

10.4 Fees Policy

POLICY STATEMENT

As an approved service we are required to ensure the regular, timely payment of fees by families.

This policy provides the arrangements for the payment of OSHC fees. The fee schedule is reviewed regularly, and all changes are approved by the P&C.

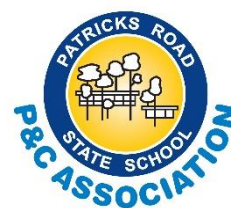
The fee schedule as at 1 July 2021 is:

PRSS OSHC Fee Schedule <i>Applies from 1 July, 2021</i>	Standard Booking <i>made more than 72 hours before care is provided</i>	Late Notice Bookings <i>made within 72 hours of care being provided</i>
Before School Care	\$17.50	\$22.50
After School Care	\$25.00	\$30.00
Vacation Care	\$60.00	\$65.00

Incursions, excursions and other activities (typically organised during Vacation Care) may have additional charges. These costs will be clearly shown in the Vacation Care Program.

PROCEDURE

- Families need to provide all Centrelink information (as requested on the enrolment form) to be eligible to receive their **Childcare Subsidy** (CCS) as reduced fees. For families who provide this information, any statements issued will reflect their gap payable after their CCS is applied. Full fees will be charged if correct CCS information is not provided.
- When a booking is made the parent/guardian is liable to pay the scheduled fee whether your child attends the service or is absent for any reason (Eg. Sick, Holidays, School Excursion). Families wishing to cancel a booking must do so in accordance with the 'bookings & cancellation policy' (Policy 2.14)
- **Statements will be sent out weekly on Wednesday** and show bookings for the current week. The statement is issued mid-week and will reflect the payment expected on Friday, unless further bookings are added for the current week. Any additional bookings in the current week will increase the amount payable for the current week and a new statement reflecting this will be issued *on request*.
- **Direct Debit payments will be deducted on Friday** for the week ending that Friday. Non-direct debit payment arrangements will be processed as arranged on a case-by-case basis
- Any family experiencing difficulty in paying their childcare fees should contact the Co-ordinator as soon as possible to discuss the situation.



Patricks Road
OSHC

- Families are strongly encouraged to **pay** their fees weekly using the direct debit facility offered through the Software provider. A small additional charge, as shown on the direct debit forms (currently \$0.79 per payment from a bank account and \$0.10 +1.55% per payment from a credit card), are charged for this service. These fees are set by the Software provider.

An alternative payment option (Eg: EFTPOS or bank account transfer) may be available if *organised in advance* with the OSHC co-ordinator. Families on alternative payment arrangements must pay their full fees one month in advance, and are due on the 1st of the month. Any additional bookings made within the month are to be paid for at the time of booking (by EFTPOS or bank transfer). The service reserves the right to withdraw this payment method opportunity from families who do not keep their payments one month in advance.

- If fees are not paid after a reasonable time, as determined by the co-ordinator to be fair under the circumstances, care placement will be reviewed and possibly suspended or excluded, and the account may be handed over for collection.
- Outstanding accounts will be capped at \$1,000. If accounts extend beyond this cap, care placement will be suspended immediately until the account is paid in full.
- Parents collecting children after OSHC closes at 6pm will incur a late fee of \$15 per child for the first 10 minutes and \$1.00 per minute thereafter.
- Wilful damage or loss of OSHC or OSHC equipment and resources by a child will result in the family being charged with the replacement cost of the item damaged/lost.
- Families exiting the service (Eg Moving School or Youngest child graduating Yr6) should ensure their account is paid in full. Families who are in credit when departing the service will be contacted to arrange a refund.

Other related Policies

- Booking/Cancellation Policy 2.14

Date of Development	Date of Review or Amendment	Date Ratified	Date of Next Review
14.2.12	20.10.19 24.02.20 19.10.20 14.04.21	18.11.19 N/A 23.11.20 19.04.21	01.09.21