



# Xavier Outside School Hours Care

## PAYMENT OF FEES POLICY

### POLICY STATEMENT

Xavier Outside Hours Care service aims to provide a quality outside school hours care service for children at an affordable price to parents.

Fee levels are set by the school principal in consultation with the nominated supervisor and our school board. Fee levels are reviewed annually taking into account income required to provide a quality outside school hours care service, consumer price index (CPI) increases and Child Care Benefit (CCB) annual increments.

A current schedule of fees will be provided to families in their enrolment package. Fee levels will also be displayed at the service.

Payment of fees is required for each enrolled child. The fees charged by the service will be the same for equivalent care arrangements for each enrolled child before CCB is applied.

Families will be notified of any fee increases at least two weeks in advance and advance notification will be provided of any additional charges that may be incurred.

### RATIONALE

The collection of fees for each child who attends the service provides the financial base from which it operates. Fee income enables the service to offer a quality program for children in accordance with the *Education and Care Services National Law and Regulations 2012* and to provide adequate resources for children's use.

While fees are the same for each child in attendance eligible families may apply for reduced fees through the Child Care Benefit system.

### Fees as of 26<sup>th</sup> April 2017 (before child care benefit/rebate)

<b>After school</b>	<b>\$25</b>
<b>All Other Bookings/Casual Bookings (booked within 2weeks)</b>	<b>\$30</b>
<b>Before School</b>	<b>\$15</b>
<b>All Other Bookings/Casual Bookings (booked within 2weeks)</b>	<b>\$18</b>
<b>Vacation Care/Pupil Free day</b>	<b>\$65</b>

**Late pick up fee** **\$5 per minute per child**

### HOW THE FEE COLLECTION POLICY WILL BE IMPLEMENTED

The centre principal will determine the required fee level in consultation with the nominated supervisor and school board taking into consideration income required to provide a quality service to children.

Fee amendments will usually occur at the commencement of the new financial year in line with the introduction of CPI increases and CCB annual increments. At least two weeks' notice will be given to families of any intended fee increase.

Fees are charged fortnightly after childcare benefit and childcare rebate has been deducted and payment is required by the end of the fortnight unless arrangements have been made with the Supervisor or School Principal. Casual care fees will be billed as per attendances and payable by the end of the fortnight. A dated receipt, in accordance with Commonwealth guidelines, will be provided for each payment and a regular statement of usage provided as per government requirements.

All permanent bookings must be paid for whether a child attends or not. Full fees are required to be paid for public holidays, absent days and holidays if a child is enrolled for care on the day they occur. Two weeks notice in writing is required for cessation of care or change in bookings. All other bookings/Casual bookings must be paid for once booked. A minimum of two weeks notice is required for all other bookings/casual bookings or an administration fee will be charged.

Families are asked to notify the centre or supervisor if their child is going to be away from OSHC for any reason.

It is the family's responsibility to apply for Child Care Benefit (CCB). Families will be charged full fees upon enrolment if they are not currently registered for CCB. Families eligible for CCB and who have paid full fees prior to notification will receive a credit through the Childcare Management System (CCMS) once CCB notification has been received. Full fees will also be charged if Child Care Benefit is suspended for any reason.

Child Care Benefit eligibility applies only if attendance records are accurately completed and signed by the responsible person and all other eligibility requirements are met.

Records and documentation pertaining to Child Care Benefit will be kept for the specified period of time and made available to Department of Education and Training Officers upon request.

Details of an individual's account and all completed forms are confidential and stored according to the Privacy Act. Families may access their own records, but notice to the supervising officer is required.

Families with overdue fees will be encouraged to discuss any difficulties in meeting payments with the supervising officer. If they are unable to agree on suitable payment arrangements the supervising officer will refer the matter to the school principal.

If suitable payment arrangements are not made or the agreed arrangements are not kept, a written reminder will be issued. If the account still remains overdue a letter will be issued advising that the child's place may be cancelled if the account is not settled. The letter will include a reminder to discuss payment difficulties and make suitable arrangements to pay with the supervising officer.

Following this, if no arrangements to pay have been made or arrangements have not been kept, the child's place will be cancelled and a debt collector may be appointed to collect outstanding amounts.

There may be occasions when a parent or responsible person may arrive late to collect a child. Whenever possible the parent/responsible person should ring the service to advise they will be late to collect the child.

A late collection fee will be charged for each child not collected from the centre by closing time.

Due to staff considerations, when a parent or responsible person is late to collect their child regularly, they will be required to meet with the supervising officer to discuss the matter. If the situation continues alternative care arrangements will need to be sought for the child.

### References

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Law (WA) Act 2012*, ACECQA, NSW

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations 2012*, ACECQA, NSW.

Department of Education, Employment and Workforce Relations, *Child Care Service Handbook (2012 - 2013)* retrieved from

[http://www.communities.wa.gov.au/education-and-care/nqfqb/Documents/child\\_care\\_service\\_handbook\\_2012\\_13.pdf](http://www.communities.wa.gov.au/education-and-care/nqfqb/Documents/child_care_service_handbook_2012_13.pdf) on the 17th of October 2013

### For more information, go to

Australian Tax Office – [www.ato.gov.au](http://www.ato.gov.au)

Family Assistance Office – [www.familyassist.gov.au](http://www.familyassist.gov.au)

The Department of Human Services – [www.humanservices.gov.au](http://www.humanservices.gov.au)

### Review history

YEAR OF REVIEW	AMENDMENTS
May 2014	Reviewed and edited content to align with requirements under the national regulations.
May 2015	Reviewed and updated
November 2016	Reviewed and updated
April 2017	Reviewed and updated

### Next review

May 2018