

FEES

Before School Program—must be signed in by a registered parent / xplorer

\$10.00 per child

7.30am to 8.30am

After School Care Program—must be signed out by a registered parent / xplorer

\$26.80 per child, permanent (includes afternoon tea)

\$28.70 per child, casual (includes afternoon tea)

3pm to 6pm

Vacation Care - must be signed in and out by a registered parent / xplorer

\$61.00 per child (activity costs not included)

Additional \$4 late booking fee for bookings made after the closing date.

8am to 6pm

Our fees are reviewed on an annual basis.

Late Pick up Fees

Collection of children between 6:00-6:10pm will incur a \$10.00 late pick up fee per child. After 6.10pm every additional fifteen-minute interval or part thereof will incur a \$20.00 late pick up fee per family. If late fees are incurred on three occasions within a term, the family's ongoing enrolment will be reviewed and possibly cancelled.

Payment - Permanent, Casual and Vacation Care

- All families are required to pay via Ezi debit. Your payment details must be entered through your Xplor account and kept up to date at all times. This must be completed prior to your child/ren attending Prince Alfred College OSHC.
- Ezi debit payments are withdrawn from your account on a Tuesday fortnightly. Statements are accessible 24/7 via the Xplor app/website therefore will not be sent via email. Please ensure all details are kept current.
- It is a requirement of DEEWR that a statement of account is provided to all customers for all sessions of care so please be aware you have 24/7 access to this information via your Xplor account.
It is the parent's/guardian's responsibility to ensure that account statements are read and understood.

Overdue Accounts

- Families can make appointments to speak with the Director regarding payments if there is a need to do so. Continually not paying fees will put your child/ren's place/s in the service in jeopardy.

Account Queries

- All account enquiries, comments or concerns need to be raised with the Director directly.

ENROLMENT OPTIONS

Please note **before** you can make a booking your child/ren must be enrolled in Prince Alfred College OSHC and you must have registered with our system Xplor.

Enrolment forms can be completed online via the Prince Alfred College website. After completion of your enrolment we will accept the enrolment and then a generated email will be sent to the listed parent/guardian email address which will request for you to register with our system Xplor. You can contact the Director, Kate Virgin on oshc@pac.edu.au for assistance.

Before School Care

No bookings are required for Before School Care, however if you wish your child/ren to be in before school care **you are required to bring them into OSHC to sign them in to our care.**

After School Care

Prince Alfred College OSHC has two types of enrolments for After School Care.

1. **Permanent enrolment** – attending the same days each week of the term. A permanent enrolment secures your placement at Prince Alfred College OSHC. Fees will be charged for the days booked for every week of the term including Public Holidays. Bookings will roll over into the next term if not changed in writing. All bookings cancelled on the last day of term 4.
2. **Casual enrolment** – infrequent, occasional attendance which is subject to availability. Places cannot be guaranteed at Prince Alfred College OSHC. All casual bookings must be booked and confirmed by OSHC prior to 2pm on the day of session.
3. **Vacation Care enrolment**— Vacation Care booking form to be completed before each session prior to the cut off acceptance date. **You are required to bring your child/ren into OSHC and sign them in to our care.**

BOOKINGS AND CANCELLATION

Permanent enrolments—ASC

- To make a permanent booking you need to contact the OSHC Director.
- A day's attendance fee will be charged for all permanent days booked. The only exception is if you are going on holidays, when the service requires two weeks' notice for fees to be reduced to a holiday rate (1/2 rate).
- Should you wish to end your child's place at the service, or should management make the decision to terminate your child's place, two weeks' written notice is required from the ending/terminating party. If this does not occur, two weeks' fees will be billed to you.
- If you wish to make changes to your booking you must email the OSHC Director to have them actioned.

Casual enrolments—ASC

- At your earliest convenience please phone or email the OSHC Director or Prep Office to request days of attendance. Please ensure your child is aware that he will be attending.
- ***Alternatively, you may use the Xplor app/website to request an additional booking for***

your child. You must still await a confirmation before booking is secured.

- Additional bookings via the Xplor app/website must be completed before 2pm of the day of attendance.
- The more notice that can be given will assist in securing a place and planning for staffing, food and activities.
- A day's attendance fee will be charged once you have made your booking for your child. (24hrs notice is required to cancel a casual booking with no fee)

Vacation Care enrolments

- Once you have booked your child/ren into the Vacation Care Program and you have received a booking confirmation, a day's attendance fee will be charged even if your child/ren are cancelled or absent.
- However, if enough notice is given and we are able to fill the spot with someone on our waitlist, you will not be charged. Please note—you must check your booking confirmation once received as some days you may be wait listed.