

Outside School Hours Care

Fee Structure Policy

Quality Area 7.3: Governance, Leadership & Service Management

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 Seville Primary OSHC Service 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.
- Families who are eligible, are entitled to Child Care Subsidy through Centrelink.

Policy Statement:

Fee Structure

- Fees are charged on a per session, per child basis.
- Fees are charged to all booked and casual sessions.
- Attendances are entered via our approved CCS software daily which are then calculated at the end of each week to generate invoices/statements.
- Statements are emailed out to parents on a fortnightly basis. Please ensure you keep us informed of any email address changes.
- 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)
- When your child/children will be absent from a booked session, please contact the office to advise staff of the absence. A fee will still be charged for non-attendance for permanent positions to hold your child/children's place.
- If your child/children are sick and you are able to provide a doctors certificate via email or in person, there will be no fee charged.
- If you are planning holidays, please provide a letter to OSHC service of the dates your child will be absent from care.

Current Fees as at April 2020

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

	Permanent Booking	Casual Booking
Before School Care	\$15.00	\$17.00
After School Care	\$20.00	\$22.00

Late Collection: Child collected after 6:00pm will incur additional charges of \$1.00 every minute

Payment of Fees

- The fee schedule and fees payment policy will be fully explained to families during the enrolment process.
- Invoices will be issued fortnightly in arrears.
- Families will be given a minimum of 14 days' notice of any fee increase.
- The same fee will be charged to all families
- OSHC requires fees to be paid within two weeks of receiving the statement.
- If fees are not paid within 2 weeks, a note will be sent home requesting payment. A follow-up phone call will be made if fees continue to remain unpaid. If family is having difficulty paying fees, an appointment should be made with the principal to discuss a payment plan or other assistance.
- Failure to pay fees could result in child/s place cancelled.

Bookings

- **Permanent bookings** are the same days needed every week during school terms. This is a secure position held for a child during program times on those days; After School Care: 3.30-6.00pm; Before School Care: 7.00-8.45am.
- **Casual bookings** are made when a day or days are required on a non-permanent basis. These bookings can be made at any time, but are subject to the availability of positions.
- Seville Primary School OSHC seeks to implement processes to ensure that the OSHC service operates efficiently and effectively and that future planning considerations for the service are met through maintaining appropriate records and procedures for children's bookings. This will ensure future needs of the service can be assessed through the maintenance of appropriate waiting lists and or availability of places.

Procedures

When bookings are made by authorised parties for children to attend the service, it shall be required that:

- The priority of access guidelines are followed;
- A completed enrolment form is received for that child prior to their attendance at the service;
- Parents are made aware of the service policies and procedures and have been provided with appropriate information in respect of booking processes.
- Staff shall be trained in the taking and management of bookings and these shall be recorded on appropriate forms and lists
- All fees associated with bookings should the child not attend care due to illness or for any other reason shall be required to be paid in full. CCS will apply in accordance with allowable absences provisions.
- Casual bookings shall only be available to families where the service has spaces available within the licensed capacity.
- Casual bookings for before and after school care can be made by calling the service and will only be accepted where a casual vacancy exists. The decision to accept a casual booking is at the discretion of the Co-ordinator or a Nominated Supervisor.
- Bookings are required by all families who seek to use the service on a permanent or casual basis

Cancellations

- Seville Primary OSHC has a capped capacity of spaces. Permanent places that remain unused for a period of 4 consecutive weeks may be cancelled if prior arrangements are not made. Where a child is at risk of losing a permanent booking, the parent will be notified by the Nominated Supervisor (Co-ordinator).
- Where a child will not be attending a permanent session, the booking must be cancelled prior to 7am on the day of care for before school care and prior to 1:00pm for after school care, to avoid a late cancellation fee.

Additional and Relevant Documents:

Sources & Legislative References

- Centrelink: www.centrelink.gov.au Department of Human Services:
- www.humanservices.gov.au/individuals/subjects/assistance-child-care-fees Info for families;
- www.education.gov.au/ChildCarePackage
- My Gov: www.my.gov.au

Relevant legislation and standards include but are not limited to:

- Education & Care Services National Law Act 2010 (Vic) - Sections 3(3)(c) & 175 Education & Care Services National Regulations (2011) – Regulations 75, 158 & 168 (2)(n)
- National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standard 7.3, Elements 6.1.1, 6.1.3, 7.3.1 & 7.3.5
- Information Privacy Act 2000 (Vic) – Information Privacy Principles A New tax System Act 2000 (Cwlth) – Family Assistance Law Privacy Act 1988 (Cwlth) – National Privacy Principles

Service policies

Policy evaluation and review

This policy will be reviewed as part of the School's three-year review cycle

This policy was ratified by School Council in Feb 2021.

This policy will be reviewed by School Council in Feb 2023.