

POLICY STATEMENT ON FEES

St Pius X aims to provide a quality Out of School Hours Care service at an affordable price to families who have children eligible to attend under the Australian Government Priority of Access Guidelines. Fee levels will be reviewed by the management committee near the end of each year, on completion of the annual budget and according to the service's required income.

HOW POLICY WILL BE IMPLEMENTED: (specific policies and procedures)

- The St Pius X OSHC Committee will set the required fee level to meet the budget for the next year. The OSHC committee's recommendation will be presented to the School Board for the final decision. The fee level will be reviewed regularly. Parents will be given at least two weeks' notice of any fee increase.
- Accounts will be issued fortnightly – or weekly for those families who request it.
- Fees may be paid to the OSHC staff or in an envelope through the front office (there is a locked deposit box in foyer area). Fees may be also be paid in the form of cash, cheque, direct debit, Centrepay agreement or internet transfer.
- A \$10 fee will be added to any account which is one month overdue from when the first account was issued. Please see the debt management policy regarding further guidelines on overdue payments.
- Hours/sessions of care will be recorded in accordance with Australian Government requirements.
- Casual emergency care is to be paid for in full at the time of care.
- Fee payments will be banked weekly.
- Fee payment will be recorded according to Dept Of Education Guidelines.
- Staff discount may be applied (see Access to the Service Policy). Discount must be applied **before** CCB is subtracted.
- 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 of fees will be available in writing to parents upon request.
- Parents should tell the service of their child's inability to attend as soon as this is known. The Day's fee will be applied in Vacation Care where the service has not been given 48 *business* hours notice of a cancellation (the non-excursion day fee will be charged). Any pre-booked morning school care session which has not been cancelled by 6pm the previous day will attract a half price fee if children do not attend the session as booked.
- For before and after school care there are permanent and casual fees. The higher casual fee applies to any children who were not pre-booked, or who were booked after the cut-off time (by 9am on the day for After School Care and by 6pm previous day for Before school Care).
- It is parents' responsibility to have their eligibility for Child Care Benefit and Child Care Rebate assessed by Centrelink.
- Child Care Benefit and Child Care Rebate will be deducted from fees in accordance with Australian Govt requirements.

- Families will only be eligible for Child Care Benefit and Child Care Rebate if Out of School Hours Care attendance records are accurately completed and signed by the parent.
- The service will keep parents informed about Child Care Subsidies by:
 - advising new families to apply for assessment
 - having application forms to distribute to families
 - reminding families of the need and encouraging them to reapply for reassessment when required
 - charging full fees when a parent does not have a current Assessment Notice
 - newsletters and website.
- All documentation relating to Child Care Benefit will be kept for the specified period of time and made available to Australian Government officers on request.
- Families who cannot afford fees, due to sudden unforeseen expenditure or short-term financial difficulty, will be assisted where possible and/or provided with information on other possible avenues of financial support, including Special Child Care Benefit.
- Parents with overdue fees will be encouraged by the director to discuss any difficulties they may have in meeting payments and to make suitable arrangements to pay. If this is not done, procedures will be followed as specified in the debt management policy.
- Whenever possible, the parent should ring the service to advise they will be late to collect their child.
- A parent is regarded as being late when they arrive to collect their child 5 minutes after closing time.
- A late collection fee of \$1 per minute will be imposed when families arrive later than the closing time. Once this time exceeds 30 minutes a \$50 fee will be charged. Regular late collection may result in cancelled enrolment – refer to Access to Service policy.
- Families whose payments exceed 90 days past the due date will be asked to assign their Child Care Rebate (CCR) directly to the service.