	Policy Name:	OSHC – Fee Structure	Date of approval:	May 2020
	Responsible:	OSHC	Review date:	April 2021



OSHC – Fee Structure

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 Rosebud 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.

Families who are eligible, are entitled to Child Care Rebates through Centerlink.


Fee Structure

- Fees are charged on a per session, per child basis.
- Fees are charged to all booked sessions.
- Attendances are entered via Qikkids 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 OSHC service on mobile 0447 571 726 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.

	Policy Name:	OSHC – Fee Structure	Date of approval:	May 2020
	Responsible:	OSHC	Review date:	April 2021

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):

Before School Care \$13.00 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**)

Pupil Free Day Care Program \$50.00 per day

Holiday Program \$50.00 per day (\$10.00 deposit booking fee is required for each day)

Holiday Program excursion / incursion \$65.00 per day (the extra \$15.00 will only be charged when there is an extra cost to the school to run the event) this \$15.00 fee will be charged on a separate invoice.

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

*Program session fees listed in this section were last reviewed March 2020 and may be subject to change.

Payment of Fees

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

Rosebud 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 complete 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

	Policy Name:	OSHC – Fee Structure	Date of approval:	May 2020
	Responsible:	OSHC	Review date:	April 2021

- 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. CCB 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
- In addition to the above, Holiday Program and Pupil Free Day bookings shall be completed on an appropriate booking form distributed by the program

Cancellations

Rosebud Primary OSHC caters for up to 60 places. 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.

Last reviewed: **May 2020**

This policy will be reviewed every year.