



Marion Primary School Out of School Hours Care Program

POLICY STATEMENT ON FEES

The Marion Primary School Out of School Hours Care Service aims to provide a quality Out of School Hours Care service at an affordable price to parents who have children eligible to attend under the Commonwealth Government Priority of Access Guidelines. Fee levels will be set by the Governing Council each year, on completion of the annual budget and according to the service's required income.

HOW POLICY WILL BE IMPLEMENTED

Note: *Due to changes in the way the Commonwealth funds OSHC services from April 1998, fee policies should be reviewed with reference to the Outside School Hours Care Handbook 1998.*

Note: *Services operated by department school councils should follow financial management procedures outlined in the Financial Management section of this resource.*

- The operator will set the required fee level to meet the budget for the next year. The management subcommittee's recommendation will be presented to the operator for the final decision. The fee level will be reviewed each term.
- Parents will be given at least two weeks' notice of any fee increase. As from the commencement of Vacation Care 2017, the fee structure is:

After School Care	3:15pm-6pm	Full Term Bookings	\$20
		Casual Bookings	\$25
Before School Care	7:00-8:30am	Full Term Bookings	\$12
		Casual Bookings	\$15
Early Finish	2.15pm-6pm	Full Term Bookings	\$25
		Casual Bookings	\$30
Pupil Free Day	7.00am-6pm	Bookings made prior to cutoff date	\$48
		Bookings made after this date	\$53
Vacation Care	7.00am-6pm	Bookings made prior to cutoff date	\$48
		Bookings made after this date	\$53

- Fees may be paid to the Director by cash, cheque or EFTPOS or paid into the bank account (details are provided on each invoice). A dated receipt in accordance with Commonwealth Department of Health and Family Services Guidelines will be provided for each payment.
- Fees are to be paid within 7 days of invoice date.
- Hours/sessions of care will be recorded in accordance with Commonwealth requirements.
- Casual emergency care is to be paid for in full at the time of care.
- Fee payments will be receipted daily.
- Fee payment will be recorded according to Commonwealth Department of Health and Family Services Guidelines.
- Details of a family's fees and accounts will be confidential and stored appropriately. Families may access their own account records at any time, or particulars of fees will be available in writing to parents upon request.
- Parents should tell the service of their child's inability to attend as soon as this is known. Holding fees will be required for short-term absences (refer to allowable absences guidelines in Outside School Hours Care Handbook DH&FS 1998).
- It is parents' responsibility to have their eligibility for Childcare Assistance assessed by Centrelink.
- Childcare Assistance will be deducted from fees in accordance with Commonwealth Department of Health and Family Services requirements.
- Families will only be eligible for Childcare Assistance if Out of School Hours Care attendance records are accurately completed and signed by the parent.
- The service will keep parents informed about Childcare Assistance and Childcare Cash rebate by:
 1. Advising new families to apply for assessment;
 2. Having application forms to distribute to families;
 3. Reminding families of the need and encouraging them to reapply for reassessment when required;
 4. Charging full fees when a parent does not have a current Assessment Notice.
- All documentation relating to Childcare Assistance and Childcare Rebate will be kept for the specified period of time and made available to Commonwealth Department officers on request.
- Families who cannot afford fees, due to sudden unforeseen expenditure or short-term financial difficulty, will be assisted where possible and/or provided with information on other possible avenues of financial support, including Special Childcare Assistance.

- Parents with overdue fees will be encouraged by the Director to discuss any difficulties they may have in meeting payments and to make suitable payment plans. If this is not done, or the agreed payment plans are not kept, the following procedure will apply:
 1. At two weeks' overdue – an overdue letter will be forwarded to the parent and will state that payments are required.
 2. At three weeks' overdue - a letter will be forwarded to the parent, advising that their child's place has been suspended due to the account being unpaid.
 3. At four weeks' of non-payment and if no arrangements to pay have been made, or if made, not kept, the place will be cancelled until the full fee is paid.
 4. A payment plan will be put in place that reduces arrears and covers current fees.
- Whenever possible, the parent should ring the service to advise they will be late to collect their child. If the afternoon session is cancelled after 9.00 am that day a late cancellation fee of \$5 will be charged. If the session is not cancelled and the child does not turn up, there is a non-cancellation fee of \$5.
- A parent is regarded as being late when they arrive to collect their child 5 minutes after closing time.
- A late collection fee of \$2 per minute will be imposed from 6:05 – 6:15pm then \$5 per minute thereafter.
- Special circumstances will be given consideration in relation to collection of late fees.
- If a parent arrives late more than once at the service to collect their child, the Director will discuss other Out of School Hours Care options with the parent.
- Two weeks' notice in writing must be given when a child is withdrawn from care. Any change in booked times needs to be arranged beforehand with the director.

Cancellations

The centre must be notified one week prior to booked care to cancel bookings without charge.

Vacation Care Incursion and Excursion bookings are non refundable.

Special circumstances will be given consideration and the Director has full discretion with regards to the application of fees outlined in this policy.

Signed: _____

Date Endorsed: _____

Position: _____

Date Reviewed: _____