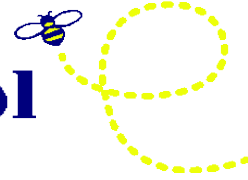


# Eastbourne Primary School

*Celebrates Success*



## OSHC POLICY: FEES

### RATIONALE

OSHC will provide an affordable quality children's service for all families.

All children have a right of equal access to quality children's services, regardless of economic status, cultural background or disability.

At Eastbourne Primary OSHC we keep the cost of attending low but it must cover the running costs of the program. These include staff salaries, in-service training, replacement of worn out equipment, acquisition of new equipment and materials for the children, office materials, telephone, electricity, cleaning, maintenance and repairs.

In order to continue to provide an affordable, quality service, OSHC must charge fees that allow it to remain economically viable.

### Fee Structure

- Fees are charged on a per session, per child basis.
- Fees are charged to **all** booked sessions. **AND FEES WILL STILL BE CHARGED FOR NON-ATTENDANCE FOR ALL PERMANENT BOOKINGS.**
- Attendances are entered via Qikkids software daily which are then calculated at the end of each week to generate invoices/statements that are emailed fortnightly. (including CCS rebates)
- The fees are set by the School Council, balancing the need to provide an affordable quality service and at the same time remain economically viable.
- In setting fees the School Council will examine the current Budget, likely future financial liabilities and receive advice from the Business Manager and Principal.

For those families who are eligible to receive Child Care Subsidy (CCS), you are eligible for 42 absence sessions per financial year **charged at your rebate fee**. These absences can be used for any reason, provided care would otherwise have been provided on the absence day. Once the 42 days have been exhausted, you will be charged at the full fee rate. (i.e. no CCS rebate)

If you are planning holidays, please use the app and request holidays or advise via email of the dates your child will be absent from care.

## Setting Fees

The fees are set by the School Council, balancing the need to provide an affordable quality service and at the same time remain economically viable.

In setting fees the School Council will examine the current Budget, likely future financial liabilities and receive advice from the Business Manager and Principal.

### ➤ Fees

- Fee invoices are issued fortnightly.
- Families can set up a plan to pay weekly, fortnightly etc.,
- Fees are payable by cash, eftpos or bank eft deposit
- Fees are not subject to Goods and Services Tax (GST)

### ➤ Child Care Subsidy

- Families using childcare can claim Child Care Subsidy for Registered Care if they are;
- Working (including full time, part time or casual work, self-employment, unpaid sick leave, paid or unpaid maternity leave or setting up a business)
- Actively looking for paid work (including being in receipt of New start or Youth Allowance)
- Studying or training (including voluntary or unpaid work to improve your skills)
- A person with a disability
- Caring for a child or adult with a disability, or
- Your partner is in goal or living outside Australia

**Parents are responsible for lodging their Childcare Benefit Application with the Family Assistance Office. Parents must inform the Family Assistance Office that Eastbourne Primary After/Vacation Hours is their childcare provider.**

## Accounts

The Out of School Hours Service requires prompt payment of accounts to ensure that the delivery of a quality service can be maintained. Accounts can be paid in the school office during school hours, by Eftpos, Credit Card, or you can pay by Direct Debit.

- Account statements are emailed on a fortnightly basis.
- Fees outstanding 28 days after the due date become a debt to the After School Hours Care Service, and therefore to Eastbourne Primary School.

### **In the event of outstanding fees our process is:**

- Contact will be made by the school's Business Manager by phone or by mail to organise payment of fee.
- Child care will be suspended until the debt is paid in full.

➤ **Receipts**

- Fortnightly statements will show all payments made.

➤ **Overdue Fees**

- The OSHC requires families paying fees promptly.
- When invoices are issued families are given 2 weeks to pay fees.
- If fees have not been paid within 2 weeks of this due date we will be followed up with a phone call if fees continue to remain unpaid.
- If a family is having difficulty paying fees, a meeting with the Principal should be arranged to discuss this with the family. A payment plan may be developed to assist families in paying the fees. If the payment plan is not met the child's position at the OSHC will be discontinued.

➤ **Arrears**

When an account balance has been in arrears, without any payments and/ or a payment plan has not been adhered to, the position will be cancelled. If the debt is cleared and a new booking is requested, all session payments MUST be 2 weeks in advance.

## **CURRENT FEES AS AT OCTOBER 2023**

Costs listed below are before claiming the Child Care Subsidy (CCS):

- ❖ **Before School Care:** \$15.00 per session (**permanent booking**)

\$17.00 per session (**casual booking**)

- ❖ **After School Care:** \$20.00 per session (**permanent booking**)

\$22.00 per session (**casual booking**)

- ❖ **Cancellations: No notification of Cancellation Fee (ASC)**

To ensure the safety of all children, parents are expected to notify the program if their child is not attending OSHC. We don't automatically receive notification from the office of children away or if they leave as an early departure. A text message to the OSHC Coordinator on 0408 589 287 is adequate notice by 2.30pm.

All non-attendance still incurs the daily fee regardless of permanent or casual bookings if cancellations are not made.

**An Absence without notice (for ASC only)- Not Notified Fee An additional fee of \$10.00 per child/per session will apply for instances when a child is booked into an After School Care session and fails to arrive (without notice). This fee is in addition to the session fee.**

Please Note: Failure to notify the coordinator of absences means that the program staff and/or school office staff must spend their time trying to locate your child.

- ❖ **Pupil Free Day Care Program:** \$65.00 per day (**Please note:** We only run this service should the number of parents who express interest in the program make its' operation viable.)
- ❖ **Early Finish Days:** \$25.00 per session. On the last day of all Terms, we operate from the time when students finish school at 2.30pm
- ❖ **Holiday Program:** \$65.00 per day  
(During Holiday Program on excursion / incursion days, there may be an extra cost where the school needs to pay an entry fee or bus travel for students. This will always be kept to a maximum of \$30.00 on top of your normal \$65.00 daily fee.)
- ❖ **HOLIDAY PROGRAM BOOKINGS- CANCELLATIONS**

Vacation Care has a 'No Cancellations Policy' Confirmed bookings after the closing date given are non-refundable. If your child is absent on any confirmed booking day, (even with a medical certificate) the fees from that day are non-refundable due to the fact that payment is made based on bookings and not attendance. All excursions/incursions and transport costs are paid in advance by the centre and staff are rostered according to bookings. A "no-refund" policy also applies to children who are expelled from the program due to behavioural issues.

### **Late Pick up Fees**

The Eastbourne Primary School OSHC program is licensed until 6pm.

Children must be collected by **6.00 pm** when the service finishes. If your child is not collected from After School Care by 6.00 pm a late fee of \$15.00 will be charged. This is to help cover the costs of paying staff overtime, as staff are only employed to 6.00pm. Staff will ask you to sign and write the time in the sign out book so you are aware of the fee and it will be included in your next bill.

## **BOOKINGS**

The following processes for booking have been implemented:

- If parents have a permanent booking for their child in the After School Care Service, payment is compulsory whether attending or not. This ensures that your child has a permanent booked place. Families are entitled to 30 allowable absences per financial year. This means that you can have 30 absences and still receive Child Care Benefit. After 30 absences you will be required to pay the full fee of that session.
- If your child is absent, you must notify the office or Service so that a casual placement can be accommodated.

After School Care (ASC) staff become extremely anxious when they have to spend time looking for a child who was booked into ASC but has in fact already gone home – please let ASC know if your child will not be using a permanent or casual booking because of illness or other absence.

**PLEASE DO NOT ASSUME THE SCHOOL WILL LET US KNOW.**

- This also means that once we have 30 places booked in for each afternoon, the book is closed, with further bookings placed on a waiting list.

**Please do not assume that there will be a place on any day you might wish to make a casual booking as the service may be fully booked. It is wise to make casual bookings as far ahead of time as possible.**

Bookings can be made:

- At the service in person
- By phone during program hours or messages can be taken by the school office during the day
- At the School Office in person

### **CANCELLATIONS**

**Cancellations can only be made by contacting either the School Office or the program directly. Cancellation of all bookings requires the fee to still be paid.**

### **Relevant Legislation:**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 177

**To be reviewed yearly**

**Last reviewed on: **OCTOBER 2023****