

Goodwood Primary School OSHC

Fees Policy

Version 1.3

POLICY STATEMENT:

Goodwood OSHC sets fees in accordance with its annual budget in order to meet the income required to develop and maintain a quality service for children and families. We strive to ensure that our service is affordable and accessible to families in our community. The Director creates the budget annually, or as necessary, and monitors it carefully throughout the year. Any surplus made by the service is retained for the benefit of the school.

Purpose:

Child Care Subsidy:

- Families may be eligible for the Child Care Subsidy (CCS), which can reduce the total cost of care, meaning that only the gap between the cost of service and the subsidy needs to be paid. Eligibility for the Child Care Subsidy is determined by the Federal Government. Families are encouraged to contact Services Australia to register for their CCS entitlement so that it can be applied to their account.

Bookings and cancellations:

- Each family is encouraged to make bookings in advance for the care sessions required. Bookings will only be accepted when families have completed the service's Enrolment Form in full.
- Families wishing to cancel their child's booking at the service are required to provide one (1) week written notice to the Director or they are liable to pay the full fees.
- VAC CARE BOOKINGS - Once bookings are made they are final, and unfortunately, we cannot delete or transfer days without a medical certificate. Credit will only be given if a child is away sick, we are notified AND a medical certificate is provided.

Absences:

- Fees are payable for any non-attendance where a child is booked into the service unless one week's notice is provided to the Director. This is due to the need to roster staff. Where a child is absent for medical reasons, a medical certificate must be provided to avoid charges.

Service closure:

- No fee is charged while the service is closed.

Methods of Payment:

• Fees can be paid by:

- Bank Transfer - from your bank account or credit card to the service's bank account. **This is our preferred option**

Name: Goodwood Primary Governing Council

BSB: 633000

Account: 150118354

Reference: Your child's name

- Cheque – made out to Goodwood Primary School Governing Council OSHC
- Cash
- EFTPOS

Debt recovery:

- ! The service will manage debt in the following way:
- ! Invoices will be emailed weekly and account holders will have seven (7) days to pay their account.
- ! After fourteen (14) days of non-payment from the account holder, a reminder sticker will be placed on the current invoice and sent home with the child.
- ! After twenty-one (21) days of non-payment from the account holder, a courtesy call will be made to the account holder to arrange full payment or payment arrangements.
- ! After twenty-eight (28) days of non-payment from the account holder, previous payment arrangements not being met or a debt exceeding \$3,000 (whichever occurs first), a final payment demand letter will be sent home via registered mail. The place at the service will be cancelled and debt collection procedures will be put into place.
- ! The Director will report to Governing Council all instances of outstanding fees where attempts to recover monies has been unsuccessful for direction as to debt collection options.
- ! All fees incurred by the service for debt collection will be included in the overall debt to be recovered.

Late collection fee:

- The service operates from (BSC: 7:00 – 9am, ASC: 3:15pm – 6pm and VAC: 7:00am – 6pm). Educators are unable to accept children in the service outside of these hours. Should children be present after the closing time, a late fee of \$15 per 15-minute blocks will apply to cover the cost of two educators.
- The hours and days of operation of the service will be displayed prominently within the service (Regulation 173).

- Families who are continually late collecting their children without a valid reason may jeopardise their child’s place at the service. Should this occur, the Nominated Supervisor will meet with the family to discuss this.

Right of appeal:

- ! At the discretion of the Governing Council, along with advice from the Principal and the Director, they may make special financial arrangements for account holders with exceptional circumstances.

Confidentiality:

- All information in relation to an individual’s fees will be kept in strict confidence. Educators, management or the Governing council will not discuss individual names and details openly.
- Families may access their own account records at any time by either contacting the Director or on the spike app.

Increase of fees:

- The fees are set by the Governing council in order to meet the budget for each financial year. There will be ongoing monitoring of the budget and, should it be necessary to amend fees, families will be given a minimum of thirty days’ notice of any fee increase (Regulation 172).

CONSIDERATIONS:

Section/regulation	Description
Regulation 111	Administrative space
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 173	Prescribed information to be displayed

Term	Meaning	Source
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	https://www.acecqa.gov.au/
Child Care Subsidy	The main Australian Government payment to assist families with the costs of education and care for their children. It is, with some exceptions, paid directly to providers to be passed on to families as a fee reduction. Families make a co-contribution to their fees and pay the provider the difference between the fee charged and the subsidy amount.	https://www.dese.gov.au/resources-child-care-providers/child-care-provider-handbook/how-child-care-subsidy-paid
Notice period (fees)	The length of time stipulated by a service to notify families before making any changes that will affect the fees charged or the way in which fees are collected. The notice period must be at least 14 days.	National Regulations (Regulation 172)

Links to other policies

- Enrolment and orientation
- Governance and management

ENDORSEMENT BY THE SERVICE:

Approval date: Aug 2021

Date for Review: