

Willunga OSHC and Vacation Care Fees, Bookings/Cancellation Policy

Session Fees:

Before School Care:	\$13.00 (permanent booking)
After School Care:	\$28.00 (permanent booking)
Casual Surcharge:	\$3.00/am session and \$5.00/pm session
Student Free Days:	\$55.00
Vacation Care:	\$55.00 (booked before the end of Term)
	\$60.00 (booked during the holiday period)
	\$15.00 Excursions
	\$10.00 Incursions

Absence Charges and Casual Surcharge:

We strongly encourage permanent bookings to assist us with staffing and activity preparation and to secure a place for your child/ren. In the event that you need to make a casual booking a surcharge will be applied to your account of \$3.00 per morning session and \$5.00 per afternoon session.

OSHC - We require 2 weeks' notice of cancellation to all permanent bookings. A \$15 flat fee (per child / per day) will apply when the required notification is not given and the sessions not used and at least 24 hours' notice to cancel one day, where possible.

Vacation Care - Your account will be charged a flat fee of \$15 per child / per day for any cancellations or absences **made within** the Vacation Care period.

In both cases, cancellation fee is waived if a Doctor's Certificate is provided that week.

A late fee will apply if children are collected after closing time of 6.30pm - **\$15 per ¼ hour increments**
eg: 6.31pm – 6.45pm \$15 / 6.46pm – 7.00pm \$30.

Families need to allow themselves time to collect belongings, sign out and speak with OSHC educators **before** closing time.

After 7.00pm, once all emergency contacts have been exhausted, Authorities will be notified.

Eligibility for Child Care Subsidy

To be eligible you need to meet all of the following:-

- Use approved or registered childcare.
- You are responsible for paying the child care fees for your child.
- Your child is immunised, on an immunisation catch up schedule, or is exempt from the immunisation requirements.
- Meet the residency requirements.

To receive more than a zero rate of Child Care Subsidy you must meet the income test.

Other factors can affect your Child Care Subsidy, including:

- Your child starting school.
- Changes in income.
- If you enter into a salary sacrifice arrangement with your employer in which some or your entire child care fees are paid for you.
- One of your children no longer using care.
- You or your partner no longer meets the Work, Training, Study test.
- Participation in work, training or study related commitments.

Paying Your Account:

The service is a not-for-profit business that is funded entirely from the fees that each family pays to use the service. We receive no other ongoing funding and so the financial viability of the service relies heavily on all OSHC users maintaining regular payment of their OSHC fees.

There are 2 preferred ways to make payments. Use the QKR app with credit online banking payments BSB 105108 ACC 025412940.

It is condition of access to the service that you pay all parent contributions within 7 days of receiving the invoice.

Invoices are issued weekly, generally the Monday following the week your child was in care.

Please pay careful attention to the following conditions:

- **Accounts are expected to be paid in full, WITHIN 7 DAYS of issue of each invoice.**
- If for any reason OSHC fees remain unpaid for more than 28 days, you will be sent a reminder and your access to the service may be suspended until the outstanding fees are paid in full.
- If fees remain outstanding after we have issued a reminder, you will be issued a final notice of demand giving you 7 days to settle the matter.
- If the matter is not settled after the conclusion of the 7 days' notice, your account will be handed over to the eCollect Collection Agency. They will commence legal action to recover the outstanding fees, plus expenses incurred.
- Invoices are issued by email (unless you request us to post them to you). It is your responsibility to check for your invoices each week and contact us if you haven't received one.
- If for any reason you are having difficulty paying your account, please speak to the Director or Finance Officer in the Willunga Primary School to discuss alternative payment arrangements