

FEE POLICY

Policy Statement: East Marden Primary School OSHC strives to make high quality education and care accessible to all families. Fees are reviewed annually by the service and requires feedback and consultation from school leadership, OSHC Committee members and the Governing Council for endorsement.

Policies and Procedures

Type of Care	Times	Fee
Before School Care	6:30am-8:30am	\$13
After School Care	3:00pm-6:10pm	\$23
Vacation Care	6:30am-6:10pm	\$60
Pupil Free Day	6:30am-6:10pm	\$60
Early Finish	2:00pm-6:10pm	\$23

Setting Fees

- OSHC fees will be a direct reflection of the annual budget and financial viability of the OSHC service. An increase in fees may be resulted when the service is operating at a financial loss, and projected to accumulate an operational deficit for a calendar year upon review of the OSHC budget.
- The OSHC budget will be drafted by the Director and the school finance team prior to each calendar year. The budget will be presented to the OSHC Committee and Finance Committee for community feedback before circulating to the Governing Council for review and final approval.
- Any changes to fees will be communicated to families with 30 days notice prior to fee changes taking effect. Families will receive amendments to service information via E-mail, school newsletters, OSHC app and notices on display at the service.

Child Care Subsidy

- Child Care Subsidy (CCS) is applicable to all sessions of care provided by the service for children 13 years of age or younger and attending primary school. Children must also meet residency and immunisation requirements issued by Services Australia to be eligible for CCS.

- Application for Child Care Subsidy can be made by contacting Centrelink in person at a service centre or by phone on 136 150. Alternatively, CCS applications can be initiated online through creating a MyGov account and linking Centrelink services to the eligible parent / guardian's profile. Service Australia will determine the rate of subsidy paid to the family based on the family's combined gross income and work/study activity level.
- It is the parent / guardian's responsibility to review and report changes to Centrelink annually to maintain CCS eligibility. Parent / guardian should contact the service as soon as possible to crosscheck enrolment details when CCS is not reflected on weekly invoices.
- Processing of CCS payments is dependent on families providing the correct Centrelink Reference Number (CRN) and date of birth to the service upon enrolment at the service. Each parent / guardian and child have a unique CRN number. Families must ensure that the enrolling parent is the same parent who had submitted the claim for CCS.

Late Collection Fee

- A late collection flat fee of \$30.00 will be charged when a parent/ guardian arrives after the service closing time of 6:10pm, and applies to providing additional supervision and care for up to 15 minutes. A subsequent \$30.00 will be applied for every 15 minutes thereafter.
- Repeated lateness will result in an additional fee of \$50.00 for each subsequent recurrence.

Vacation Care Deposit

- Vacation Care bookings require a deposit of \$15.00 per day for each child attending care. A booking request is finalised once the deposit payment has been received in full.
- Vacation Care deposit payments will be set aside and be reserved for Vacation Care specific fees. Any credit from the balance of deposit payments after Vacation Care can be used to cover regular and/or future OSHC fees such as Before School, After School and Pupil Free Day sessions.

Billing Procedures & Payment for Accounts

- Details of family's fees and accounts will be confidential and stored securely. Family's can access account records through the OSHC app, and in person through the Director.
- Invoices will be issued electronically via e-mail on Monday each week. Payments are due within seven days of the issued date from invoicing.
- Payments can be online via the QKR! App or electronic bank transfer. Fees can alternatively be paid in person at the OSHC service via credit card or Eftpos.

Account Name: East Marden Primary School Council Inc

BSB: 065-146

Account Number: 10243219

Overdue Accounts

- Non-payment within seven days will result in an overdue notice. When there is no compliance with the overdue notice after 7 days, a final notice will advise that care will be suspended until the outstanding payment has been paid up to date. The full amount owing must be paid before care can recommence.
- A payment plan can be negotiated with the director for families experiencing financial hardship.
- Failure to comply with a payment plan, and accounts overdue for more than 28 days will be sent to the debt collection agency.

Last Reviewed: August 2023

Next Review: August 2026