



# OSHC FEE SCHEDULE & POLICY 2017

## PRINCE ALFRED COLLEGE

### FEES

#### Before School Program

\$10.00 per child

7.30am to 8.30am

#### After School Care Program

\$23.00 per child permanent (includes afternoon tea)

\$26.00 per child casual (includes afternoon tea)

3pm to 6pm

#### Vacation Care

\$55.00 per child (activity costs not included)

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 families ongoing enrolment will be reviewed and possibly can-celled.

### ENROLMENT OPTIONS

Please note before you can make a booking your child/ren must be enrolled in Prince Alfred College OSHC.

Enrolment forms can be downloaded from the Prince Alfred College website or alternatively contact the Director Kate Virgin on [kvirgin@pac.edu.au](mailto:kvirgin@pac.edu.au)

#### 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 your child/ren into OSHC and 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.

**2. Casual enrolment** – infrequent, occasional attendance which is subject to availability and places cannot be guaranteed at Prince Alfred College OSHC.

**Vacation Care Enrolment**— vacation care booking form to be completed before each session prior to the cut off acceptance date.

# Booking and Cancellation

## Permanent Enrolments—ASC

- ☒ To make a permanent booking you need to contact the OSHC Director.
- ☒ A days attendance fee will be charged for all permanent days booked. The only exception is if you are going on holidays the service requires two weeks notice and fees will be waived whilst on holidays.
- ☒ Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks written notice is required from the ending/terminating party. If this does not occur, 2 weeks fees will be billed to you.

## Casual Enrolments—ASC

- ☒ At your earliest convenience you need to phone or email the Director to request days of attendance. (Before 2pm of the day of attendance).  
The more notice that can be given will assist in securing a place. Planning will need to be done in regards to staffing, food and activities.
- ☒ A days attendance fee will be charged if you have booked your child/children in and OSHC has not been notified of their absence.

## Vacation Care Enrolments

- ☒ Once you have booked your child/ren into the vacation care program and you have received a booking confirmation a days attendance fee will be charged 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.

# Payment Options

## Permanent Enrolments

Permanent enrolments will be required to pay via Ezidebit and an Ezidebit registration form must be completed prior to your child/ren attending Prince Alfred College OSHC.

Ezidebit payments are withdrawn from your account on a Tuesday fortnightly. (Statements are emailed a day prior to the Direct Debit occurring). Please ensure all details are kept current and request a new form as needed to update details.

## Casual Enrolments

Casual enrolments will be required to pay via Ezidebit and an Ezidebit registration form must be completed prior to your child/ren attending Prince Alfred College OSHC.

## Vacation Care Enrolments

Vacation Care enrolments will be required to pay via Ezidebit and must complete an Ezidebit registration form prior to your child/ren attending the Prince Alfred College Vacation Care program.

## **Payment of Fees— Before School Care, After School Care & Vacation Care**

### **Permanent & Casual Enrolments**

Invoices are issued via email fortnightly on a Monday and charged through direct debit fortnightly on a Tuesday. Your invoice will include fees for care for the previous fortnight and have an estimate of your CCB (Child Care Benefit). There may be small changes from week to week once information regarding attendances of other siblings, CCB percent-age changes and CCTR (Child Care Tax Rebate) contributions have been reconciled with the DEEWR and these changes may alter the account slightly.

It is a requirement of DEEWR that a statement of account is provided to all customers for all sessions of care so you may at times receive a statement where nothing is owed or you are in credit. It is the parents/guardians responsibility to ensure that Account Statements are received 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 made with the Director (Kate Virgin) by email [kvirgin@pac.edu.au](mailto:kvirgin@pac.edu.au)