



Outside School Hours Care

Fee Structure Policy

RATIONALE:

- In order for Middle Kinglake Primary School to provide an affordable, quality service, OSHC must charge fees to allow it to remain economically viable.
- We will provide care to children eligible to attend under the Commonwealth Government Priority of Access Guidelines.
- Families who are eligible are entitled to Child Care Subsidy through Centrelink.
- Fee levels will be set by the School Council each year, on completion of the annual budget and according to service cost requirements.
- The current fees will be displayed on the information board in the OSHC room. These fees are subject to change.

POLICY:

- Fees are charged on a per session, per child basis.
- Attendances are recorded through our OWINA system which are then calculated at the end of each week to generate invoices/statements.
- Statements and invoices are available and accessible through the OWINA app.
- Manual Payment or Direct Debit must be made through the OWINA app upon receipt of invoice.
- Details of family accounts will be confidential and stored appropriately.
- Enrolment forms must be received by administrators, processed, and have CCS confirmed by Centrelink before children can attend the service. Enrolment will incur a one-off processing fee of \$30 per child.
- It is the responsibility of the parent to have their eligibility for the Child Care Subsidy (CCS) assessed and confirmed by Centrelink.
- Late fees will not be eligible for CCS.
- Families who cannot afford fees, due to unforeseen hardship or short-term financial difficulties, may contact the school to arrange a payment plan.
- Parents with overdue fees of \$300 will have care withheld until payment is made or a payment plan has been organised.
- A late fee of \$5.00 per minute, per child will be charged when parents arrive late to collect their child. Whenever possible the parent should contact the school to advise that they will be late.

- Any booking made (permanent or casual) that is not cancelled 48 business hours prior will incur the full session fee.
- If your child/children are sick and you are able to provide a doctor's certificate via email or in person, there will be no fee charged.
- If you are planning holidays, please communicate this with the OSHC coordinator and update your bookings accordingly through the OWNA app.

Current Fees as of March 2024

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

Before School Care	\$21.00
After School Care	\$21.00

CANCELLATIONS

Where a child will not be attending, the booking (Permanent or Causal) must be cancelled 48 business hours prior to the session to avoid paying the full fee.

Cancellations must be made through the OWNA app by the parent. Cancellations are approved manually by the OSHC coordinator and only cancellations made 48 business hours prior to the session will have their charges removed.

Cancellations made within the 48-hour period, due to sickness, will not be charged if a medical certificate is provided.

DEFINITIONS:

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 through the OWNA app but are subject to the availability of positions.

RELEVANT LEGISLATION

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

LINKS TO NATIONAL QUALITY STANDARD

- 7.3.2 Administrative systems are established and maintained to ensure the effective operation of the service.
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Hard copy available from OSHC coordinator upon request
- Available publicly on our school's website

POLICY REVIEW AND APPROVAL

Policy last reviewed	11/6/2014
Approved by	School Council
Next scheduled review date	June 2025