

# TECOMA PRIMARY SCHOOL OSHC FEES POLICY

## POLICY STATEMENT

Tecoma Primary School OSHC is committed to provide a quality Education and Care Service, maintaining fees that are reasonable. As a not-for-profit organisation, any profits generated are used to further the objectives of the Service. We understand the importance of maintaining accurate fee statements and receipts and will provide clear information to families on the fee payment processes. All families must keep their fee payments up to date. However, where payment of fees becomes a genuine issue, we will endeavour to offer the family support and continuity of care for their children during times of hardship. Issues regarding fees will never impact negatively on the relationships between educators, children, and families.

## BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for the payment of fees and the provision of a statement of fees charged by the service.

## LEGISLATIVE REQUIREMENTS

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 17 Prescribed information to be displayed

## POLICY PROCEDURES

Tecoma Primary School OSHC Management Committee will determine the required fee level to meet the OSHC budget. Fees may be reviewed based on attendance and the Service's ability to meet its running costs. Parents will be given a minimum of 14 days' notice of any changes to the fees schedule.

- The fees schedule and fees payment process will be fully explained to families during the enrolment process.
- Fees are charged per session, not by the length of time a child attends the program.
- The same fees will be charged to all families for equivalent care arrangements.
- Fees are invoiced through the Xplor app.
- All families can view their account at any time through the app.
- Fees must be paid at least fortnightly through the Xplor app. If fees are not paid in the correct time, care may be suspended.
- If families are experiencing financial hardship, they can speak to the nominated Supervisor or the School Principal to discuss a payment plan.

Details of family accounts retained by the Service will be kept confidential and stored appropriately.

## Child Care Subsidy (CCS)

The Child Care Subsidy is the primary way the Government assists families with their childcare fees.

**Child Care Subsidy Eligibility:** Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- The child must be aged 13 or under and not attending secondary school, except in certain circumstances.
- The child meeting immunisation requirements.
- The individual or their partner, meeting the residency requirements listed in the legislation. In addition, to be eligible for Child Care Subsidy the individual must be liable to pay for care provided, the care must be delivered in Australia by an approved childcare provider, and not be part of a compulsory education program.

**Child Care Subsidy entitlement:** There are three factors that determine a family's level of Child Care Subsidy:

- Combined annual family income.
- Activity test – the activity level of both parents.
- Service type – type of childcare service and whether the child attends school.

The childcare subsidy is paid directly to service providers to be passed on to families as a fee reduction. Families pay to the provider the difference between the fee charged and the subsidy amount. There is also targeted additional fee assistance for vulnerable families through the Child Care Safety Net. Families can get an estimate of what they may be entitled to by entering their details into the Department of Human Services Payment and Service Finder.

## Fees

The current fee schedule per child is: (cost before CCS)

Before school care - 7:00am to 8:45am - \$11.00

After school care - 3:30pm to 6:00pm - \$15.00

**Late Collection:** Child collected after 6:00pm will incur additional charges of \$5.00 for the first 5 minutes, then \$10.00 for every five minutes thereafter.

**Late notification fee:** If you fail to notify the program of a cancellation by the required time, you will be charged for the session.

## Bookings

Bookings and cancellations are necessary to ensure the safety of the children and the smooth administration of the program. It is the responsibility of the parent/guardian to ensure their bookings are correct. Permanent weekly bookings can be set up by an educator in person at the program. Once these are set up, it is the parent's responsibility to make additional bookings and cancellations via the Xplor App. Access to the app will be sent to you once your enrolment is approved. Bookings and cancellations will not be accepted via text message, email, or phone call.

Cancellations for after school care must be made by 8.30am on the day of care and 5.30pm the night before for before school care, or you will be charged for the session.

If the booking is made last minute, and your child is unaware of the booking, please also call the school office so your child can be notified that they are going to After School Care.



## COMMUNICATION

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from the OSHC program upon request.