an EziDebit payment being dishonoured bookings will be cancelled and the family account suspended.

OVERDUE ACCOUNTS

As a P&C run OSHC service, we rely on prompt payment of fees to ensure our service remains viable. Accounts are charged every Friday for the week prior and are due in full by Thursday. On Monday, if funds are still owed, the co-ordinator will contact the family and email a letter and statement to the family requesting the account be brought up to date. If fees are overdue by more than 14 days and payment is not received within 7 days following formal notice, family enrolment will be suspended and no attendance will be possible until the account is paid in full.

We reserve the right to engage a debt collection agency to collect outstanding fees overdue more than 14 days (Fees Policy 10.4). If a debt collection agency is engaged and a family wishes to return to care, all outstanding fees must be paid including any administrative charges and the family MUST sign up for EziDebit with fees being paid weekly.
APPROVED AND ADDITIONAL ABSENCES

Our service qualifies for CCB (Child Care Benefit). At enrolment families will be encouraged to apply for assessment of eligibility for CCB/CCR (Child Care Rebate) before their child attends OSHC. This can be done online at http://www.humanservices.gov.au, by visiting a Centrelink office or ringing 132 468. More information about CCR/CCB is also available at http://www.mychild.gov.au

It is the parents/caregivers responsibility to organise details of their CCB/CCR entitlements. Full fees will be charged until Centrelink customer reference numbers (CRN) have been provided to OSHC.

Absence from the service will be charged in accordance with the Australian Government Department of Social Services Child Care Service Handbook. This handbook is available online at: www.education.gov.au/child-care-service-handbook

Each child is allowed 42 absences, including public holidays, per financial year. One Before School Care session = one absence, one After School Care session = one absence, one Before and After School session on the same day = one absence. These days do not require supporting documentation. Once all the first 42 absence days have been used, the Child Care benefit (CCB) will also be payable for absences taken for these reasons:

• illness (with a medical certificate)
• non-immunisation (with written evidence)
• rostered days off/rotating shift work (with written evidence)
• temporary closure of a school or pupil-free days
• periods of local emergency
• shared care arrangements due to a court order, parenting plan or parenting order (with copy of documentation)
• attendance at preschool
• exceptional circumstances.

Absence days taken for the above reasons, after the first 42 absence days have been used, are called ‘additional absence days’. There is no limit on the number of these days for which CCB may be paid, as long as:

• they are taken for the reasons specified above, and
• supporting documentation (where required) is provided, and
• they are days on which care would otherwise have been provided

CANCELLATIONS & CCB

Under Family Assistance Law, CCB will not be paid for absences where fees are charged to reserve a place for your child at a service and CCB will not be paid for absences once a child has ceased care. This means that if you make a booking for your child to attend for their first ever attendance at the service and for some reason your child does not attend, CCB cannot be claimed for that booking and full fees will be charged. Alternatively if you have advised that your child will leave the service on a particular day, but the child does not attend on their last days, CCB cannot be claimed for these days and full fees will be charged.