

Laurimar Primary School OSHC



Payments and Fees

POLICY

Rationale:

The LPS OSHC 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 operator/management committee each year, on completion of the annual budget and according to the service's required income.

Aims:

To ensure all parents and carers are aware of fees and payment requirements

Implementation:

The Approved Provider will set the required fee level to meet the budget for the next year. The management /finance subcommittee's recommendation will be presented to the Approved Provider for the final decision. The fee level will be reviewed each year. Parents will be given at least two weeks' notice of any fee increase.

Session	Hours of Operation	Fees per Session
Before School Care	7:00am – 8:45am	\$17.00
After School Care	3:30pm – 6:30pm	\$22.00
End of Term	2:30pm – 6:30pm	\$25.00
Pupil Free Day	7:00am – 6:30pm	\$62.00
Vacation Care	7:30am – 6:30pm	\$62.00
Half Day	Drop off or collect before 1:00pm	\$35.00

*Please note the service is not operational on public holidays. Fees are due to be reviewed by the committee annually.

Annual Enrolment Fee

Parents/guardians and families who submit an enrolment form to Laurimar Primary OSHC will incur an Annual Enrolment Fee of \$27.50 per family.

End of Term Fee

Only applies to After School Care on the last day of term to cover the costs of the extended hour of care provided. Parents/guardians will be eligible to claim reduced fees:-Child Care Subsidy (CCS) to cover the costs of the extended care session. The cost for a 2.30pm finish to school is \$25 and the end of the year finish at 1pm is \$32.25.

Cancellation

Parents/guardians will need to provide an OSHC educator with a minimum of 48hrs notice of cancellation. If this is not provided, it will incur the normal session fee for an absence. Please refer to the following table for cancellation timelines to avoid late cancel fees:

Booked Session	Cancel by	Booked Session	Cancel by
Monday Before Care	Friday 6pm	Monday After Care	Friday 6pm
Tuesday Before Care	Monday 9am	Tuesday After Care	Monday 9am
Wednesday Before Care	Monday 9am	Wednesday After Care	Monday 3pm
Thursday Before Care	Tuesday 9am	Thursday After Care	Tuesday 3pm
Friday Before Care	Wednesday 9am	Friday After Care	Wednesday 3pm

*Absences due to illness will not be charged upon receipt of a medical certificate.

Late Pick Up Fee

Whenever possible, the parent should ring the service to advise they will be late to collect their child.

A Late Pick Up Fee will apply if children are not collected by a parent/guardian or nominated authorised person by 6:30pm. A \$1.00 per minute charge will apply for the first 10 minutes; then a fee of \$2 per minute will apply after 6:40pm. The Late Pick Up Fee is an additional charge that is not covered by CCS. Laurimar Primary OSHC asks that parents/guardians contact the service to advise that you are running late so we can inform your child.

When a parent is continually arriving late at the service to collect their child, the director/ coordinator will discuss other options of care with the parent.

Non-notification Fee

Parents should tell the service of their child's inability to attend as soon as this is known. Fees are payable for non-notification. If you fail to notify the program that your child will not be attending the booked sessions you will be charged a non-notification fee in which will not have CCS deducted.

Non-notifications for after school care will incur a \$9.50 fee per child in addition to your normal fee.

Non-notifications for before school care will incur a \$7.50 per child in addition to your normal fee.

If you ring to cancel before the booked session begins, you will be charged as a late cancel but will not have the non-notification fee applied.

The non-notification fee for the School Holiday Program care will be \$10.00 per child, and will NOT have CCS deducted from this. The \$10.00 is in addition to your normal fees. 48 hours notice is required for families to not be charged for that day, unless stipulated on the Enrolment Form.

If your child is absent from school please notify us on 9717 6783 or email oshc@laurimarps.com

Walk In Fee

An additional \$3 per child will be charged for any walk-in attendances, ie: if you bring your child/ren to before care without prior confirmation or if your child/ren arrives at after care without notification.

Pupil Free Day

Laurimar Primary OSHC will provide care on nominated Pupil Free Days from 7:00am to 6:30pm. Parents/guardians will be eligible to claim reduced fees:- Child Care Subsidy (CCS) to cover the costs of pupil free day care. If Laurimar Primary OSHC cannot provide care on a Pupil Free Day due to minimal demand for care; parents/guardians who have registered interest for Pupil Free Day Care will not be charged a session fee. Sessions fees for normal Before and After Care Sessions will not be charged on Pupil Free Days.

Holiday Program

The Holiday Program will operate during the school holidays and care will not be available on public holidays. Holiday program fees will be paid as per the normal before and after school care fees.

Fee Structure and Accounts

Laurimar Primary OSHC aims to provide parents/guardians and families with an affordable high quality care program. The service is Child Care Benefit Approved to help parents and families cover the costs of their child care fees. Fees for Laurimar Primary OSHC are set to cover the financial costs of the operation of the program and meet the projected budget for the service. Fees are subject to review and change. Parents/guardians and families will be given 14 days' notice of any changes to the set fees.

Fees are charged on a per session attendance per child. Children's attendance and non-attendances to the program are entered onto a Child Care Management System approved software program; which calculates the child care usage fees for parents/guardians and families.

Parent/guardian and family statements will be emailed out on a weekly or fortnightly basis. Statements will only be printed out if requested.

Fees are required to be paid by EFTPOS in the OSHC office or by EFTPOS/cash in the main office. Payment of the most recent invoice must be paid either weekly or fortnightly.

If accounts are not kept up to date within the fortnightly period, bookings will be revoked until the debt is cleared.

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 on fees will be available in writing to parents upon request.

At the commencement of each year, all accounts must be on a nil balance for bookings to be accepted. Families with overdue accounts at the commencement of the beginning of the year will be unable to make bookings in the program until accounts are fully paid.

Should a family experience sudden unforeseen expenditure or short – term financial difficulty, the nominated Supervisor, Emma Renn and/or OSHC admin office MUST be advised immediately if the account will not be able to be kept up to date throughout the school year. A payment plan will then be configured and agreed by both parties. If families are unable to abide by the payment plan, their child/rens bookings will be revoked until debt is cleared.

Families that cannot afford fees, will be assisted where possible and/or provided with information on the possible avenues of financial support, including Special Childcare Assistance.

It is the responsibility of parent's/guardians 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.

All documentation relating to Childcare Assistance and Childcare Rebates will be kept for the specified period of time and made available to commonwealth department officers on request.