

# Moonta Area School OSHC FEE POLICY

Approved by: Moonta Area School Governing Council    Approval Date: 21 June 2023

## **Purpose and Scope**

Parents or Caregivers fully understand fee payment procedures and requirements and pay their child care fees on time.

## **Policy Statement**

Moonta Area School OSHC aims to provide a service to families at an affordable price. The OSHC Committee sets fees in accordance with the annual budget in order to maintain the viability of a quality OSHC service for children and families of our community. The budget is ratified annually by the Governing Council as the Approved Provider, or as is necessary.

## Procedures and Implementation Responsibilities

### Enrolment

By enrolling into Moonta Area School OSHC, you are agreeing to adhere to our fees policy as outlined in this document and agree to pay all fees associated with your involvement and your child's attendance at the MAS OSHC Service.

### Fees

Our fees are outlined in our fee schedule below. Please note our fees are subject to change. Parents/caregivers will be notified of intended fee changes.

Families will be given a minimum of fourteen days of notice of any changes to the way in which fees are applied or collected (National Regulation 172).

### Moonta Area School OSHC Fee Schedule

Session Type	Permanent Bookings	Casual Bookings
Before School Care (4 years +)	\$17	\$19
After Kindy/School Care (under 5 years)	\$34	\$36
After School Care (5 years +)	\$29	\$31
Vacation Care/Pupil Free Days (under 5 years)	\$110	All Bookings Permanent
Vacation Care/Pupil Free Days (5 years +)	\$85	All Bookings Permanent
2pm early Closure (under 5 years)	\$42	All Bookings Permanent
2pm Early Closure (5 years +)	\$39	All Bookings Permanent
MAS Sports Day	\$47	All Bookings Permanent

A Permanent Booking is a recurring booking on a set day. A Casual Booking is a booking made for a one off date.

**All Vacation Care/ Pupil Free Day bookings are permanent. If your child/ren is absent charges will apply. If you cancel bookings after Friday, week 9 of the school term full fees will be charged to your account for Vacation Care.**

**Booking Cancellations**

For permanent bookings two weeks' notice in writing must be given to the OSHC Director for the cancellation of ALL care from the service. Fees will be charged until written notice is received. Absence on the last day of your child/ren's care may affect your CCS eligibility.

**New Enrolment Vacation Care Fee**

New enrolments from MAS and children from other schools will need to pay a deposit of **\$50.00** per family, prior to care starting. Care for your child/ren will not commence until paid in full.

**Late Collection Fee**

A late collection fee of \$20.00 will be imposed when parent's /guardians/ caregivers arrive later than the closing time of 6.00pm. An extra fee will be added to the account for any additional time and will be charged in 15 minutes increments after that. Our service is licensed to operate until 6:00pm. After 6:00pm we are breaching our Licence and are not covered by insurance.

**Fee payment method**

Fees must be paid on time and in full:

- On a weekly payment schedule
- Through an electronic funds transfer arrangement only

Fees are to be paid for the days the child is booked into the care of Moonta Area School OSHC, including when your child is absent.

Fees are to be paid direct into the OSHC account, with your family name as reference.

Account name: MAS OSHC

BSB: 105-013

Account Number: 034954340

Reference: Family Name

All received monies will be receipted against your OSHC account and will be recorded on your weekly invoice.

If you have any concerns or questions in relation to your account please contact the Director on 0439817475 during opening hours or email [dl.1488.oshc@schools.sa.edu.au](mailto:dl.1488.oshc@schools.sa.edu.au)

**Overdue Fees**

1. Payments of accounts need to be paid one week after care is provided.
2. 14 days overdue – a polite text message reminder will be forwarded to the account holder.
3. 28 days overdue – a letter will be forwarded to the account holder requesting immediate payment and advising that their child’s bookings maybe cancelled if the account remains unpaid. The letter will include a reminder that parents are encouraged to discuss payment difficulties and make suitable arrangements to pay with the Director.
4. 35 days of non-payment - If a payment plan has not been arranged bookings for care may be cancelled and/or denied.

If families are having difficulty making fee payments, they should immediately speak with the MAS OSHC Director to discuss fee payment arrangements. Information provided by families will be treated as strictly private and confidential.

Where families do not meet agreed payment plans, and an outstanding debt remains MAS OSHC may use their discretion to engage a third-party agency to recover the outstanding amount. The cost of this action may be added to the debt owed.

**Invoices**

Invoices for the amount of fees payable in a period will be issued weekly via email.

**Confidentiality**

All information and records in relation to fees will be kept in strict confidence and stored securely. Members of OSHC, management or the School will not discuss individual names and details openly. Families may request their account records or particulars of fees from MAS OSHC at any time and these will be available in writing to families.

**Continuance of Care**

To access our Vacation Care program or to continue term to term care, all accounts must be up to date with an outstanding balance of less than \$200.

**Child Care Subsidy**

Parents/guardians are required to register for CCS through their myGOV account linked to Centrelink and provide documentation to support the CCS payment

Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy.

The child must:

- be a 'Family Tax Benefit child' or 'regular care child' and
- be 13 or under and not attending secondary school and
- meet immunisation requirements

The person claiming the Child Care Subsidy, or their partner must:

- meet residency requirements and
- be liable to pay for care provided with their childcare provider
- childcare must be provided by an approved provider

Families level of Child Care Subsidy will be determined by:

- Combined family income
- Activity test of parents
- Type of early learning and childcare Service.

Child Care Subsidy will be provided directly to the Service and this amount deducted from the parent/family account.

Families must regularly check their details are correct and report a change in circumstance to Centrelink- (family income, activity levels, relationship changes or any other changes to their circumstances).

Any disputes with CCS payments is the responsibility of the family. The family will be referred to contact Centrelink directly for any enquiries regarding CCS payments.

Discounts will only be offered as outlined in the CCS Handbook.

Families can apply for Additional Child Care Subsidy (ACCS) through Centrelink if they are in temporary financial hardship.

There are four different payments under Additional Child Care Subsidy:

- Additional Child Care Subsidy (child wellbeing)—to help children who are at risk of serious abuse or neglect. The approved provider is involved in determining children who may require additional support who are at risk of harm
- Additional Child Care Subsidy (grandparent)—to help grandparents on income support who are the principal caregiver of their grandchildren. Families are required to contact Centrelink directly regarding this payment
- Additional Child Care Subsidy (temporary financial hardship)—to help families experiencing financial hardship. Families are required to contact Centrelink directly regarding this payment
- Additional Child Care Subsidy (transition to work)—to help low-income families transitioning from income support to work. Families are required to contact Centrelink directly regarding this payment

**NATIONAL QUALITY STANDARD (NQS)**

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood to support effective decision making and operation of the service

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
168	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

**RELATED LEGISLATION**

Child Care Subsidy Secretary's Rules 2017 A New Tax System (Family Assistance) Act 1999	Family Law Act 1975 Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G <a href="https://www.dese.gov.au/resources-child-careproviders/resources/child-care-providerhandbook">https://www.dese.gov.au/resources-child-careproviders/resources/child-care-providerhandbook</a>
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**Resources/References**

- Australian Children's Education & Care Quality Authority. (2014). Authority. (2021). Policy and procedure guidelines. Payment of Service Fees and Provision of a Statement of Fees Charged by the Service.
- Australian Government Department of Education, Skills and Employment. Child Care Provider Handbook <https://www.dese.gov.au/resources-child-care-providers/child-care-provider-handbook>
- Australian Government Department of Education, Skills and Employment Early Childhood and Care <https://www.dese.gov.au/early-childhood>
- Education and Care Services National Law Act 2010. (Amended 2018).
- Education and Care Services National Regulations. (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.(2017).
- Guide to the National Quality Framework. (2017). (Amended 2020).
- Kearns, K. (2017). The Business of Childcare (4th Ed.).
- Revised National Quality Standard. (2018)

POLICY REVIEW	MODIFICATIONS	NEXT REVIEW DATE
JUNE 2023	<ul style="list-style-type: none"> <li>• Update Overdue fee timeline &amp; actions</li> <li>• Update criteria to continue care</li> <li>• Update of CCS &amp; ACCS information</li> <li>• Addition of NQS, Regulation &amp; Legislation reference</li> <li>• Policy Version Control V 2.0</li> </ul>	JUNE 2024
POLICY REVIEWED	POLICY VERSION/REVIEWED BY	NEXT REVIEW DATE
2021	<ul style="list-style-type: none"> <li>• V1.1 /OSHC Committee</li> </ul>	NOVEMBER 2022
2010	<ul style="list-style-type: none"> <li>• V1.0</li> </ul>	NOT SPECIFIED